



AGRICULTURAL SOCIETY OF KENYA

THE NAIROBI INTERNATIONAL TRADE FAIR

Mobile: 0724 643701/0769 792545 Tel. 020 2641067/8

Email: info@nitf.ask.co.ke Website: www.ask.co.ke

PRE-QUALIFICATION NOTICE

The Nairobi International Trade Fair (N.I.T.F) invites applications from eligible suppliers and service providers for the year 2022 for the following categories of goods and services.

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
	A	GENERAL SUPPLIES
A - 1	NITF/01/2022	Supply and delivery of hardware material
A - 2	NITF/02/2022	Supply and delivery of building materials
A - 3	NITF/03/2022	Supply and delivery of electrical materials
A - 4	NITF/04/2022	Supply and installation of fire fighting equipment
A - 5	NITF/05/2022	Supply of general stationery
A - 6	NITF/06/2022	Supply and delivery of banners and bunting
A - 7	NITF/07/2022	Supply and delivery of water chemicals
A - 8	NITF/08/2022	Supply and installation of exhibition booth panels
A - 9	NITF/09/2022	Supply and delivery of sashes
A - 10	NITF/10/2022	Supply of water meters
A - 11	NITF/11/2022	Supply of saw dust
A - 12	NITF/12/2022	Supply of hay
A - 13	NITF/13/2022	Supply of animal feeds
A - 14	NITF/14/2022	Supply of veterinary vaccines and veterinary services
A - 15	NITF/15/2022	Supply of toners and cartridges for printers
A - 16	NITF/16/2022	Supply of office furniture, fittings and equipment

A- 17	NITF/17/2022	Supply of staff uniforms and protective clothing
A - 18	NITF/18/2022	Supply of bottled mineral water and leasing of dispensers
A - 19	NITF/19/2022	Supply of fireworks
A - 20	NITF/20/2022	Supply of Trophies, medals and awards
A - 21	NITF/21/2022	Supply of Plastic Water tanks
A - 22	NITF/22/2022	Supply of Gardening, Lawn mowers and Farm Tools
	B	WORKS
B - 1	NITF/23/2022	Building contractors
B - 2	NITF/24/2022	Provision of gardening and basic landscaping services
B - 3	NITF/25/2022	Civil engineering contractors
B - 4	NITF/26/2022	Metal fabrication contractors
B - 5	NITF/27/2022	Electrical contractors
B - 6	NITF/28/2022	Timber splitting contractors
B - 7	NITF/29/2022	Supply and installation of solar street lighting, Security Lighting systems and solar Pumping
B- 8	NITF/30/2022	Supply, delivery and maintenance of water pumps
B - 9	NITF/31/2022	Road Construction Contractors
B - 10	NITF/32/2022	Supply of Paints
	C	SERVICES
C - 1	NITF/33/2022	Provision of Printing services, graphic designs and branding
C - 2	NITF/34/2022	Provision of felling and pruning of trees
C - 3	NITF/35/2022	Provision of catering and hospitality services
C - 4	NITF/36/2022	Provision of exhauster services
C - 5	NITF/37/2022	Provision of security services
C - 6	NITF/38/2022	Provision of garbage collection and disposal vehicles (tipper lorries)
C - 7	NITF/39/2022	Provision of decoration and drapery services
C - 8	NITF/40/2022	Provision of general fumigation and pest control services
C - 9	NITF/41/2022	Spraying of livestock and fumigation of animals barns
C - 10	NITF/42/2022	Laundry of curtains & drapery
C - 11	NITF/43/2022	Provision of cleaning services (carpets, upholstery, furniture and floors).

C - 12	NITF/44/2022	Provision for security equipment and walk through machines
C - 13	NITF/45/2019	Provision and management of mobile toilets
C - 14	NITF/46/2019	Provision of management of public toilets
C - 15	NITF/47/2019	Provision of installation and repair services of fire hydrants
C - 16	NITF/48/2019	Provision of garbage collection and disposal services
C - 17	NITF/49/2019	Provision of tents, chairs and sound systems
C - 18	NITF/50/2019	Provision of event management services
C - 19	NITF/51/2019	Provision of training and team building services
	D	MEDIA, DIGITAL AND ADVERTISING SERVICES
D - 1	NITF/52/2022	Production of TV commercials /documentaries
D - 2	NITF/53/2022	Provision of outdoor and indoor advertising
D - 3	NITF/54/2022	Provision of photography, social media related services and video recording
D - 4	NITF/55/2022	Provision of computer hardware and software
D - 5	NITF/56/2022	Provision of digital display screens
D - 6	NITF/57/2022	Repairs and Maintenance of computers, laptops, tablets and printers
D - 7	NITF/58/2022	Provision of road shows and activations
D - 8	NITF/59/2022	Provision, Installation and Maintenance of CCTV Systems
D - 9	NITF/60/2022	Provision of Interior Design services
	E	PROVISION OF TRANSPORT SERVICES
E - 1	NITF/61/2022	Transportation of livestock services
E - 2	NITF/62/2022	Provision of car hire and taxi services
	F	PROVISION OF FUNFAIR SERVICES
F - 1	NITF/63/2022	Provision of Fun Fair Activities
F - 2	NITF/64/2022	Provision of Music, Disco and Entertainment service
	G	COVID 19 PREVENTION ITEMS
G - 1	NITF/65/2022	Supply of Handwashing Stations,
G - 2	NITF/66/2022	Supply of Handwashing Soap and alcohol based Sanitizers
G - 3	NITF/67/2022	Supply of automatic hand sanitizer dispensing machines and Thermal equipment/Thermometers

G - 4	NITF/68/2022	Supply of waste disposal bins/foot pedestal bins
G - 5	NITF/69/2022	Supply of disposable gloves, masks, face shields

Interested parties may obtain the pre-qualification documents from the Nairobi International Trade Fair accounts office at Jamhuri Park or download them from our website www.ask.co.ke. There will be a non-refundable tender fee of **Kshs.1, 000 per category** paid through **MPESA (Paybill number 104454**, Account name is your company name) or to the Society's bank account at **KCB Kipande House Branch account number 1103870254**.

The documents must be submitted in plain sealed envelopes clearly marked "Prequalification of 2022 NITF Suppliers" and should be deposited in the Tender Box at the Nairobi International Trade Fair office 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 Branch Manager
Nairobi International Trade Fair
P. O. Box 21340 -00505
NAIROBI

The documents should be submitted by **22nd April 2022, 5.00 p.m.**

Youth, women and persons with disabilities are encouraged to apply.

The 2022 Nairobi International Trade Fair (Nairobi Show) will be held from Monday, 26^h September to Sunday, 2nd October, 2022

Your leading Exhibition Partner

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.



AGRICULTURAL SOCIETY OF KENYA

P.O. BOX 21340-00505

NAIROBI

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**PRE-QUALIFICATION DOCUMENT 2022 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: (Specify) _____ | Registration Number _____ |

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

2a. Sole Proprietor

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

2b. 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, Ksh 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.