



## **AGRICULTURAL SOCIETY OF KENYA**

### **ASK COAST BRANCH**

Mobile: 0722556383 Tel. 254 (41) 4473558/ 254 (41) 447181849

Email: [mombasa@ask.co.ke](mailto:mombasa@ask.co.ke) Website: [www.ask.co.ke](http://www.ask.co.ke)

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### **PRE-QUALIFICATION NOTICE FOR MOMBASA INTERNATIONAL SHOW**

The ASK Coast Branch invites applications from eligible suppliers and service providers for the year 2025/2026 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	MIS/01/2025	Supply and delivery of hardware material
A - 2	MIS/02/2025	Supply and delivery of building materials
A - 3	MIS/03/2025	Supply and delivery of electrical materials
A - 4	MIS/04/2025	Supply and installation of firefighting equipment
A - 5	MIS/05/2025	Supply of general stationery
A - 6	MIS/06/2025	Supply and delivery of banners and bunting
A - 7	MIS/07/2025	Supply and delivery of water chemicals
A - 8	MIS/08/2025	Supply and installation of exhibition booth panels
A - 9	MIS/09/2025	Supply and delivery of sashes
A - 10	MIS/10/2025	Supply of water meters
A - 11	MIS/11/2025	Supply of saw dust
A - 12	MIS/12/2025	Supply of hay
A - 13	MIS/13/2025	Supply of animal feeds
A - 14	MIS/14/2025	Supply of veterinary vaccines and veterinary services
A - 15	MIS/15/2025	Supply of toners and cartridges for printers
A - 16	MIS/16/2025	Supply of office furniture, fittings and equipment
A - 17	MIS/17/2025	Supply of staff uniforms and protective clothing
A - 18	MIS/18/2025	Supply of bottled mineral water and leasing of dispensers
A - 19	MIS/19/2025	Supply of fireworks
A - 20	MIS/20/2025	Supply of Trophies, medals and awards
A - 21	MIS/21/2025	Supply of Plastic Water tanks
A - 22	MIS/22/2025	Supply of Gardening, Brush cutters, Lawn mowers and Farm Tools
	<b>B</b>	<b>WORKS</b>
B - 1	MIS/23/2025	Building contractors
B - 2	MIS/24/2025	Provision of gardening and basic landscaping services
B - 3	MIS/25/2025	Civil engineering contractors
B - 4	MIS/26/2025	Metal fabrication contractors

B - 5	MIS/27/2025	Electrical contractors
B - 6	MIS/28/2025	Contractors for Splitting timber and wood
B - 7	MIS/29/2025	Supply and installation of solar street lighting, Security Lighting systems and solar Pumping
B- 8	MIS/30/2025	Supply, delivery and maintenance of water pumps
B - 9	MIS/31/2025	Road Construction Contractors
B - 10	MIS/32/2025	Supply of Paints
B - 11	MIS/33/2025	Supply of Earth Moving Machinery
	<b>C</b>	<b>SERVICES</b>
C - 1	MIS/34/2025	Provision of Printing services, graphic designs and branding
C - 2	MIS/35/2025	Provision of felling and pruning of trees
C - 3	MIS/36/2025	Provision of catering and hospitality services
C - 4	MIS/37/2025	Provision of exhauster services
C - 5	MIS/38/2025	Provision of security services
C - 6	MIS/39/2025	Provision of garbage collection and disposal vehicles (tippers /lorries)
C - 7	MIS/40/2025	Provision of decoration and drapery services
C - 8	MIS/41/2025	Provision of general fumigation and pest control services
C - 9	MIS/42/2025	Spraying of livestock and fumigation of animals barns
C - 10	MIS/43/2025	Laundry of curtains & drapery
C - 11	MIS/44/2025	Provision of cleaning services (carpets, upholstery, furniture and floors).
C - 12	MIS/45/2025	Provision for security equipment and walk through machines
C - 13	MIS/46/2025	Provision and management of mobile toilets
C - 14	MIS/47/2025	Provision of Landscaping and land beautification services
C - 15	MIS/48/2025	Provision of Tissue Papers
C - 15	MIS/49/2025	Provision of installation and repair services of fire hydrants
C - 16	MIS/50/2025	Provision of garbage collection and disposal services
C - 17	MIS/51/2025	Provision of tents, chairs and sound systems
C - 18	MIS/52/2025	Provision of event management services
C - 19	MIS/53/2025	Provision of training and team building services
C - 20	MIS/54/2025	Provision of Judging of exhibition stands Services

C - 21	MIS/55/2025	Entertainment Band services
	<b>D</b>	<b>MEDIA, DIGITAL AND ADVERTISING SERVICES</b>
D - 1	MIS/56/2025	Production of TV commercials /documentaries
D - 2	MIS/57/2025	Provision of outdoor and indoor advertising
D - 3	MIS/58/2025	Provision of photography, social media related services and video recording
D - 4	MIS/59/2025	Provision of computer hardware and software
D - 5	MIS/60/2025	Provision of digital display screens
D - 6	MIS/61/2025	Repairs and Maintenance of computers, laptops, tablets and printers
D - 7	MIS/62/2025	Provision of road shows and activations
D - 8	MIS/63/2025	Provision, Installation and Maintenance of CCTV Systems
D - 9	MIS/64/2025	Provision of Interior Design services
D-10	MIS/65/2025	Media Agency/Consultation Services
	<b>E</b>	<b>PROVISION OF TRANSPORT SERVICES</b>
E - 1	MIS/66/2025	Transportation of livestock services
E - 2	MIS/67/2025	Provision of car hire and taxi services
E - 3	MIS/68/2025	Provision of rider delivery services (schools in coastal region)
	<b>F</b>	<b>PROVISION OF FUNFAIR SERVICES</b>
F - 1	MIS/69/2025	Provision of Fun Fair Activities
F - 2	MIS/70/2025	Provision of Music, Disco and Entertainment services

Interested parties may obtain the pre-qualification documents from the ASK Coast Branch office at the Mkomani Showground 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 468981, Account name is your company name)** or to the Society's bank account at **KCB Treasury Square Branch account number 110-643-6849**

The documents must be submitted in plain sealed envelopes clearly marked "Prequalification of 2025/2026 MIS Suppliers" and should be deposited in the tender box at the ASK office at Mkomani. 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  
ASK Coast Branch Mombasa  
P. O. Box 82828-80100

**MOMBASA**

The documents should be submitted by **7<sup>th</sup> March 2025, 5.00 p.m.**

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

***The 2025 Mombasa International Show will be held from Wednesday, 3<sup>rd</sup>  
September to Sunday 7<sup>th</sup> September, 2025.***

***Exhibitors are welcome to select spaces of participation***

***The showground also has rental facilities and spaces for outdoor activities off the  
show period.***

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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. SHA/NHIF- remittances for the last 2 months.



**AGRICULTURAL SOCIETY OF KENYA**

P.O. BOX 82828 -80100

MOMBASA

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**PRE-QUALIFICATION DOCUMENT 2025 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**

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

**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.*