



## **SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS**

**Closing on 17<sup>th</sup> December 2024, at 1700hours, EAT**

## **SECTION I: REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

**AAR Insurance Kenya** is a leading diversified financial services group with interests across the East Africa region, with operations in Kenya, Uganda and Tanzania. The group offers a wide range of financial products and services in Insurance, Asset Management and Trustee Services.

**AAR Insurance Kenya** invites applications from interested, competent and eligible firms for pre-qualification for the underlisted goods, works and services for the period 2025-2027.

The pre-qualification process will be conducted electronically on **SRM eProcurement Portal** i.e [www.srmhub.com](http://www.srmhub.com). The categories for the supply of various goods and services are listed on <https://shorturl.at/Tw6yn>.

**AAR Insurance Kenya** reserves the right to accept or reject any application in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**Head of Finance**

## SECTION II: INSTRUCTIONS TO APPLICANTS

- 1 **AAR Insurance Kenya** herein referred to as “the organization’ or ‘AAR”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insight’s eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 3,000/- per Tender category. The fee is payable using M-PESA Paybill No. 4095233, Use Account Number auto generated in system to validate your payment.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 13th December 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organization's suppliers list for a two-year period and the organization will only deal with the firms that are registered.

- 10 Applicants must submit duly completed Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 17<sup>th</sup> December 2024 at 1700hours.
- 16 **We shall host a pre-bid meeting on Friday, 6th December 2024 starting 11.30am EAT. Interested & Eligible bidders are invited to join via this link <https://shorturl.at/W4fEo>**
- 17 SRM team will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III: EVALUATION CRITERIA**

- 1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact AAR or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence AAR or Bold Insight in the evaluation may result in the cancellation of their application.
- 3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 4 The applicants must have registered offices and AAR reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
- 6 AAR reserves the right to accept or reject any or all applications.
- 7 There shall be two phases of carrying out the evaluation of registration applications:
  - a. Preliminary Evaluation; and
  - b. Qualification/Technical Evaluation.

#### **Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. Tax clearance certificate
- vi. CR12

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### **Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below.

### Evaluation Criteria

#### Preliminary Evaluation.

The following documents will be required from all applicants in the preliminary evaluation.

#	Mandatory Requirements (Score- 10 Marks)	Required (Yes/No)	Max Score
1	Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2	Copy of Certificate of Incorporation/Business Registration	Yes	2
3	Copy of a valid and current Tax Compliance Certificate	Yes	2
4	Copy of PIN/VAT Certificate	Yes	2
5	Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)	Yes	2
6	CR12 document as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor or Partnership Deed	Yes	2
7	Copy of Current Trade License / Business Permit	Yes	2
8	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)	Yes	5

#### Technical Evaluation Criteria

Demonstration of Past Experience		
<b>a) Age of Company</b>		10
Above 10 years (5 Marks)		
Between 7-10 Years (4 Marks)		
Between 4-6 Years (3 Marks)		
Between 1-3 Years (2 Marks)		
Below 1 Year (1 Marks)		
<b>b) Three letters</b> of recommendation from your major clients for similar services- 6 marks each, Total 15 Marks		15
<b>c) At least three copies</b> of LSO/Service Level Agreement/award letter from your major clients for the last 3 years - 6 marks each, Total 15 Marks		15
Financial Capacity		
a) For Limited Companies attach most recent audited accounts of at least 3 years (2021,2022,2023) Certified by a registered Public Accountant.		10
b) For sole proprietors and partnerships, attach		

either the most recent 6 months certified bank statements or recent bank reference letter.	
c) Accept 30 days credit= 5 marks	3
<b>Business Probity and Litigation</b>	
<p>a) Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?</p> <p>b) Is there any Director / Partner and / or Company Secretary of your organization who has a close relative employed by AAR Insurance and is in a position to influence the award of any supply/service?</p> <p>c) Has your firm or any of your directors/ partners ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)?</p> <p>d) Would you object to the members of staff of AAR Insurance authenticating the information you have provided?</p> <p>e) Has your organization met all its obligations to pay its creditors and staff during the past year?</p>	5
<b>Manpower and staffing</b>	
b) At least 3 brief resume/CV/professional certificate of key staff -5 marks each, Total 15 Marks	15
d) Indicate the number of staff in your organization:	
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	10
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

