



THE AGRICULTURAL SOCIETY OF KENYA

"Your Agricultural and Trade Partner of Choice"

Machakos Showground, P.O Box 345 – 90100, MACHAKOS

Phone: +254 732 462 891 / +254 727 456 550 | E: machakos@ask.co.ke; Web: www.ask.co.ke

PRE-QUALIFICATION NOTICE FOR SOUTH EASTERN KENYA BRANCH (MACHAKOS NATIONAL SHOW)

The ASK South Eastern Kenya Machakos National Show invites applications from eligible suppliers, service providers and contractors for the year 2026/2027 for the following categories of goods, services and works.

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
	A	GENERAL SUPPLIES
A - 1	MKS/01/2025	Supply and delivery of hardware materials
A - 2	MKS/02/2025	Supply and delivery of building materials
A - 3	MKS/03/2025	Supply and delivery of electrical materials
A - 4	MKS/04/2025	Supply and delivery of plumbing materials
A - 5	MKS/05/2025	Supply and installation of firefighting equipment
A - 6	MKS/06/2025	Supply and delivery of general office stationery
A - 7	MKS/07/2025	Supply and delivery of banners and bunting
A - 8	MKS/08/2025	Supply and delivery of water bowser services
A - 9	MKS/09/2025	Supply and delivery of soda and other soft drinks
A - 10	MKS/10/2025	Supply and delivery of sashes
A - 11	MKS/11/2025	Supply and delivery of water meters
A - 12	MKS/12/2025	Supply and delivery of saw dust
A - 13	MKS/13/2025	Supply and delivery of hay
A - 14	MKS/14/2025	Supply and delivery of animal feeds
A - 15	MKS/15/2025	Supply and delivery of veterinary vaccines and veterinary services
A - 16	MKS/16/2025	Supply and delivery of toners and cartridges for printers
A - 17	MKS/17/2025	Supply and delivery of office furniture, fittings and equipment
A - 18	MKS/18/2025	Supply and delivery of staff uniforms and protective clothing
A - 19	MKS/19/2025	Supply and delivery of Tissue Papers and Serviettes
A - 20	MKS/20/2025	Supply and delivery of bottled mineral water and leasing of dispensers
A - 21	MKS/21/2025	Supply and delivery of assorted animal drugs
A - 22	MKS/22/2025	Supply and delivery of trophies, medals, awards and rosettes
A - 23	MKS/23/2025	Supply and delivery of plastic storage water tanks
A - 24	MKS/24/2025	Supply and delivery of gardening, brush cutters, lawn mowers and farm tools

A - 25	MKS/25/2025	Supply and delivery of paints and painting materials
	B	WORKS
B - 1	MKS/26/2025	Building contractors
B - 2	MKS/27/2025	Provision of gardening and basic landscaping services
B - 3	MKS/28/2025	Civil engineering contractors
B - 4	MKS/29/2025	Metal fabrication contractors
B - 5	MKS/30/2025	Electrical contractors
B - 6	MKS/31/2025	Plumbing contractors
B - 7	MKS/32/2025	Contractors for Splitting timber and firewood
B - 8	MKS/33/2025	Supply and installation of solar street lighting, security lighting systems and solar pumping
B - 9	MKS/34/2025	Supply, delivery and maintenance of water pumps
B - 10	MKS/35/2025	Road construction contractors
	C	SERVICES
C - 1	MKS/36/2025	Provision of printing, graphic designs and branding services
C - 2	MKS/37/2025	Provision of pruning, felling and splitting of trees services
C - 3	MKS/38/2025	Provision of catering and hospitality services
C - 4	MKS/39/2025	Provision of exhauster services
C - 5	MKS/40/2025	Provision of security services
C - 6	MKS/41/2025	Provision of garbage collection and disposal vehicles (tippers /lorries)
C - 7	MKS/42/2025	Provision of decoration and drapery services
C - 8	MKS/43/2025	Provision of general fumigation and pest control services
C - 9	MKS/44/2025	Spraying of livestock and fumigation of animals' barns
C - 10	MKS/45/2025	Provision of laundry of curtains and laundry of drapery services
C - 11	MKS/46/2025	Provision of cleaning services (carpets, upholstery, furniture and floors).
C - 12	MKS/47/2025	Provision for security equipment and walk through machines
C - 13	MKS/48/2025	Provision of hire and management of mobile toilets
C - 14	MKS/49/2025	Provision of management of public toilets services

