



AGRICULTURAL SOCIETY OF KENYA

Tel. 020 8070808/9 Mobile: 0704 583850
Email: info@ask.co.ke Website: www.ask.co.ke

PRE-QUALIFICATION DOCUMENT 2020 FOR SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS

Name of
Supplier/Contractor/Service Provider _____

Prequalification Category Description: _____

Category Description: _____

Please Indicate (tick) relevant category of your Company and Registration Number

- | | |
|---|---------------------------|
| <input type="checkbox"/> Women establishment/group: | Registration Number _____ |
| <input type="checkbox"/> Youth establishment/group: | Registration Number _____ |
| <input type="checkbox"/> Disabled: | Registration Number _____ |
| <input type="checkbox"/> Other: | Registration Number _____ |

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PRE-QUALIFICATION NOTICE



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CODE	CATEGORY DESCRIPTION
A. GENERAL SUPPLIES	
A - 1	Supply of general stationery
A - 2	Supply and delivery of banners, posters and fliers
A - 3	Supply of toners and cartridges for printers
A - 4	Supply of office furniture, fittings and equipment
A - 5	B. Supply of staff uniforms and protective clothing
A - 6	C. Supply of soft drinks and other packaged beverages
A - 7	D. Printing of Tickets A - 8 E. Printing of Membership Badges A - 9 F. Printing of Journals & Magazines
A - 10	G. Supply of bottled mineral water and leasing of dispensers
A - 11	H. Printing of accountable documents-invoices, receipts, Gatepass
A - 12	I. Supply of branded envelopes, letter heads and other merchandise
A - 13	J. Supply of Trophies, medals and awards
CODE K. SERVICES	
B - 1	Provision of Printing services, graphic designs and branding
B - 2	Provision of catering and hospitality services
B - 3	Provision of decoration and drapery B - 4 Provision of stakeholder gift hamper B - 5 Provision of Insurance Brokerage B - 6 Cleaning of curtains & drapery
B - 7	Provision of cleaning services (carpets, upholstery, furniture and floors).
B - 8	Motor Vehicle maintenance services
B - 9	L. Provision of training and team building services
B - 10	M. Provision of entertainment services (DJ Services and musical bands)

CODE	MEDIA, DIGITAL AND ADVERTISING SERVICES
C - 1	Production of TV & Radio commercials / documentaries
C - 2	Provision of outdoor advertising
C - 3	Provision of photography, social media services and video recording
C - 4	Supply of computers, laptops, servers, and other computer hardware and software
C - 5	Provision of Disaster Recovery services
C - 6	Repairs and Maintenance of computers, laptops, servers, tablets and printers
C - 7	Supply of Ticket Perforating Machine
C - 8	Supply of Smart Membership Badges
C - 9	Supply of Ribbons
CODE PROVISION OF TRANSPORT SERVICES	
D - 1	Provision of car hire and taxi services

Interested parties may obtain the pre-qualification documents from the Agricultural Society of Kenya Headquarters accounts office at Jamhuri Park or from our website www.ask.co.ke. There will be a non-refundable tender fee of **Kshs.1, 000** per category paid through **MPESA Till number 850573**, or to the Society's bank account at **KCB Kipande House Branch account number 1103868209**.

The documents must be submitted in plain sealed envelopes clearly marked "Prequalification of 2020 ASK HQ Suppliers" and should be deposited in the Tender Box at the Agricultural Society of Kenya Headquarters at Jamhuri Grounds. Category Reference should also be clearly indicated on the envelope. Include with the documents, the original payment bank receipts or slips or the Mpesa reference Number.

On the envelopes the documents should be addressed to:

The Chief Executive Officer Agricultural Society of Kenya P. O. Box 30176 -00100 NAIROBI

The documents should be submitted by **16th December 2019, 5.00 p.m.**

Youth, women and persons with disabilities are encouraged to apply

PRE-QUALIFICATION CRITERIA

The society shall use the following certified documents to determine suitability for registration as the society's supplier, service provider or contractor.

1. A valid certificate of incorporation or registration
2. A Valid Tax Compliance certificate
3. Relevant Business Permits from local authority
4. Valid certificate for youth, women, disabled groups where applicable
5. Valid PIN certificate
6. Registration certificate from the National Construction Authority-NCA for contractors
7. Profiles of staff relevant to the business category entered, including highest academic and professional or technical qualifications.
8. References from at least three organisations that you have transacted with in form of any of the following:
 - a. A copy of a contract signed with each of the organisations
 - b. A copy of a Local Purchase Order (LPO) or service order (LSO) from each of the organisations
 - c. A copy of a delivery note or signed job card from each of the organisations
 - d. A letter of recommendation signed by a senior official from each of the organisations.
9. A summary litigation history entered in the Litigation history form from in this document.
10. A Profile of the organisation contacts and business location (Refer to business questionnaire form in this document) including:
 - a. Copy of ownership or lease agreements
 - b. Details of physical location – sketch of location included
 - c. Working fixed and mobile phone numbers, email and website address
 - d. Contacts of relevant personnel
11. State your terms of payment. Also indicate the volume of business that you are capable of handling in one transaction. (Refer to business questionnaire form in this document)
12. State your delivery period after issuance of LPO/LSO for the category of business tendered.
13. Other documents required include:
 - a. Two years certified audited accounts
 - b. NSSF Compliance Certificate
 - c. NHIF - remittances for the last 2 months.

BUSINESS QUESTIONNAIRE [CONFIDENTIAL] – Please provide credible/reliable information.

Section 1: General Information

Business Name _____
Location of Business: Town _____ Plot Number _____
Street/Road/Floor _____ (attach map/sketch)
Fixed Telephone _____
Line _____ Mobile _____
Valid Licence/Business Permit No. _____ Expiry _____
Contact Person Name _____ Telephone _____
Email contact: _____
Website _____

Section 2: Nature of Business

2 a. Sole Proprietor Full

Name _____ Nationality _____
Date of birth _____ ID number/Passport Number _____

2 b. Partnership State details as follows

Names	Nationality	ID/Passport Numbers	Shares
1 _____			
2 _____			
3 _____			
4 _____			

2c. Registered Company

Public/Private _____
State nominal and issued Capital: Nominal (Ksh) _____ Issued (ksh) _____

State details of directors as follows

Names	Nationality	ID/Passport Numbers	Shares
1 _____			
2 _____			
3 _____			
4 _____			

Section 3: Transactions

Maximum volume of transactions at any given time (Ksh) _____
Your bank name _____ Account No. _____ Branch _____

LITIGATION HISTORY FORM

Name of Supplier/Contractor/Service Provider _____

Suppliers/Contractors/Service Providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last 5 years or currently under execution.

YEAR	Award for or against	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current Value, Kshs Equivalent)

DECLARATION

I/we have completed these forms accurately at the time of application and we can confirm that all responses are valid and can be authenticated if required to do so. Any inaccuracy and fallacies in the information entered herein will be used as grounds for disqualification from further considerations.

Signed _____

Name _____

—

Designation _____

Date: _____

Company Stamp:

A bound copy of this document and all attachments should be submitted. Loose copies shall not be accepted.