



## **AGRICULTURAL SOCIETY OF KENYA**

### **THE NAIROBI INTERNATIONAL TRADE FAIR**

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### **PRE-QUALIFICATION NOTICE**

The Nairobi International Trade Fair (N.I.T.F) invites applications from eligible suppliers and service providers for the year 2024/2025 for the following categories of goods and services.

<b>CODE</b>	<b>CATEGORY REFERENCE</b>	<b>CATEGORY DESCRIPTION</b>
	<b>A</b>	<b>GENERAL SUPPLIES</b>
A - 1	NITF/01/2024	Supply and delivery of hardware material
A - 2	NITF/02/2024	Supply and delivery of building materials
A - 3	NITF/03/2024	Supply and delivery of electrical materials
A - 4	NITF/04/2024	Supply and installation of firefighting equipment
A - 5	NITF/05/2024	Supply of general stationery
A - 6	NITF/06/2024	Supply and delivery of banners and bunting
A - 7	NITF/07/2024	Supply and delivery of water chemicals
A - 8	NITF/08/2024	Supply and installation of exhibition booth panels
A- 9	NITF/09/2024	Supply and delivery of sashes
A- 10	NITF/10/2024	Supply of water meters
A-11	NITF/11/2024	Supply of saw dust
A-12	NITF/12/2024	Supply of hay
A-13	NITF/13/2024	Supply of animal feeds
A-14	NITF/14/2024	Supply of veterinary vaccines and veterinary services
A-15	NITF/15/2024	Supply of toners and cartridges for printers
A-16	NITF/16/2024	Supply of office furniture, fittings and equipment
A-17	NITF/17/2024	Supply of staff uniforms and protective clothing
A-18	NITF/18/2024	Supply of bottled mineral water and leasing of dispensers
A-19	NITF/19/2024	Supply of fireworks
A-20	NITF/20/2024	Supply of Trophies, medals and awards
A-21	NITF/21/2024	Supply of Plastic Water tanks
A-22	NITF/22/2024	Supply of Gardening, Lawn mowers and Farm Tools
	<b>B</b>	<b>WORKS</b>
B-1	NITF/23/2024	Building contractors
B-2	NITF/24/2024	Provision of gardening and basic landscaping services
B-3	NITF/25/2024	Civil engineering contractors
B-4	NITF/26/2024	Metal fabrication contractors
B-5	NITF/27/2024	Electrical contractors
B-6	NITF/28/2024	Timber splitting contractors
B-7	NITF/29/2024	Supply and installation of solar street lighting, Security Lighting systems and solar Pumping
B-8	NITF/30/2024	Supply, delivery and maintenance of water pumps
B-9	NITF/31/2024	Road Construction Contractors
B-10	NITF/32/2024	Supply of Paints
B-11	NITF/33/2024	Supply of Earth Moving Machinery
	<b>C</b>	<b>SERVICES</b>

C-1	NITF/34/2024	Provision of Printing services, graphic designs and branding
C-2	NITF/35/2024	Provision of felling and pruning of trees
C-3	NITF/35/2024	Provision of catering and hospitality services
C-4	NITF/37/2024	Provision of exhauster services
C-5	NITF/38/2024	Provision of security services
C-6	NITF/39/2024	Provision of garbage collection and disposal vehicles (tippers /lorries)
C-7	NITF/40/2024	Provision of decoration and drapery services
C-8	NITF/41/2024	Provision of general fumigation and pest control services
C-9	NITF/42/2024	Spraying of livestock and fumigation of animals barns
C-10	NITF/43/2024	Laundry of curtains & drapery
C-11	NITF/44/2024	Provision of cleaning services (carpets, upholstery, furniture and floors).
C-12	NITF/45/2024	Provision for security equipment and walk through machines
C-13	NITF/46/2024	Provision and management of mobile toilets
C-14	NITF/47/2024	Provision of management of public toilets
C-15	NITF/48/2024	Provision of Tissue Papers
C-16	NITF/49/2024	Provision of installation and repair services of fire hydrants
C-17	NITF/50/2024	Provision of garbage collection and disposal services
C-18	NITF/51/2024	Provision of tents, chairs and sound systems
C-19	NITF/52/2024	Provision of event management services
C-20	NITF/53/2024	Provision of training and team building services
C-21	NITF/54/2024	Provision of Judging of exhibition stands Services
C-22	NITF/55/2024	Entertainment Band services
	<b>D</b>	<b>MEDIA, DIGITAL AND ADVERTISING SERVICES</b>
D-1	NITF/56/2024	Production of TV commercials /documentaries
D-2	NITF/57/2024	Provision of outdoor and indoor advertising
D-3	NITF/58/2024	Provision of photography, social media related services and video recording
D-4	NITF/59/2024	Provision of computer hardware and software
D-5	NITF/60/2024	Provision of digital display screens
D-6	NITF/61/2024	Repairs and Maintenance of computers, laptops, tablets and printers
D-7	NITF/62/2024	Provision of road shows and activations
D-8	NITF/63/2024	Provision, Installation and Maintenance of CCTV Systems
D-9	NITF/64/2024	Provision of Interior Design services
D-10	NITF/65/2024	Media Agency/Consultation Services
	<b>E</b>	<b>PROVISION OF TRANSPORT SERVICES</b>
E-1	NITF/66/2024	Transportation of livestock services

E-2	NITF/67/2024	Provision of car hire and taxi services
	<b>F</b>	<b>PROVISION OF FUNFAIR SERVICES</b>
F-1	NITF/68/2024	Provision of Fun Fair Activities
F-2	NITF/69/2024	Provision of Music, Disco and Entertainment services

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](http://www.ask.co.ke). There will be a non-refundable tender fee of **Kshs.1,000 per category** paid through **MPESA (Paybill number 996882, 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 2024/2025 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 **22<sup>nd</sup> February 2024, 5.00 p.m.**

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

***The 2024 Nairobi International Trade Fair (Nairobi Show) will be held from Monday, 23<sup>rd</sup> September to Sunday 29<sup>th</sup> September, 2024***

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*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.



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**PRE-QUALIFICATION DOCUMENT 2024 FOR  
SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS**

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**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.

<b>Year</b>	<b>Award for or against</b>	<b>Name of Client, Cause of litigation and matter in dispute</b>	<b>Disputed amount (Current Value, Ksh equivalent)</b>



**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.*