



**AAK** | PROMOTING EXCELLENCE  
IN THE BUILT ENVIRONMENT

# THE ARCHITECTURAL ASSOCIATION OF KENYA

## REQUEST FOR PROPOSAL (RfP) FOR PROVISION OF CREATIVE DESIGN SERVICES

**ISSUE DATE: 23 October 2023**

**CLOSING DATE: 14<sup>th</sup> November 2023**

### 1. INTRODUCTION

- 1.1. Established in 1967, the Architectural Association of Kenya (AAK) is Kenya's leading Association for professionals in the built and natural environment in Kenya incorporating Architects, Quantity Surveyors, Town Planners, Engineers, Landscape Architects, Environmental Design Consultants, Construction Project Managers and Interior Designers.
- 1.2. AAK seeks to revamp its communication tools and wishes **to procure the services of an experienced Graphics Designer to provide consultancy services for this purpose.**

### 2. Term of References

The Selected firm shall work closely with the office bearers and staff of the Association to generate a new look for our communication tools including:

- a) Official Stationery, including – Letterheads and Envelops Design; These to cover all the Chapters of the Association and the AAK Registered Trustees;
- b) Social Media Communication Tools – including event and other communications flyers;
- c) Electronic Newsletter – Usually circulated via Mailchimp;
- d) Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, business cards, reports and other products.
- e) Powerpoint and similar presentations

#### HEAD OFFICE

Architectural Association of Kenya,  
Blue Violets Plaza, Kamburu Drive, off Ngong Road.  
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### 3. SUBMISSION OF PROPOSALS

- 3.1. All clarifications from bidders should be communicated by email only to [aak@aak.or.ke](mailto:aak@aak.or.ke) until 13<sup>th</sup> November 2023
- 3.2. Firms should submit their technical and financial proposals detailing the methodology, financial budget, clear work plan, consultant's level of experience, and current contact details of at least three (3) referees for whom similar assignments have been successfully delivered. Please include a portfolio (or similar) for our review.
- 3.3. All prices quoted should be inclusive of all taxes, must be in Kenya shillings, and shall remain valid for 60 days from the date of submission of technical and financial proposals.
- 3.4.** Proposals should be addressed The Chief Executive Officer, Architectural Association of Kenya, Blue Violets Plaza, Kamburu Drive, Off Ngong Road, P.O. Box 44258 Nairobi, 00100 Nairobi and must be submitted by Email Only: [aak@aak.or.ke](mailto:aak@aak.or.ke) with subject **RfP Creative Design Services**
- 3.5. The AAK reserves the right to accept or reject any tender without assigning reasons for its decision thereof.

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**END OF DOCUMENT**

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