



WESTERN KENYA (KAKAMEGA) BRANCH

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 2023/2024 under the categories listed below: -

	REF. NO.	DESCRIPTION
1	ASK/KKM/01/2023	Supply and Delivery of Office Stationery
2	ASK/KKM/02/2023	Supply and Delivery of Paints and Painting Materials
3	ASK/KKM/03/2023	Supply & Delivery of Bottled Drinking water
4	ASK/KKM/04/2023	Supply & Delivery of Sodas
5	ASK/KKM/05/2023	Supply & Delivery of Office Equipment, Furniture, Furnishings & Fittings
6	ASK/KKM/06/2023	Supply and Delivery of Water Pumps
7	ASK/KKM/07/2023	Provision of Tents Hire, Chairs, Sofa Sets, Drapery & Decorating Services
8	ASK/KKM/08/2023	Provision of Fumigation Services
9	ASK/KKM/09/2023	Provision of Cleaning Garbage Collection Services
10	ASK/KKM/10/2023	Supply of Delivery of Hardware Materials
11	ASK/KKM/11/2023	Provision of Car Hire Services
12	ASK/KKM/12/2023	Provision of Printing Services
13	ASK/KKM/13/2023	Printing of Official Show Catalogue (A5 Size)
14	ASK/KKM/14/2023	Supply & Delivery of Building Materials
15	ASK/KKM/15/2023	Provision of Security (Guard) Services
16	ASK/KKM/16/2023	Supply and Delivery of Tents & Chairs
17	ASK/KKM/17/2023	Provision of Catering Services
18	ASK/KKM/18/2023	Supply & Delivery of Plumbing Materials
19	ASK/KKM/19/2023	Supply & Delivery of Electrical Materials
20	ASK/KKM/20/2023	Supply and Delivery of Branded Materials e.g Shirts, Caps, Pens, Bottles etc
21	ASK/KKM/21/2023	Supply and Delivery of Carpets and Curtains
22	ASK/KKM/22/2023	Emptying, Unblocking & Cleansing Toilet Blocks
23	ASK/KKM/23/2023	Supply and Delivery of Animal Feeds & Drugs
24	ASK/KKM/24/2023	Provision of Livestock Transport Services
25	ASK/KKM/25/2023	Management of Funfair Services.

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

There will be a non-refundable fee of **KShs. 1,000/- per category** paid through M-PESA (**Paybill Number 923834, Account Name is your company name**) or to the Society's bank account at **KCB Kakamega Branch Account Number 110-167-8720**.

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 **10th March 2023 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,
WESTERN KENYA (KAKAMEGA) BRANCH SHOW,
P.O. BOX 602-50100, KAKAMEGA**

The Kakamega Branch Show will be held from June 14th 2023 to 17th June 2023



WESTERN KENYA (KAKAMEGA) BRANCH SHOW

P.O. BOX 602-50100, KAKAMEGA.

Mobile: 0706 349176

Email kakamega@ask.co.ke; Website: www.ask.co.ke

PRE-QUALIFICATION DOCUMENT FOR 2023 SUPPLIERS AND SERVICE PROVIDERS

Name of Supplier / Service Provider _____

Prequalification Category Ref No: _____

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 _____ |

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

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/Service Provider _____

Suppliers/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:

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