**SECTION IV: REGISTRATION CATEGORIES**

<b>Code</b>	<b>Description</b>	<b>Dept</b>	<b>Category Requirements</b>
AIK/PQ/2025-2026/01	Supply of drinking water and dispensers	Admin	
AIK/PQ/2025-2026/02	Supply and repair of general office furniture, furnishings and fittings	Admin	
AIK/PQ/2025-2026/03	Supply of general office stationery e.g. pens, photocopying papers etc.	Admin	
AIK/PQ/2025-2026/04	Supply of genuine printer toners and cartridges	Admin	
AIK/PQ/2025-2026/05	Supply of motor vehicle spare parts, tyres and tubes and accessories	Admin	Manufacturers authorization OR Dealership License
AIK/PQ/2025-2026/06	Supply of LPG, fuel cards and motor vehicle fuel (petrol and diesel)	Admin	
AIK/PQ/2025-2026/07	Supply of hardware tools and equipment	Admin	
AIK/PQ/2025-2026/08	Supply of tissues, hand paper towels, serviettes, tissue dispensers, air fresheners, hand sanitizer, foam soap etc.	Admin	
AIK/PQ/2025-2026/09	Supply of asset tagging bar codes and provision of tagging services	Admin	
AIK/PQ/2025-2026/10	Supply of staff uniform (custom-made)	Admin	
AIK/PQ/2025-2026/11	Supply of kitchen equipment, e.g., cookers, microwave and accessories	Admin	
AIK/PQ/2025-2026/12	Supply of kitchen beverages and general supplies, e.g., sugar, coffee, tea leaves, chocolate, soap etc.	Admin	
AIK/PQ/2025-2026/13	Supply of dairy products e.g. milk	Admin	
AIK/PQ/2025-2026/14	Provision of professional movers' transport and relocation services	Admin	
AIK/PQ/2025-2026/15	Provision of catering services	Admin	i) Valid food handlers' certificate from public health for the personnel-at least 5 personnel ii) Valid food handlers' certificate from public health for the company iii) Valid certificate of inspection by department of public health iv) waste management policy
AIK/PQ/2025-2026/16	Provision of cleaning, sanitary services and maintenance of preserved office flowers	Admin	i) Valid NEMA License ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS)



			iii) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy). iv) Compliance certificate from Ministry of Labour, v) NHIF and NSSF Compliance certificate
AIK/PQ/2025-2026/17	Provision of fumigation services	Admin	i) Valid NEMA License ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS) iii) Attach Evidence that the firm has a Workman Injuries Benefit insurance cover for its workers (WIBA policy). iv) Compliance certificate from Ministry of Labour, v) NHIF and NSSF Compliance certificate
AIK/PQ/2025-2026/18	Provision of international and local courier services	Admin	i) Provide valid copy of a license to operate as an International Courier Service Provider ii) Provide evidence of Membership to the following: - a) Courier Association of Kenya OR b) International Air Transportation Association (IATA) Certification
AIK/PQ/2025-2026/19	Provision of carwash services	Admin	
AIK/PQ/2025-2026/20	Provision of travel agencies services (air ticketing, airport transfers, VIP meet and assist services, VISA etc.)	Admin	i) Copy of Valid IATA Certificate of Accreditation ii) Copy of Valid KATA membership certificate iii) TRA license
AIK/PQ/2025-2026/21	Provision of archiving services	Admin	
AIK/PQ/2025-2026/22	Provision of electrical and mechanical engineering works	Admin	Electrical Installation Certification (ERC or equivalent)..NCA certification in mechanical and electrical works.
AIK/PQ/2025-2026/23	Provision of minor construction services; including renovations, office partitioning, painting and general refurbishments	Admin	Relevant NCA certification in mechanical and electrical works.
AIK/PQ/2025-2026/24	Provision of major construction services	Admin	NCA 1 - 5 certification in building works.

