



**PREQUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION  
OF GOODS, SERVICES AND WORKS FOR 2025 - 2028  
FINANCIAL YEARS**

CATEGORY LPL/..... 2025

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## SECTION 1

### 1.0 PREQUALIFICATION INSTRUCTIONS

#### 1.1 INTRODUCTION

The **Group Managing Director, Longhorn Publishers PLC** would like to invite interested candidates, who must qualify by meeting the set criteria as provided by the procuring entity, to perform the contract of supply and delivery or provision of goods, works and services.

#### 1.2 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part is to qualify suppliers to supply and deliver assorted items, provide works and services under relevant tenders/quotations as and when required during the period ending 30<sup>th</sup> June 2028.

#### 1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the Laws of Kenya for the respective supply of merchandise or services are invited to submit their tender documents to the **Group Managing Director, Longhorn Publishers** so they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for tender. Each applicant will be required to pay a non-refundable fee of (Ksh.1,000) per category applied for, through a Bankers cheque payable to **LONGHORN PUBLISHERS PLC**.

#### 1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers /contractors must demonstrate the willingness and commitment to meet the tender criteria.

#### 1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

#### 1.6 TENDER PROSPECTIVE

In order to be considered for the tender, prospective suppliers must submit all the information requested herein.

### **1.7 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS**

**One copy** of the complete pre-qualification data and other information requested should be submitted to reach:

**THE GROUP MANAGING**

**DIRECTOR, LONGHORN**

**PUBLISHERS PLC,**

**P.O. BOX 18033 -00500,**

**NAIROBI.**

Not later than 10:00 am (local time) on Monday September 1<sup>st</sup>, 2025.

The category applied for should be clearly indicated on the envelope alongside with the vendor's company name.

### **1.8 QUESTIONS ARISING FROM DOCUMENTS**

Questions that may arise from the tender documents should be directed to [procurement@longhornpublishers.com](mailto:procurement@longhornpublishers.com)

### **1.9 ADDITIONAL INFORMATION**

**LONGHORN PUBLISHERS PLC** reserves the right to request for submission of additional information from prospective bidders.

### **2.0 INVITATION TO TENDER/QUOTATION**

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by **LONGHORN PUBLISHERS PLC** after scoring 70 points and above. This will be done soon after the completion of the tender evaluation process.

## **SECTION 2**

### **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

#### **2.1 TAXES ON IMPORTED MATERIALS**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied.

#### **2.2 CUSTOMERS CLEARANCE**

The suppliers shall be responsible for custom clearance of their imported goods and materials.

#### **2.3 CONTRACT PRICE**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or procurement committee.

#### **2.4 PAYMENTS**

All local purchase shall be on credit of a minimum of sixty (60) days or as it may be stipulated in the contract agreement.

## **SECTION 3**

### **3.0 PRE-QUALIFICATION DATA FORM INSTRUCTION**

#### **3.1 PRE-QUALIFICATION DATA FORM**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for the specified tender category.

##### **3.1.1 INCOMPLETE APPLICATION**

Application forms that are not filled and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

#### **3.2 QUALIFICATION**

##### **3.2.1 TENDER DATA**

It is understood and agreed that the tender data on prospective bidders will be used by **LONGHORN PUBLISHERS PLC** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client.

##### **3.2.2 QUALIFICATION REQUIREMENTS**

Prospective bidders will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services in the judgment of **LONGHORN PUBLISHERS PLC**.

#### **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

##### **3.2.3 EXPERIENCE**

(a) The prospective bidder shall have at least five (5) years' experience in the supply of goods, services and works. Potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers require special experience and capability to organise supply and deliver items or services at short notice.

### 3.2.4 PERSONNEL

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ3.

### 3.2.5 FINANCIAL CONDITION

The suppliers' financial condition will be determined by latest financial statements submitted with the tender documents as well as letters of reference from their bankers regarding supply credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

### 3.2.6 PAST PERFORMANCE

Past performance will be given due consideration in qualifying bidders. Letters of reference from past customers should be included in Form PQ5 where applicable.

## 3.3 STATEMENT

The application must include a sworn statement (Form PQ6) by the tender applicant ensuring the accuracy for the information given.

## 3.4 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the Client/**LONGHORN PUBLISHERS PLC** 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 commitment, **LONGHORN PUBLISHERS PLC** reserves the right to reject the tender from such a bidder even though initially prequalified.

## 3.5 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The applicant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

## 3.6 PRE-QUALIFICATION CRITERIA

No.	Information Required	Form Type	Point Score
1.	Registration Document	PQ-1	20
2.	Pre-qualification data	PQ-2	5
3.	Supervisory personnel	PQ-3	5



4.	Financial position and Bank Details	PQ-4	15
5.	Past experience	PQ-5	20
6.	Sworn statement	PQ-6	5
7.	Confidential questionnaire	PQ-7	20
8.	Litigation History	PQ-8	10
<b>TOTAL</b>			<b>100</b>

### **QUALIFICATION MARK**

#### **3.8**

The qualification mark is 70 points and above.

