



AGRICULTURAL SOCIETY OF KENYA

SOUTH EASTERN KENYA NATIONAL SHOW.

Contacts :0714 158 954/ 0707 744 542

Email: machakos@ask.co.ke Website: www.ask.co.ke

PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

The Society invites sealed applications for purposes of pre-qualifying suppliers of goods, works and services for the year 2022/2023 under the categories listed below: -

CODE	REF NO./CATEGORY	DESCRIPTION
1	ASK/MKS/01/2022	Supply and Delivery of Office Stationery
2	ASK/MKS/02/2022	Supply and Delivery of Bottled Drinking Water & Refreshments
3	ASK/MKS/03/2022	Supply and Delivery of Office Equipment, Furniture & Fittings
4	ASK/MKS/04/2022	Supply and Delivery of Hardware & Building Materials
5	ASK/MKS/05/2022	Supply and Delivery of Toners and Cartridges for Printers
6	ASK/MKS/06/2022	Supply and Delivery of Trophies, Medals and Awards
7	ASK/MKS/07/2022	Supply and Delivery of Animal Feeds and Drugs
8	ASK/MKS/08/2022	Supply and Delivery of Handwashing Stations, Soaps, Sanitizers
9	ASK/MKS/09/2022	Supply and Delivery of Branded materials e.g., Shirts, pens
10	ASK/MKS/10/2022	Supply and Delivery of Electrical Materials
11	ASK/MKS/11/2022	Provision of Tents Hire, Sofa sets, Drapery & Decorating Services
12	ASK/MKS/12/2022	Provision of Fumigation Services
13	ASK/MKS/13/2022	Provision of Printing Services e.g., Official Catalogue
14	ASK/MKS/14/2022	Provision of Security (Guard) Services
15	ASK/MKS/15/2022	Provision of Catering Services
16	ASK/MKS/16/2022	Provision of Sanitary Services
17	ASK/MKS/17/2022	Provision of Livestock Transport services
18	ASK/MKS/18/2022	Provision of Exhauster Services
19	ASK/MKS/19/2022	Provision of Fun Fair activities

Interested bidders may collect pre-qualification documents bearing clearly eligibility guidelines, submissions instructions and deadlines from our offices situated at **Machakos Showground, or download them from our website www.ask.co.ke.**

There will be anon-refundable fee of **KShs. 1,000/-per category** paid through M-PESA (Paybill Number 198959, Account Name is your company name) or to the Society's bank account at **KCB Machakos Branch Account Number 1106206681.**

Completed Pre-qualification Documents in plain sealed envelopes clearly marked with the "**Category Ref. No.**" and addressed to the undersigned **MUST** be submitted on or before **6th May 2022 by close of business.** Include with the documents the original payment bank slips or the M-Pesa reference number.

**THE BRANCH MANAGER,
AGRICULTURAL SOCIETY OF KENYA,
SOUTH EASTERN KENYA NATIONAL SHOW,
P.O. BOX345-90100- MACHAKOS**

The Machakos National Show will be held from 22nd to 25th June 2022

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.
 - c. NHIF - remittances for the last 2 months.



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MACHAKOS

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PRE-QUALIFICATION DOCUMENT 2022 FOR SUPPLIERS 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

Women establishment/group: Registration Number _____

Youth establishment/group: Registration Number _____

Disabled: Registration Number _____

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 _____

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.