



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

Blue Violets Plaza, Kamburu Drive  
P.O. Box 44258-00100, Nairobi Kenya  
Telephone 2420806, Fax 2420582, Mobile Number 0721 691337  
Email: [aak@aak.or.ke](mailto:aak@aak.or.ke), Website: [www.aak.or.ke](http://www.aak.or.ke)

## THE ARCHITECTURAL ASSOCIATION OF KENYA

### Request for Expression of Interest – External Audit Services

#### ORGANIZATIONAL INFORMATION

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:	

#### HEAD OFFICE

Architectural Association of Kenya,  
Blue Violets Plaza, Kamburu Drive, off Ngong Road.  
P.O. Box 44258 Nairobi, 00100  
Telephone: +254-020-2420806, 2420582  
Mobile: +254 721 691 337  
Email: [aak@aak.or.ke](mailto:aak@aak.or.ke)

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Organization's Authorized Representative (please include telephone number / email address)	
State the Primary Line of Business of the Company	

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

#### HUMAN RESOURCE INFORMATION

Name	Position	Brief description of Qualification and Experience

Insert additional rows as required. Please attach CV's of Key management personnel

#### PHYSICAL RESOURCES INFORMATION

Type	Brief Description
Plant / Equipment	

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Motor Vehicles	
Office Space / Facilities	
Others	

*Please insert additional rows if required*

### FINANCIAL INFORMATION

Annual Turnover	2020	
	2021	
	2022	
Bankers / Bankers Address		

*Please attach copies of Audited accounts for the years stated*

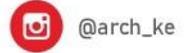
*Please attach a copy of current tax compliance certificate*

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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

.....  
.....

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

.....  
.....

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

.....  
.....

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: \_\_\_\_\_

### 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. 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.
5. Each Expression of Interest shall be submitted by email only in PDF format to [aak@aak.or.ke](mailto:aak@aak.or.ke) it subject '**EXPRESSION OF INTEREST, PROVISION OF EXTERNAL AUDIT SERVICES**'
6. All Expressions of Interest together with all accompanying documents must be received by the AAK Secretariat not later than 1700hrs. **Friday, 20<sup>th</sup> January 2023.**

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