## **FORM PQ-1**

### **PRE-QUALIFICATION DOCUMENTATION**

#### **All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) CR 12 Certificate
- (d) Copies of PIN Certificates of firm/Company/Individual
- (e) Dully filled declaration of conflict of Interest form
- (f) Tax Compliance Certificate from Kenya Revenue Authority (failure to produce will lead to automatic failure)
- (g) Bank references
- (h) Bank details
- (i) List of ongoing Contracts/Projects (goods, services)
- (j) Capacity Statement, CV, academic and professional certificates, latest dealership letters (technical/experience etc.)
- (k) Statement to indicate willingness to provide goods and services on credit
- (l) Applicants should only apply in their areas of expertise

## FORM PQ-2

### PRE-QUALIFICATION DATA

#### Contractor Identification

Legal name of firm.....

Post office Address.....

Street and Address.....

City.....

Country.....

Telephone No.....

Contact Person.....

Title.....

#### Organisation and Business Information

Management Personnel.....

MD.....

Director.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable) .....

Name of partners.....

1 Business founded or incorporated.....

2 Under present management since.....

3 Net worth equivalent Kshs.....

- 4 Bank reference and address.....
- 5 Bonding company reference and address.....
- 6 Enclose copy of the organisation chart of the firm indicating the main fields of activities

**FORM PQ-3**

**SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held.....

**Supply or Service experience**

a) Name of client/customer.....

b) Character and nature of contract.....

c) Contract value.....

d) Location of contract.....

e) Title and responsibility in contract.....

f) Other.....

**Proposed Technical personnel**

- a).....
- b).....
- c).....
- d).....
- e).....
- f).....
- g).....

Proposed position in this project if contract is awarded.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

.....

## **FORM PQ-4**

### **FINANCIAL POSITION AND BANK DETAILS**

**4.1** Attach a copy of the firm's two recent audited and certified financial statements giving summary of assets and current liabilities/or any other financial support.

**4.2** Provide the firm's bank details in the **LONGHORN PUBLISHERS PLC** bank details template attached below

**FORM PQ-5**

**PAST EXPERIENCE**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN THE LAST TWO YEARS**

CLIENT 1

Name of 1<sup>st</sup> client (organisation).....  
Address of client (organisation).....  
Name of contact person of the client (organisation).....  
Client Telephone Number.....  
Value of contract.....  
Duration of contract (Date).....

CLIENT 2

Name of 1<sup>st</sup> client (organisation).....  
Address of client (organisation).....  
Name of contact person at the client (organisation).....  
Client Telephone Number.....  
Value of contract.....  
Duration of contract (Date).....

CLIENT 3

Name of 1<sup>st</sup> client (organisation).....  
Address of client (organisation).....  
Name of contact person at the client (organisation).....  
Client Telephone Number.....  
Value of contract.....  
Duration of contract (Date).....

Others:

.....



## FORM PQ-6

### SWORN STATEMENT

Having studied the tender information for the above prequalification we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/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 shall come ourselves to inform you and acknowledge your right to review the tender made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date:.....

Applicant's Name:.....

Represented by:.....

Signature:.....

Designation:.....

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

## **FORM PQ-7**

### **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

#### **PART 1: GENERAL**

Business Name.....

Location of Business.....

Premises.....

Plot No. ....

Street/Road.....

Postal Address.....

Tel .....

Nature of business.....

Current Trade License No.....Expiry date .....

Maximum value of business you can handle at any one time (Kshs).....

Your Bank Name..... Branch.....

Give details of all directors as follows:

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

*If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration.*

Date:.....

Signature and Stamp firm:.....

## **FORM PQ-8**

### **LITIGATION HISTORY**

Provide any litigation or arbitration history resulting from any contractual obligation. If none, state so.

## SUPPLIER FORM FOR DISCLOSURE OF INTEREST

<b>Vendor Name</b>	
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Are there any person/persons in **Longhorn Publishers PLC** who has/have an interest or relationship in this firm? Yes/No... ..... If yes, provide details as follows

No	Name of Person	Designation	Interest or Relationship with the Supplier
1			
2			
3			

### i). Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Supplier
1	The employee is directly or indirectly in control, is controlled by or is under common control with another supplier		
2	The employee receives or has received any direct or indirect subsidy from another supplier		
3	Employee has the same legal representative as another supplier		
4	Employee has a relationship with another supplier, directly or through common third parties, that puts it in a position to influence the quotation of another supplier, or influence the decisions of the Longhorn Publishers PLC award process.		
5	Employee participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the award.		
6	Employee would be providing goods, works, non-consulting services or consulting services during implementation of the contract specifics		
7	Supplier has a close business or family relationship with an employee of Longhorn Publishers PLC who is directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process		
8	Supplier has a close business or family relationship with an employee of Longhorn Publishers PLC who would be involved in the implementation or supervision of the Contract		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to Longhorn Publishers PLC throughout the quotation process and execution of the contract.		

**Certification**

On behalf of the Supplier, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: \_\_\_\_\_

Title or Designation \_\_\_\_\_

(Signature of Vendor Authorized Representative) \_\_\_\_\_

(Date) \_\_\_\_\_

