



KENYA LAW REFORM COMMISSION

**REINSURANCE PLAZA, 3RD FLOOR,
TAIFA ROAD
P.O. BOX 34999-00100
NAIROBI, KENYA.
Email: info@klrc.go.ke**

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR
PROVISION OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWO (2)
FINANCIAL YEARS (2025-2026 AND 2026-2027)**

REFERENCE NO. KLRC/REG/2024-2025

CATEGORY APPLIED FOR

CAREGOTY NUMBER

CAREGOTY DESCRIPTION

.....

ISSUED ON – THURSDAY 15TH MAY, 2025

CLOSING/OPENING DATE – THURSDAY 29TH MAY, 2025 AT 11.00 A.M.

REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWO (2) FINANCIAL YEARS (2025-2026 AND 2026-2027)

1. Introduction

The Kenya Law Reform Commission (the Commission) was established by the Kenya Law Reform Commission Act, No. 19 of 2013 (the Act). Presidential assent was given on 14 January 2013 and the Act came into force on 25th January 2013. The Commission has a statutory and ongoing role of reviewing all the laws of Kenya to ensure that it is modernized, relevant and harmonized with the Constitution of Kenya, 2010. Following the promulgation of the Constitution in 2010, the Commission has an additional mandate of preparing new legislation to give effect to the Constitution. The third mandate is found in the County Governments Act, No. 17 of 2012 which requires the Commission to assist the county governments in the development of their laws. This is also a requirement found in the Act.

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015 and Regulation 69 of the Public Procurement and Asset Disposal Regulations 2020, the Commission invites prospective Suppliers, Contractors and Services providers who would wish to provide goods, works and services for a period of two years (2025-2026 and 2026-2027)

List of General Categories – (You can only apply a maximum of 4 categories)

S/No	Category No.	Category Description	Reservation
1	G1	Registration for Supply and Delivery of Staff Uniforms and Branded clothes	AGPO
2	G2	Registration for Supply and Delivery of computers, laptops, printers & other equipment's	AGPO
3	G3	Registration for Supply and Delivery of General Office Stationery.	AGPO
4	G4	Registration for Supply and Delivery of Computer software, appliance, Consumables, accessories and antivirus.	AGPO
5	G5	Registration for Supply and Delivery of Office Furniture and Fittings	AGPO
6	G6	Registration for Supply and Delivery of Tyres, Tubes and Batteries	AGPO
7	G7	Registration for Supply, Installation & Commissioning of CCTV, Alarm & Access Control Systems	OPEN
8	G8	Registration for Supply and Delivery of sanitary and cleaning materials	AGPO

S/No	Category No.	Category Description	Reservation
9	G9	Registration for Supply of Electrical items and fittings	AGPO
10	S1	Registration for Provision of Printing Services and promotional materials	AGPO
11	S2	Registration for Repair, Service and Maintenance of Computers, Laptops, Printers, Photocopiers, UPS and Other equipment's	OPEN
12	S3	Registration for Provision of repair and maintenance of air conditioners	OPEN
13	S4	Registration for Provision of asset tagging bar codes, tagging services and signage	OPEN
14	S5	Registration for provision of photography, audio-visual production and editing services (film, documentary, radio production, voice overs, etc.)	OPEN
15	S6	Registration for Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)	AGPO
16	S7	Registration for Provision of ground transport and car hire services	AGPO
17	S8	Registration for Cleaning of Window blinds, Sofa Sets and other Office Furniture	AGPO
18	S9	Registration for Fumigation services	AGPO
19	S10	Registration for Provision of repair and maintenance of building / Minor alterations	AGPO
20	S11	Registration for provision of events management and entertainment services (tents and chairs, exhibitions, roadshows	AGPO
21	S12	Registration for Provision of repair and maintenance of Plumbing works, Electrical, Office Furniture and Fittings	AGPO
22	S13	Registration for Provision of leased printers and copiers	Open
23	S14	Registration for Provision of repair and maintenance of motor vehicles	Open
24	S15	Registration for Provision of auctioneer services for disposal of items	Open
25	S16	Registration for Provision of asset valuation services	Open
26	S17	Registration for Provision of Inventory management system	Open
27	S18	Registration for Consultancy Services - Development and Revision of Manuals	Open
28	S19	Registration for Provision of Consultancy services for Information Security Management System	Open
29	S20	Registration for Provision of Consultancy services for Records digitalization	Open