AIK/PQ/2025-2026/25	Consultancy Services – Architectural and Master planning, Mechanical, Electrical and Plumbing engineering, Quantity Surveying and Cost management	Admin	i) Registration certificate with Board of Registration of Architects and Quantity surveyors (BORAQ's) for Firm ii) Valid practicing License for from BORAQ's for Firm OR iii) Valid license from IQSK
AIK/PQ/2025-2026/26	Supply, Installation Repairs and Maintenance of Electrical appliances, fittings & Equipment/Services	Admin	Electrical Installation Certification (ERC or equivalent)..NCA certification in mechanical and electrical works.
AIK/PQ/2025-2026/27	Provision of General minor/routine building maintenance and repairs - Mechanical, Electrical, Plumbing, painting and small civil works	Admin	Relevant NCA certification in mechanical and electrical works.
AIK/PQ/2025-2026/28	Supply of Newspapers/Dailies (hard copies and digital)	Admin	
AIK/PQ/2025-2026/29	Provision of Storage Space for Salvage Motor Vehicles	Claims	
AIK/PQ/2025-2026/30	Provision of risk assessors and loss adjustors services	Claims	
AIK/PQ/2025-2026/31	Provision of motor vehicle repair services-garages	Claims	i) Public of Works certification/ inspection report ii) Kenya Motors Repairers Association (KEMRA) certification iii) Proof of Insurance for the premises occupied
AIK/PQ/2025-2026/32	Provision of Windscreen Fitters' Services	Claims	
AIK/PQ/2025-2026/33	Provision of Vehicle Towing and Recovery Services	Claims	
AIK/PQ/2025-2026/34	Provision of Motor Vehicle Assessment Services	Claims	i) IRA license ii) Professional Certificate (COP) iii) Professional Indemnity Insurance
AIK/PQ/2025-2026/35	Provision of Loss Adjustment services	Claims	i) IRA license ii) Professional Certificate (COP) iii) Professional Indemnity Insurance
AIK/PQ/2025-2026/36	Provision of Insurance investigation Services	Claims	i) Professional Certificate (COP) ii) Professional Indemnity Insurance
AIK/PQ/2025-2026/37	Provision of global marine recoveries	Claims	
AIK/PQ/2025-2026/38	Provision of courtesy Car Services	Claims	i) Relevant valid road licenses from NTSA

			ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement
			iii) Provide copy of comprehensive insurance cover for the fleet
AIK/PQ/2025-2026/39	Provision of 24/7 rescue services - accident scene management	Claims	Provide evidence of fleet ownership or lease arrangement
AIK/PQ/2025-2026/40	Provision of waste management and disposal services eg hazardous waste, E-waste	ESG	
AIK/PQ/2025-2026/41	Provision of ESG strategy development and implementation consultancy	ESG	
AIK/PQ/2025-2026/42	Provision of consultancy services for sustainability reporting and assurance	ESG	
AIK/PQ/2025-2026/43	Provision of ESG/ Sustainability training services	ESG	GRI certified trainer, SASB certified trainer with 7yr+experience
AIK/PQ/2025-2026/44	Provision of Carbon footprint assessment services	ESG	
AIK/PQ/2025-2026/45	Provision of debt collection services	Finance	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association
AIK/PQ/2025-2026/46	Provision of auctioneering services	Finance	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association
AIK/PQ/2025-2026/47	Provision of leasing, tenant coordination, advisory and realtors services	Finance	
AIK/PQ/2025-2026/48	Provision of private investigation services -fraud investigative (forensic, general and digital), asset tracing	Finance	Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent
AIK/PQ/2025-2026/49	Provision of tax and regulatory services	Finance	Certificate of registration with the Institute of Certified Public accountants of Kenya (ICPAK) practicing certificate
AIK/PQ/2025-2026/50	Supply of printed medical cards (photo and smart cards)	HR	
AIK/PQ/2025-2026/51	Supply, installation and maintenance of firefighting equipment, smoke detectors, fire alarm system and fire suppression system	HR	Provide copy of Fire Fighting Certificate from the County Government
AIK/PQ/2025-2026/52	Provision of transport and taxi services	HR	i) Relevant valid road licenses from NTSA

			ii) Provide evidence of fleet (Owned or leased). Copy of logbook or copy of certified lease agreement
			iii) Provide evidence of drivers licenses
			iv) Provide copy of comprehensive insurance cover for the fleet
AIK/PQ/2025-2026/53	Provision of OSH, fire safety, first aid training and health advisory services (i.e. audits, assessment)	HR	i) Provide evidence of valid registration with Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS)
			ii) Provide evidence of registration with National Industrial Training Authority (NITA)
			iii) Provide valid certificates of the Lead Safety and Health Advisor/Auditor-Must be registered with Directorate of Occupational Safety and Health Services (DOSHS) as a Safety and Health Advisor, Auditor, Trainer
AIK/PQ/2025-2026/54	Provision of training, development, leadership and management assessment tools	HR	
AIK/PQ/2025-2026/55	Provision of team building facilitation services	HR	
AIK/PQ/2025-2026/56	Provision of general insurance brokerage services	HR	
AIK/PQ/2025-2026/57	Provision of job analysis and evaluation, performance management with a specific focus on BSC entrenchment audit and evaluation	HR	
AIK/PQ/2025-2026/58	Provision of recruitment, selection and psychometric tools	HR	
AIK/PQ/2025-2026/59	Provision of HR legal and policy formulation	HR	
AIK/PQ/2025-2026/60	Provision of Hotel Accommodation and Conferencing Services across all the regions in Kenya	HR	i) Certified copy of Certificate recognized in the Hotel and restaurant Industry operations Issued by Tourism Regulatory Authority
			ii) Certified copy of Food Hygiene License from relevant Government Agency/ Certification by Public Health or such other hospitality industry requirements

