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THE ARCHITECTURAL ASSOCIATION OF KENYA

PREQUALIFICATION OF SUPPLIERS

The Architectural Association of Kenya invites applications for Pre-qualification/registration of Suppliers from interested eligible bidders for the supply of the following listed goods and services for the period 2022 – 2024

LOT NO.: AAK/SUPP/001	SUPPLY OF GENERAL OFFICE STATIONERY
LOT NO.: AAK/SUPP/002	SUPPLY OF GRAPHIC DESIGN AND PRINTING SERVICES
LOT NO.: AAK/SUPP/003	SUPPLY OF AIR TRAVEL & RELATED SERVICES
LOT NO.: AAK/SUPP/004	PROVISION OF AUDIT EXTERNAL SERVICES
LOT NO.: AAK/SUPP/005	PROVISION OF LEGAL SERVICES
LOT NO.: AAK/SUPP/006	PROVISION OF PUBLIC RELATIONS SERVICES
LOT NO.: AAK/SUPP/007	PROVISION OF INSURANCE SERVICES
LOT NO.: AAK/SUPP/008	PROVISION OF DESIGNING AND PRODUCTION OF BRANDED PROMOTIONAL MATERIALS
LOT NO.: AAK/SUPP/009	PROVISION OF PHOTOGRAPHY & VIDEO PRODUCTION SERVICES
LOT NO.: AAK/SUPP/010	SUPPLY OF OFFICE FURNITURE

Interested suppliers are requested to download prequalification form from the AAK Website www.aak.or.ke



THE ARCHITECTURAL ASSOCIATION OF KENYA

Request for Expression of Interest

ORGANIZATIONAL INFORMATION

Expression of interest Lot No. ____

Legal Name of Business	
Type of Business	
Full Names of Owner (s) <i>(Please state names of ALL owners /directors)</i>	
Year of Incorporation / registration	
Physical Address	
Postal Address	
Email Address	
Website:	
Organization's Authorized Representative (please include telephone number / email address)	
State the Primary Line of Business of the Company	
Key products (Goods / services) <i>Attach brochures etc</i>	

Please attach: Certified Copy of Certificate of Incorporation / registration and PIN Certificate

HUMAN RESOURCE INFORMATION

Name	Position	Brief description of Qualification and Experience



AAK | PROMOTING EXCELLENCE
IN THE BUILT ENVIRONMENT

- Insert additional rows as required
- Please attach CV's of Key management personnel
- Please attach the business profile



PHYSICAL RESOURCES INFORMATION

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Type	Brief Description
Plant / Equipment	
Motor Vehicles	
Office Space / Facilities	
Others	

Please insert additional rows if required



FINANCIAL INFORMATION

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Annual Turnover	2019	
	2020	
	2021	
Bankers		
Bankers Address		

Please attach copies of Audited accounts for the years stated

Please attach a copy of current tax compliance certificate



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BUSINESS INFORMATION

Please list up to 10 clients served by the company

CLIENT DETAILS, INCLUDING CONTACT PERSON	NATURE OF BUSINESS	ANNUAL VOLUME OF BUSINESS



Has the company ever had a contract terminated on account of non – performance? If yes, explain

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Has the company ever changed name since inception? If yes, explain

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Has the company been involved in any commercial litigation in the last three years? If yes, explain

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Has the company been involved in any labour disputes in the last three years? If yes, explain

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CERTIFICATION

This is to certify that the information provided in this expression of Interest is complete and correct to the best of our knowledge.



The information provided, including the all attachments, shall become representations under any resulting contract.

SIGNED:

FOR AND ON BEHALF OF: _____

NAME OF AUTHORISED REPRESENTATIVE: _____

POSITION: _____

SIGNATURE: _____

DATE: _____



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IN THE BUILT ENVIRONMENT

INFORMATION TO APPLICANTS

1. This call for expression of interest does not constitute any commitment on the part of the Architectural Association of Kenya
2. Applications will only be received from duly registered business organisations.
3. The business must have been in operation for a period of not less than one year.
4. A separate application must be lodged for each category of goods / services as listed on page 1 of this document.
5. The Association reserves the right to accept or reject any or all the EOI without any obligation to inform the affected organisation (s) of the reasons.
6. Each Expression of Interest shall be submitted by email only in PDF format to aak@aak.or.ke it subject '**EXPRESSION OF INTEREST, PROVISION OF _____**
7. All Expressions of Interest together with all accompanying documents must be received by the AAK Secretariat not later than 1700hrs. **Friday, 6th May 2022.**