S/No	Category No.	Category Description	Reservation
30	S21	Registration for provision of consultancy services on strategy development, management planning and motivational speaking and team building consultancy.	Open
31	S22	Registration for Provision and Repair of ICT Infrastructure, Installation of Firewall and Renewal of Firewall License	Open
32	S23	Registration for Provision of Enterprise Resource Planning (ERP) Maintenance, Support and Licensing services	Open
33	S24	Registration for Provision of Website Content Management, Mailing System Engine and Server Maintenance	Open

- 1.1. Applicants **must** fill information in the space provided in page one of this Registration document
- 1.2. Qualified and interested tenderers may obtain further information and inspect the Registration Documents during office hours [0800 to 1700 hours] at the address given below.
- 1.3. A complete set of the Registration Documents may be downloaded by interested and eligible candidates Free of Charge at <http://www.klrc.go.ke> or www.tenders.go.ke. Those who download the documents from the website must forward their particulars immediately for recording and any further clarifications and addendum to procurement@klrc.go.ke. Bidders are advised to regularly visit KLRC website during the registration period for any clarification or addendum.
- 1.4. The Registration Application **Must** be prepared in indelible ink with no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons signing the Registration Application.
- 1.5. All applicants should clearly indicate in the envelope the category they are interested in. One document shall present **ONLY ONE** category. For those interested in various categories, they should submit separate documents in the various categories.
- 1.6. The Registration Application should be prepared and submitted in a plain sealed envelope clearly marked: **Reference No.....Category No.....and Description** and addressed to:

Ag. Secretary/ CEO
Kenya Law Reform Commission
Re-Insurance Plaza 3rd Floor, Taifa Road
P.O. Box 34999 –
00100 NAIROBI

and be deposited in the tender box provided at the Reinsurance Plaza, 3th Floor, Taifa Road, Nairobi.

- 1.7. The closing date for submission of registration documents shall be on **29th May, 2025** at **11.00 a.m.** East African time.
- 1.8. All registration document including the attachments must be sequentially paginated/serialized
- 1.9. The opening of Applications shall be conducted immediately thereafter in the KLRC Conference Room No. 325 in the presence of applicants or their representatives who wish to attend.
- 1.10. Any Registration document submitted after the deadline shall be automatically rejected.
- 1.11. Applicants can apply for registration in more than one category provided that the applications are done in **separate documents for each category**.
- 1.12. Any form of canvassing will lead to automatic disqualification.

SECTION I

REGISTRATION DATA INSTRUCTIONS

1.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5 & RQ-6 are to be completed by prospective suppliers who wish to be registered by the Commission.

1.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language.

1.2 Qualification

1.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the Institute.

1.2.2 Prospective bidders may not be considered qualified unless in the judgment of the Institute they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

1.3 Essential Criteria for Registration

1.3.1 **Experience:** Prospective bidder shall be required to have experience of at least 2 years in related category. In case of potential supplier should show competence, willingness and capacity to service the contract. Bidders can only participate up-to a maximum of four (4) categories.

1.3.2 **Personnel:** The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.2

1.3.3 **Past Performance:** Past performance will be given due consideration in registration of the bidders. Letters of reference from past customers **MUST** be submitted along with Form RQ-3.

1.4 Statement

Application must include a sworn statement Form RQ-4 by the Tenderer ensuring the accuracy of the information given.

1.5 Withdrawal of Registration

Should a condition arise between the time firm is registered to bid and the bid opening date which in the opinion of the Institute Could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Institute reserves the right to reject the tender from such a bidder even though he was initially registered.

