



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, Website: www.aak.or.ke

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 2018 – 2020

LOT NO.: AAK/SUPP/001	SUPPLY OF GENERAL OFFICE STATIONERY, OFFICE EQUIPMENT CONSUMABLES AND ACCESSORIES
LOT NO.: AAK/SUPP/002	SUPPLY OF GRAPHICS AND PRINTING SERVICES
LOT NO.: AAK/SUPP/003	SUPPLY OF AIR TRAVEL & RELATED SERVICES
LOT NO.: AAK/SUPP/004	PROVISION OF ACCOUNTANCY /AUDIT 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, PRODUCTION OF BRANDED PROMOTIONAL MATERIALS
LOT NO.: AAK/SUPP/009	PROVISION OF PHOTOGRAPHY & VIDEO PRODUCTION SERVICES
LOT NO.: AAK/SUPP/010	PROVISION OF INTERNET / WEB HOSTING SERVICE

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:	
Organisation's Authorised 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, Certified copies of the Annual Returns of the company where applicable;

HUMAN RESOURCE INFORMATION

Name	Position	Brief description of Qualification and Experience
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IN THE BUILT ENVIRONMENT

- Insert additional rows as required
- Please attach CV's of Key management personnel
- Please attach a general organisational structure



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PHYSICAL RESOURCES INFORMATION

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

Please insert additional rows if required



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FINANCIAL INFORMATION

Annual Turnover	2015	
	2016	
	2017	
Bankers		
Bankers Address		

*Please attach copies of Audited accounts for the years stated
Please attach a copy of current tax compliance certificate*



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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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 (PDF format on CD/DVD) 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 1500Hr. **Friday, 8th June 2018.**