

1. INTRODUCTION

The Association of Women Accountants of Kenya (AWAK) is a non-political and non-profit making professional women accountants' organization, which draws its membership from women accountants. Registered in 1994 under the Societies Act, since its formation AWAK has continued to pursue its main objective of member empowerment at the same time contributing to varying needs in the society. AWAK champions for women empowerment in the community and society, a role it has played with vigor across the continent.

Our Vision: Globally Impactful Women Accountants

Our Mission: Powering the success of women in accounting by providing the most relevant knowledge, resources and networks to meet the demands of a changing world.

Our Motto: Uplifting our World

2. PREQUALIFICATION INSTRUCTIONS

a. Introduction

The Association of Women Accountants of Kenya invites applications for prequalification from interested suppliers for the supply of goods and services to the Association.

b. Procedure

(i) Interested Suppliers are required to make a non-refundable payment of KES 1,000 per application payable via:

- **Mpesa paybill number 821715; account number is the Supplier Name**
- Or transfer to the bank account below:
Account Name: Ass. of Women Accountants of Kenya
Account No: 0708000396
Branch: Bunyala Road
Bank Name: ABSA bank kenya plc

(ii). Completed documents with proof of payment should be sent to procurement@awak.co.ke and_cc awak@awak.co.ke. Any Supplier that will not attach the proof of payment shall not be considered.

(iii). In case any existing vendor does not respond to the prequalification, they will not be in the database.

(iv) The closing date for this will be on 12th December, 2023

c. Categories of Goods and Services with brief a description

S/No	Expression of Interest Number	Item Description
1.	AWAK/GS/01	Stationery - Tonners, Printing papers, Conqueror, Embossed papers
2	AWAK/GS/02	Photography, Videography and Online Live Streaming
3.	AWAK/GS/03	Internet Domain Service & Email Hosting
4.	AWAK/GS/04	Branding, printing & promotional merchandise; Digital Flyer designs
5.	AWAK/GS/05	Postage and Courier services
6.	AWAK/GS/06	Office Furniture & General Equipment
7.	AWAK/GS/07	Repair and maintenance of Office & IT Equipment
8.	AWAK/GS/08	Professional services i.e Internal Audit, Governance Audit, Marketing Consultancy
9.	AWAK/GS/09	Medical Insurance
10.	AWAK/GS/10	Training and Consultancy
11.	AWAK/GS/11	Staff Recruitment Services
12.	AWAK/GS/12	Delivery & Transport Services
13.	AWAK/GS/13	ERP and Member Data
14.	AWAK/GS/14	Phones, Computers, Leasing of Printers, Scanners, Software including antivirus, IT consumables and affiliated
15.	AWAK/GS/15	Web Hosting, Design, Maintenance & Optimization

4. SUPPLIER PRE-QUALIFICATION FORM

1. Company Details:

Name of Company: _____
 Nature of Business: Sole Proprietor Private Public
 Limited Partnership Other
 Postal Address: _____
 Physical Address: _____
 Telephone Nos.: _____
 Mobile Nos.: _____
 Email Address: _____
 Contact Person: _____

Bank Details for Electronic Payments:

Name of _____
 Bank: Branch: _____
 Account Name: _____
 Account No: _____
 Bank Code: _____ Branch Code: _____

2. Registration:

Company Registration _____
 No.: Date of Registration: _____
 VAT No.: _____
 PIN No.: _____
 ETR Compliancy: Yes No

3. Other Information:

a) Describe the nature of good and service you render (quoting the reference number as per the category of goods above)

List of goods	List of services offered
i.	i.
ii.	ii.
iii.	iii.
iv.	iv.
v.	v.

b) Have you had any contracts terminated for poor performance in the last five years?

Yes No

If yes, please give details _____

c) Confirm that you will accept thirty (30) days credit period from date of Statement

Yes No

d) Would you be able to offer fixed prices for a minimum period of three months

e) How many years has your organization been in the current business?

5 years

5-10 years

10-15 years

20 years and above

4. Name of the Directors:

a) _____

b) _____

c) _____

5. Clientele Reference, Contact Person(s) and Telephone Nos.:

Contact Person	Business Name	Telephone
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____
d) _____	_____	_____

6. Declaration

Having studied the Pre-Qualification Document, we hereby state that:

The information furnished in our application is accurate to the best of our knowledge.

Signed

Date.....

(authorized signatory)

Name

Company rubber stamp/seal

Interested eligible bidders **must** attach, VALID copies of the following documents:

- **PIN Certificate**
- **Business Registration certificate**
- **Tax compliance Certificate**
- **Registration with relevant bodies where required**

NOTE:

All Mandatory requirements included in this Invitation **MUST** be provided.

Expression of interest documents attachments on online submission, clearly indicating relevant category number. To be addressed to:

The Chairman
Association of Women Accountants of Kenya (AWAK)
CPA Centre 9th Floor, Thika Road, Nairobi

For Internal Use only:

Approved by:

Secretary, AWAK Board: _____

Treasurer, AWAK _____

Board: Chairperson, _____

AWAK Board: