

African Institute for Health and Development (AIHD)

Pre-Qualification Form

PART 1: ORGANIZATION INFORMATION

Name/Registered name:	
Previous name/Registered name (If different)	
Registration number: (Attach copy)	
Year of registration	
Nature of business:	
Current trade license number: Expiry date:	
Bankers and branch	
VAT No. (Attach copy)	
PIN No. (Attach Copy)	
Postal address:	
Physical address:	
Telephone:	
Fax:	
Email:	
Website:	

Contact person:	
Designation	

PART 2: APPLICATION FORM

Kindly provide the particulars in sections below as applicable to your type of business.

SECTION A – REGISTERED COMPANY

Private or Public limited company _____

Value of business you can handle at any one time _____

Is there any person in the company who has/have interests in AIHD. If so, please give details

Professional Indemnity Insurance _____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations _____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shares
1.			
2.			
3.			
4.			
5.			

SECTION B – PATNERSHIP

Value of business you can handle at any one time _____

Are there any person/persons in the partnership who has/have interests in AIHD. If so, please give details

Professional Indemnity Insurance _____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations _____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shares
1.			
2.			
3.			
4.			
5.			

SECTION B – SOLE PROPRIETOR

Full name: _____

Nationality: _____

Value of business you can handle one at a time _____

Do you have any interest in AIHD. If so, please give details

PART 3: PRE-QUALIFICATION CATEGORY

We wish to apply for pre-qualification in the following category(s)

(Tick appropriate boxes)

No.	Details	Description	Tick
AIHD/01/2023/2025	Provision of Office Cleaning Services	<ol style="list-style-type: none"> 1. General Office cleaning and shampooing 2. Office and Sanitary waste disposal 	
AIHD/02/2023/2025	Provision of Security Services	<ol style="list-style-type: none"> 1. Alarm back up 2. Cash on transit 3. Biometric office security 	
AIHD/03/2023/2025	Provision of Insurance Brokage Services	<ol style="list-style-type: none"> 1. Insurance brokerage services for: General Insurance Group life insurance Medical insurance 	
AIHD/04/2023/2025	Printing Services	Printing of notebooks, diaries, and IEC materials	
AIHD/05/2023/2025	Provision of Printed Promotional materials	<ol style="list-style-type: none"> 1. Branded t-shirts and other promotional materials 2. Branded conference and event materials 3. Branded office folders 4. Banners 	
AIHD/06/2023/2025	Hotel & Conference Facilities	<ol style="list-style-type: none"> 1. Workshop facilities 2. Conference facilities 3. Meetings 4. Conference and event organizers/managers 	
AIHD/07/2023/2025	Outside catering/Office catering	<ol style="list-style-type: none"> 1. Outside catering 2. Office catering 3. Hire of tents, seats etc. 	
AIHD/08/2023/2025	Travel Agency Services	<ol style="list-style-type: none"> 1. International travel ticketing and logistics 2. Workshop/conference travel 3. Transport and airport transfer services 4. Hotel bookings 	
AIHD/09/2023/2025	Taxi Services and Vehicle Hire Services	<ol style="list-style-type: none"> 1. Local taxi services 2. Local vehicles hire services 	

AIHD/10/2023/2025	Maintenance of Computer Equipment, Printers and Copiers	<ol style="list-style-type: none"> 1. Maintenance and service of computer equipment and accessories 2. Maintenance and service of printers 3. Maintenance and service of copiers 	
AIHD/11/2023/2025	Office Stationery	<ol style="list-style-type: none"> 1. Standard office stationery 2. Printed office stationery-envelope, letterheads, complimentary slips etc. 3. Toners, cartridges, and computer stationery 4. Supply of folders, business cards, sticky notes, pens, printing papers, paper punch, staple remover, rulers, paper clips, clear folders, box files, flipchart stand, flip chart, permanent markers, notebooks, card holders, sign here labels 	
AIHD/12/2023/2025	Office Furniture, Fittings and Furnishing/Upholstering	<ol style="list-style-type: none"> 1. Supply of general office furniture 2. Supply and fitting of general office furnishing 3. Supply of office blinds, chairs, workstations 4. Old furniture refurbishing 	
AIHD/13/2023/2025	Computer Hardware and accessories	<ol style="list-style-type: none"> 1. Supply of computers equipment, laptops, UPS, printers etc. 2. Supply of various computer accessories 	
AIHD/14/2023/2025	Provision of legal services	<ol style="list-style-type: none"> 1. Provision of litigation services 2. Provision of legal and legislative opinions 	
AIHD/15/2023/2025	Provision of Videography, Photography, and documentary services	<ol style="list-style-type: none"> 1. Provision of videography and photography services 2. Production of documentaries and advocacy videos 3. Production of TV and radio commercials 	
AIHD/16/2023/2025	Provision of Creative Artwork Design services	<ol style="list-style-type: none"> 1. Layout and design of publications 2. Production of infographics and promotional artwork for digital use and print 3. Animation services 	

AIHD/17/2023/ 2025	Water Supply	Supply of office drinking water	
AIHD/18/2023/ 2025	Refurbishment and Upholstering	Office furniture repairs	
AIHD/19/2023/ 2025	Internet Service/Phone Services	Provision of office internet and telephone technicians	
AIHD/20/2023/ 2025	ICT and Website Services	Provision of website construction and maintenance	
AIHD/21/2023/ 2025	Logistics And Delivery Services	Provision of logistics and delivery services	
AIHD/22/2023/ 2025	Live Streaming Services	Provision of live streaming services	
AIHD/23/2023/ 2025	Medical Supplies	<ol style="list-style-type: none"> 1. Provision of Pharmaceuticals drugs equipment and supplies 1. Provision of non-pharmaceuticals equipment and supplies 	

PART 4: DECLARATION

I/We _____

Hereby declare

- That the information given above is true and further states that I/We also understand that the purchase of this form does not guarantee registration.
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract
- That I/We have fulfilled obligations to pay taxes/social security contributions
- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We acknowledge that it is an offense to offer any gift or consideration to AIHD staff or member as a reward or inducement in relation to the pre-qualification of goods and services.

Signature over stamp _____

Designation _____

Date _____

PART 5: EVALUATION CRITERIA (For AIHD use only)

	ITEM	YES/NO	REMARKS
1.	Certificate of registration attached		
2.	PIN and VAT certificate attached		
3.	Pre-qualification category selected		
4.	Firm's profile attached		
5.	List of past/current clients indicated		
6.	Appropriate referees/references attached		
7.	For printing, provide samples of work done attached		
8.	Financial capacity indicated		
9.	Firm accepts AIHD LPO/contracts and credit period of 30 days		
10	Is the firm owned by people with disabilities, women, and special interest groups		
11	KRA Tax compliance certificate copy attached		
12	For car hire services, evidence of fleet ownership		
13	Has the firm previously been disqualified due to misconduct?		
14	Declaration signed		