C - 15	MKS/50/2025	Provision of sanitary bins replacement services
C - 16	MKS/51/2025	Provision of landscaping and land beautification services
C - 17	MKS/52/2025	Provision of installation and repair of fire hydrants services
C - 18	MKS/53/2025	Provision of garbage collection and disposal services
C - 19	MKS/54/2025	Provision of hire of tents and chairs services
C - 20	MKS/55/2025	Provision of hire of public address and sound systems
C - 21	MKS/56/2025	Provision of event management services
C - 22	MKS/57/2025	Provision of training and team building services
C - 23	MKS/58/2025	Provision of entertainment band services
	D	MEDIA, DIGITAL AND ADVERTISING SERVICES
D - 1	MKS/59/2025	Production of TV commercials / documentaries
D - 2	MKS/60/2025	Provision of outdoor and indoor advertising services
D - 3	MKS/61/2025	Provision of photography and videography services
D - 4	MKS/62/2025	Provision of computer hardware and software
D - 5	MKS/63/2025	Provision of digital display screens
D - 6	MKS/64/2025	Repairs and maintenance of computers, laptops, tablets and printers
D - 7	MKS/65/2025	Provision of road shows and activations services
D - 8	MKS/66/2025	Provision, Installation and Maintenance of CCTV Systems
D - 9	MKS/67/2025	Provision of interior design services
D-10	MKS/68/2025	Provision of social media and influencer campaigns services
	E	PROVISION OF TRANSPORT SERVICES
E - 1	MKS/69/2025	Provision of livestock transportation services
E - 2	MKS/70/2025	Provision of car hire and taxi services
E - 3	MKS/71/2025	Provision of motor rider delivery services
	F	PROVISION OF FUNFAIR SERVICES
F - 1	MKS/72/2025	Provision of Funfair Operations Services
F - 2	MKS/73/2025	Provision of Music, Disco and Entertainment services

Important Submission Guidelines

Interested applicants may obtain the pre-qualification documents from the ASK South Eastern Branch offices located at the Machakos Showground or download them from our website www.ask.co.ke. There will be a non-refundable tender fee of **Kshs.1,500 per category** paid through **MPESA (Paybill number 1 9 8 9 5 9, Account name is Name of your Company)** or deposited to the Society's bank account at **KCB Machakos Branch account name A.S.K. MACHAKOS BRANCH Account Number 110 620 6681.**

The documents must be submitted in plain sealed envelopes clearly marked **“PREQUALIFICATION OF 2026/2027 MKS SUPPLIERS”** and should be dropped at the A.S.K. Offices at Machakos Showground. 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,
The Agricultural Society of Kenya,
South Eastern Kenya Branch,
Machakos National Show
P. O. Box 345 – 90100,
MACHAKOS.**

The documents should be submitted by **Wednesday 28th January 2026, at 5.00 p.m.**

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

***The 2026 A.S.K. South Eastern Kenya Machakos National Show will be held from
Wednesday, 3rd June to Sunday 7th June, 2026.***

***Exhibitors are welcome to select spaces of participation
The showground also has rental facilities and spaces for outdoor activities off the
show period.***

Your Agricultural and Trade Partner of Choice

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.



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**PRE-QUALIFICATION DOCUMENT FOR THE 2026 SUPPLIERS, CONTRACTORS
AND SERVICE PROVIDERS OF THE AGRICULTURAL SOCIETY OF KENYA SOUTH
EASTERN BRANCH, MACHAKOS**

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.

Name of Supplier/Contractor/Service Provider_____

Year	Award for or against	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current Value, Kshequivalent)

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.