1.6 Registration Criteria

The listed forms will form the criteria of evaluation. Bidders to duly fill, sign and stamp forms. Where a certain form is not applicable, the bidders should indicate **“NOT APPLICABLE”**

Required Information	Form Type
1. Registration Data	RQ-1
2. Supervisory Personnel	RQ-2
3. Past Experience for the applied categories	RQ-3
4. Sworn Statement	RQ-4
5. Confidential Questionnaire	RQ-5
6. Litigation History	RQ-6

EVALUATION CRITERIA

1.1 MANDATORY REQUIREMENTS

NO.	REQUIREMENT	Submitted (Yes /No)
1.	Copy of Certificate of Registration/Incorporation – <i>All categories</i>	
2.	Valid Tax Compliance Certificate from Kenya Revenue Authority - <i>All categories</i>	
3.	Valid copy of the County Government Trading license / Single Business Permit - <i>All categories</i>	
4.	Copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 6 Months to the Opening Date, for Limited Companies or copy of Identification Card (ID) for Sole Proprietors- <i>All categories</i>	
5.	Valid AGPO Certificate – <i>Applicable for AGPO categories</i>	
6.	Company Profile - <i>All categories</i>	
7.	Duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred - <i>All categories</i>	
8.	Dully filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice - <i>All categories</i>	
9.	Dully filled, signed and stamped business questionnaire in the format provided- <i>All categories</i>	
10.	Duly filled forms RQ1, RQ2, RQ3, RQ4, RQ5 and RQ6- <i>All categories</i>	
11.	Attach a Valid Certificate of Registration by IATA/ KATA for Air ticketing services <i>Applicable for category S6</i>	
12.	Attach Valid Certificate of Registration by Auctioneers Board for auctioneer services <i>Applicable for category S15</i>	
13.	Attach Valid Certificate of Registration by Valuers Registration Board for Registration of Valuation services <i>Applicable for category S16</i>	
14.	Attach Valid Private Garage inspection certificate from Ministry of Roads and Transport Mechanical Division <i>Applicable for category S14</i>	
15.	The registration document including the attachments must be sequentially paginated/ serialized in the format 1, 2,3,4,.....	

POST QUALIFICATION- (DUE DILIGENCE)

Bidders' documents **may** be subjected to verification for confirmation of the authenticity from relevant institutions.

NOTE:

- Youth Women and people with disability will be deemed to be technically qualified if they present all mandatory requirements above.
- Applicants under specialized/technical categories are advised to submit the instruments of trade/relevant certifications alongside the requested statutory documents.

- The list will be used for source for quotations competitively basis as and when needs arises.
- Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No Criteria.

1.2 TECHNICAL EVALUATION CRITERIA

The requirements hereafter is for **firms** wishing to apply for the **open categories**, provided they meet technical criteria.

Technical capabilities of the firms shall be evaluated on the basis of the following criteria.

No.	Evaluation Attribute	Weighting Score	Max Score
TS1	Firms experience Must have experience in performing similar assignment's	Provide LPOs/LSOs/ Contracts from 5 reputable corporate Clients whom you have supplied with goods/services/works (5marks for each)	25
TS2	Firms' ability to offer satisfactory services	Provide recommendation letters from at least 5 reputable corporate clients where similar goods/service/works have been supplied in the last three (3) years (5 marks each client)	25
TS 3	Commitment to deliver on timely basis	Provide a letter on the company's letterhead stating the Delivery period <ul style="list-style-type: none"> • Within two days (20 marks) • Within three days (10 marks) • Within four days (5 marks) • Beyond 4 days (0 marks) 	20
TS 4	Volume of business handled in the last three (3) years 2022,2023,2024	(Attach evidence of LPO's, LSO's or Contracts) <ul style="list-style-type: none"> i. Equal or over Kshs. 2 million (15 marks) ii. Above 1 million (10marks) iii. Below 1million (5 marks) iv. Below 200,000 (0 marks) 	15
TS 5	Information about the bidder	Company profile highlighting bidders' capabilities	15
	TOTAL SCORE		100

The pass mark will be 70%. Bidders who will not attain the pass mark will not be listed in the suppliers register

FORM RQ - 1 REGISTRATION DATA

1. Category(ies) to be Registered

2. Legal name of firm.....

Post Office address.....

Street and Address

City

Country.....

Telephone No.....

Email address

Person to contact.....

Title.....

3. Full name(s) of Director (s).....

.....

.....

.....

.....

4. Disadvantaged Group e.g. Youth, PWD, Women etc. (If Applicable)

5. AGPO Certificate No (If Applicable)

(If applicable, ensure you attach the AGPO Certificate)

6. Incorporation or Registration Certificate No.....

FORM RQ-2 SUPERVISORY PERSONNEL

Provide a list of your key supervisory personnel and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

FORM RQ - 3: PAST EXPERIENCE

1. i) Name of client (Organization).....
ii) Address of Client (Organization).....
iii) Name of contact person at the client (Organization).....
iv) Telephone No. of Client.....
v) Value of contract.....
vi) Duration of contract (date).....

