AAK | PROMOTING EXCELLENCE IN THE BUILT ENVIRONMENT

Architects
Engineers
Town Planners
Interior Designers
Quantity Surveyors
Landscape Architects
Construction Project Managers
Environmental Design Consultants

Request for Expression of Interest – Supply of Goods and Services

Established in 1967, the Architectural Association of Kenya (AAK) is Kenya's leading Built and Natural Environments professional association, incorporating Architects, Quantity Surveyors, Town Planners, Engineers, Landscape Architects, Environmental Design Consultants, Construction Project Managers and Interior Designers.

The Association intends to shortlist eligible business organizations / firms for supply of various goods and services and hereby invites Expressions of Interest to provide the following goods / services for the years 2025 - 2027:

Lot No.	Description
AAK/SUPP/001	Supply of Office Stationery
AAK/SUPP/002	Supply of Creative/Graphic Design Services
AAK/SUPP/003	Supply of Public Relations Services
AAK/SUPP/004	Supply of Photography and Videography Services
AAK/SUPP/005	Provision of event management services
AAK/SUPP/006	Provision of Audio-Visual Equipment and Services
AAK/SUPP/007	Supply of Branded Merchandise
AAK/SUPP/008	Supply of Air Travel and Related Services
AAK/SUPP/009	Supply and Maintenance of office equipment
AAK/SUPP/0010	Provision of Cleaning and Sanitary Services
AAK/SUPP/0011	Provision of Legal Services
AAK/SUPP/0012	Provision of Insurance Brokerage Services
AAK/SUPP/0013	Provision of Car Hire and Related services
AAK/SUPP/0014	Provision of Catering Services
AAK/SUPP/0015	Provision of Website Hosting and related ICT Services

Interested firms are requested to complete this document and attached supporting documents and return to the Chief Executive Officer, Architectural Association of Kenya via email : aak@aak.or ke

Architectural Association of Kenya,
Blue Violets Plaza, Kamburu Drive.
P.O. Box 44258 Nairobi, 00100
Telephone: +254 721 691 337
Email: aak@aak.or.ke
www.aak.or.ke

THE ARCHITECTURAL ASSOCIATION OF KENYA

EXPRESSION OF INTEREST – SUPPLY OF GOODS AND SERVICES 2025-2027

Please complete this form and address to: *The Chief Executive Officer, Architectural Association of Kenya, Blue Violets Plaza, Kamburu Drive, Off Ngong Road, P.O. Box 44258 Nairobi, 00100 Nairobi. All EoI must be submitted by Email Only:* aak@aak.or.ke so as to be received by **18th April 2025**

1. COMPANY NAME: _____
2. PHYSICAL ADDRESS: _____
3. POSTAL ADDRESS: _____
4. EMAIL ADDRESS : _____
5. TELEPHONE : _____
6. WEBSITE : _____
7. BANKERS: _____
8. YEAR ESTABLISHED : _____
9. NATURE OF PRODUCTS / SERVICE: _____

10. LIST OF PARTNER (S) / DIRECTOR (S): _____
11. PLEASE ATTACH COPIES OF COMPANY PROFILE, PRODUCT BROCHURES ETC (List such attachments) _____
12. PLEASE ATTACH COPIES OF THE COMPANY'S REGISTRATION CERTIFICATES, BUSINESS LICENCES, TAX REGISTRATION & COMPLIANCE CERTIFICATES AND ANY OTHER RELATED DOCUMENTS AND ANY OTHER RELATED DOCUMENTS _____
13. PLEASE LIST THE PHYSICAL FACILITIES /ASSETS AVAILABLE TO THE COMPANY FOR BUSINESS USE (*A separate sheet may be attached)*:
14. PLEASE LIST THE HUMAN RESOURCE AVAILABLE TO THE COMPANY, QUALIFICATIONS AND EXPERIENCE (*A separate sheet may be attached)*

Kindly note that information presented in this form will form part of your representation in the event of future business engagement.

Signed:

Name:

Date:

Rubber Stamp:

Architectural Association of Kenya,
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