



AUTOMOBILE ASSOCIATION OF KENYA
PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS

PROVISION OF TOWING SERVICES FOR THE
FINANCIAL YEAR 2019/2020

DATE POSTED: 12th SEPTEMBER 2019
CLOSING DATE/TIME: 24th SEPTEMBER 2019 AT
12 NOON

1. PRE-QUALIFICATION INSTRUCTIONS

1.1. Introduction

The Automobile Association of Kenya (AAK) is a National Motoring Association that is dedicated to promoting and safeguarding the interests and safety of motorists. The Association was founded in 1919 and has over 100,000 members, with branches in major towns countrywide.

1.2. Pre-Qualification Objective

As part of our membership value proposition, we provide towing services to our members. To enhance the member experience in towing, we have developed a Towing Mobile Application that will be launched soon. It is against this background that we are looking for agents to work with AAK, with the objective of driving a unique customer experience for our members.

In this regard, the Association invites application from interested and eligible bidders. Please fill in the pre-qualification documents attached overleaf.

1.3. Submission Address for the Pre-Qualification Documents

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelope;

PRE-QUALIFICATION OF SUPPLIERS 2019/2020

PROVISION OF TOWING SERVICES FOR THE FINANCIAL YEAR 2019/2020

Addressed to:

**The Procurement Committee
Automobile Association of Kenya
P.O, BOX 40087-00100
Renaissance Corporate Park
Elgon Road, Upper Hill
Nairobi**

And be deposited in the tender box located at the entrance of the AA Kenya Head Office at Renaissance Corporate Park 8th Floor, Elgon Road, Upper Hill so as to be received on or before **Tuesday, 24th September 2019 at 12 Noon**

1.4. Questions Arising from Documents

Enquiries and requests for clarification may be directed through email: tenders@aaKenya.co.ke

Any canvassing or giving of false information will lead to automatic disqualification.

FORM PQ-1: PRE-QUALIFICATION DATA

I/We hereby apply
 (Name of Company/Firm-Compulsory)
 for registration as suppliers of Towing Services

Towing Vehicle Details

Number of Towing Vehicles: _____

Vehicle Registration	Make	Model	Year of Manufacture	Name on Log Book

FORM PQ-2: SUPPLIER DETAILS

Requirement	Certificate Number	Date of Issue	Expiry Date
Trade License			
Business Permit			
Certificate of Incorporation			

Sole Proprietorship		Public Limited Company	
Partnership Business		Family Business	

Name of Partners/Directors

Name	ID Number	Phone Number

FORM PQ-3: MANDATORY DOCUMENTS

Please submit your pre-qualification form along with copies of the following documents:

- a. Certificate of Incorporation / Registration
- b. Valid Local Authority / Trade License
- c. Directors' ID Copies and Passport Photos

FORM PQ-4: CONFLICT OF INTEREST

Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement: (insert director names below)

- a)
- b)
- c)
- d)

Full names:

Signature:

Date:

Suppliers' / Company's Official Rubber Stamp