2. i) Name of 2nd client (Organization).....
ii) Address of Client (Organization).....
iii) Name of contact person at the client (Organization).....
iv) Telephone No. of Client.....
v) Value of contract.....
vi) Duration of contract (date).....

3. i) Name of 3rd client (Organization).....
ii) Address of Client (Organization).....
iii) Name of contact person at the client (Organization).....
iv) Telephone No. of Client.....
v) Value of contract.....
vi) Duration of contract (date).....

4. Others.....

FORM RQ-4: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Institute relies on it to registration of our Firm/Company. I/We are aware that the Institute is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....

Firm Name.....

Represented by.....

Signature.....

Stamp / Seal

(Full name and designation of the person signing and stamp or seal)

FORM RQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General																
1.1	Business Name.....															
1.2	Location of Business Premises.....															
1.3	Plot No..... Street/Road Postal Address..... Tel No..... Fax..... Email.....															
1.4	Nature of Business.....															
1.5	Registration Certificate No.....															
1.6	Maximum Value of Business which you can handle at any one time – KSHS.....															
1.7	Name of your Bankers Branch															
Part 2 (a) – Sole Proprietor																
2a.1	Your Name in Full.....															
2a.2	Nationality Country of Origin Citizenship Details.....															
Part 2 (b) Partnership																
2b.1	Given details of Partners as follows:															
2b.2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left; padding: 5px;"><u>Name</u></th> <th style="width: 30%; text-align: left; padding: 5px;"><u>Nationality</u></th> <th style="width: 30%; text-align: left; padding: 5px;"><u>Citizenship Details</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.....</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">2.....</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">3.....</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">4.....</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	1.....			2.....			3.....			4.....		
<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>														
1.....																
2.....																
3.....																
4.....																

Part 2 (c) – Registered Company																															
2c.1	Private or Public																														
2c.2	State the Nominal and Issued Capital of Company- Nominal KSHS. Issued KSHS.																														
2c.3	Given details of all Directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%; text-align: center;"><u>Name</u></th> <th style="width: 20%; text-align: center;"><u>Nationality</u></th> <th style="width: 20%; text-align: center;"><u>Citizenship Details</u></th> <th style="width: 10%; text-align: center;"><u>Shares</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td>.....</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td>.....</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td>.....</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td>.....</td><td></td><td></td><td></td></tr> </tbody> </table>		<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>	1.				2.				3.				4.				5.			
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1.																														
2.																														
3.																														
4.																														
5.																														
Part 3 – Eligibility Status																															
3.1	Are you related to an Employee, Committee Member or Board Member of KLRC? Yes _____ No _____																														
3.2	If answer in '3.1' is YES give the relationship.																														
3.3	Does an Employee, Committee Member, Board Member of Kenya Law Reform Commission sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____																														
3.4	If answer in '3.3' above is YES give details.																														
3.5	Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Law Reform Commission to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this																														

invitation? Yes_____No_____

3.6 If answer in '3.5' above is **YES** give details.

.....

.....

.....

.....

.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?
Yes_____No_____

3.8 If answer in '3.7' above is **YES** give details:

.....

.....

.....

.....

.....

3.9 Have you offered or given anything of value to influence the procurement process?
Yes_____No_____

3.10 If answer in '3.9' above is **YES** give details

.....

.....

.....

.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date..... Signature of Candidate.....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

RQ - 6 LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/ Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

Note: where there is no litigation history, bidders to indicate N/A

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/ TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of Post Office Box.....
Being a resident of.....in the Republic of.....do
hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of.....(*insert name of the Company*) who is a Bidder in respect of **Tender No.....**for.....(*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in Procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I.....of P.O.Box.....
being a resident of.....in the Republic
of.....do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... *(insert name of the Company)* who is a Bidder in respect of **Tender No.....** for..... *(insert tender title/description)* for..... *(insert name of the Procuring entity)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of *(insert name of the Procuring entity)* which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of *(name of the procuring entity)*.
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder's Official Stamp