



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

## Request for Expression of Interest – Supply of Goods and Services

Established in 1967, the Architectural Association of Kenya (AAK) is Kenya's leading Built and Natural Environments professional association, incorporating Architects, Quantity Surveyors, Town Planners, Engineers, Landscape Architects, Environmental Design Consultants and Construction Project Managers.

The Association intends to shortlist eligible business organizations for supply of various goods and services and hereby invites Expressions of Interest to provide the following goods / services for the years 2023/2025:

Lot No.	Description
AAK/SUPP/001	Supply of Office Stationery
AAK/SUPP/002	Supply of Creative/Graphic Design Services
AAK/SUPP/003	Supply of Public Relations Services
AAK/SUPP/004	Supply of Photography and Videography Services
AAK/SUPP/005	Provision of event and conference planning & management services
AAK/SUPP/006	Provision of Audio-Visual Equipment and Services
AAK/SUPP/007	Supply of Branded Merchandise
AAK/SUPP/008	Supply of Air Travel and Related Services
AAK/SUPP/009	Supply and Maintenance of office equipment
AAK/SUPP/0010	Provision of Cleaning and Sanitary Services
AAK/SUPP/0011	Provision of Legal Services
AAK/SUPP/0012	Provision of Insurance Brokerage Services
AAK/SUPP/0013	Provision of Car Hire and Related services
AAK/SUPP/0014	Provision of Catering Services
AAK/SUPP/0015	Provision of Website Hosting and related Management Services

Full Request for Expression of Interest document can be downloaded from the Association's website –

[www.aak.or.ke](http://www.aak.or.ke)

### 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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## THE ARCHITECTURAL ASSOCIATION OF KENYA

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### EXPRESSION OF INTEREST – SUPPLY OF GOODS AND SERVICES 2023-2025

Please complete this form and address to: *The Chief Executive Officer, Architectural Association of Kenya, Blue Violets Plaza, Kamburu Drive, Off Ngong Road, P.O. Box 44258 Nairobi, 00100 Nairobi. All EoI must be submitted by*

*Email Only: [aak@aak.or.ke](mailto:aak@aak.or.ke)*

### SECTION A – COMPANY INFORMATION

1. COMPANY NAME: \_\_\_\_\_
2. PHYSICAL ADDRESS: \_\_\_\_\_
3. POSTAL ADDRESS: \_\_\_\_\_
4. EMAIL ADDRESS : \_\_\_\_\_
5. TELEPHONE : \_\_\_\_\_
6. WEBSITE : \_\_\_\_\_
7. BANKERS: \_\_\_\_\_
8. YEAR ESTABLISHED : \_\_\_\_\_
9. NATURE OF PRODUCTS / SERVICE: \_\_\_\_\_
  
10. LIST OF PARTNER (S) / DIRECTOR (S): \_\_\_\_\_
11. PLEASE ATTACH COPIES OF COMPANY PROFILE, PRODUCT BROCHURES ETC (List such attachments)  
\_\_\_\_\_
12. PLEASE ATTACH COPIES OF THE COMPANY' S REGISTRATION CERTIFICATES, BUSINESS LICENCES, TAX REGISTRATION & COMPLIANCE CERTIFICATES AND ANY OTHER RELATED DOCUMENTS AND ANY OTHER RELATED DOCUMENTS \_\_\_\_\_
13. PLEASE LIST THE PHYSICAL FACILITIES /ASSETS AVAILABLE TO THE COMPANY FOR BUSINESS USE (*A separate sheet may be attached*):

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14. PLEASE LIST THE HUMAN RESOURCE AVAILABLE TO THE COMPANY, QUALIFICATIONS AND EXPERIENCE (*A separate sheet may be attached*)

**SECTION B – FINANCIAL INFORMATION**

Reference to audited accounts of the company

YEAR	GROSS REVENUE	NET PROFIT / LOSS
2022		
2021		
2020		

**SECTION C – CLIENT REFERENCES**

Please list you client references below

CLIENT (Include name and contact details of contact person)	PRODUCTS / SERVICES	VOLUME OF BUSINESS

**SECTION F**

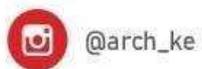
- a) Please describe any further information about the company (including special skills, capabilities etc) \_\_\_\_\_
- b) Has the company been involved in any form of commercial disputes/litigation in the past? If yes, please provide brief description: \_\_\_\_\_

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Kindly note that information presented in this form will form part of your representation in the event of future business engagement.

Signed:

Name:

Date:

Rubber Stamp:

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