			iii) Provide Evidence of Star Rating of the Hotel Issued by Tourism Regulatory Authority or equivalent agency
AIK/PQ/2025-2026/61	Supply, Installation and Maintenance of Office First Aid Equipment	HR	
AIK/PQ/2025-2026/62	Provision of Vehicle Tracking Services	HR	License from CAK
AIK/PQ/2025-2026/63	HR Consultancy services (surveys, recruitment, psychometric assessments, Leadership development and coaching)	HR	
AIK/PQ/2025-2026/64	Provision of Staff Training Services	HR	NITA certification
AIK/PQ/2025-2026/65	Provision of IT Staff Outsourcing and Managed Services/Provision of Talent Augmentation Services	HR	
AIK/PQ/2025-2026/66	Supply and maintenance of telecommunication equipment (phones, routers, cisco, PABX etc.)	IT	Manufacturers authorization OR Dealership License
AIK/PQ/2025-2026/67	Provision of Digital Experience Platforms	IT	
AIK/PQ/2025-2026/68	Supply and maintenance of power back- up systems, ups and power stabilizers	IT	
AIK/PQ/2025-2026/69	Supply of audio-visual equipment e.g. projectors, TV, headsets, speakers etc.	IT	Manufacturers authorization OR Dealership License
AIK/PQ/2025-2026/70	Provision of audio-visual equipment (HIRE)	IT	Manufacturers authorization OR Dealership License
AIK/PQ/2025-2026/71	Provision of bulk SMS services	IT	
AIK/PQ/2025-2026/72	Provision of website design and development services	IT	
AIK/PQ/2025-2026/73	Provision of internet and allied services	IT	
AIK/PQ/2025-2026/74	Provision of structured cabling, trunking works, fibre cable and multicore cable services	IT	
AIK/PQ/2025-2026/75	Provision of a chatbot solution	IT	
AIK/PQ/2025-2026/76	Provision of ICT support lease services e.g. computer equipment, networking and licenses	IT	
AIK/PQ/2025-2026/77	Provision of IT outsourced services (clouding service, data center, cyber security etc.)	IT	
AIK/PQ/2025-2026/78	Provision of Clean Power, Air Conditioning Equipment, Support and Maintenance	IT	Electrical Installation Certification (ERC or equivalent). HVAC-related certifications (e.g., from manufacturer). NCA 4-6 certification in mechanical and electrical works.
AIK/PQ/2025-2026/79	Provision of Internet Services and SDWAN, VoIP	IT	

AIK/PQ/2025-2026/80	Provision of Data Center, WAN, Campus LAN and Related Network, Firewall Equipment, Support and Maintenance Services	IT	
AIK/PQ/2025-2026/81	Provision of Network Infrastructure Services, Data Communication Services, Computer Networks and Structured Cabling	IT	
AIK/PQ/2025-2026/82	Provision of Data Center Computer, Facilities, Storage, Backup Equipment, Support and Maintenance, Cloud, Collocation and Leasing Services	IT	
AIK/PQ/2025-2026/83	Provision of Printer Leasing Services	IT	
AIK/PQ/2025-2026/84	Supply of Desktops, Laptops and End User IT Consumables (inclusive of operating system licenses)	IT	Relevant Manufacturers authorization or Dealership License
AIK/PQ/2025-2026/85	Supply of iPads	IT	Relevant Manufacturers authorization or Dealership License
AIK/PQ/2025-2026/86	Provision of Project Management & Business Analysis Consultancy Services	IT	
AIK/PQ/2025-2026/87	Repair and Maintenance of Laptops and IT equipment	IT	
AIK/PQ/2025-2026/88	Provision of Cybersecurity Consultancy and Penetration Testing services	IT	
AIK/PQ/2025-2026/89	Provision of Managed Security Services (MSS)	IT	
AIK/PQ/2025-2026/90	Provision of Endpoint Detection and Response (EDR) solutions	IT	
AIK/PQ/2025-2026/91	Provision of Identity and Access Management (IAM) solutions and services	IT	
AIK/PQ/2025-2026/92	Provision of Data Loss Prevention (DLP) Solutions and services	IT	
AIK/PQ/2025-2026/93	Provision of Software Licensing, support and Management services	IT	
AIK/PQ/2025-2026/94	Provision of Unified Communications and Collaboration Tools and services	IT	
AIK/PQ/2025-2026/95	Provision of Disaster Recovery (DR) and Business Continuity Services	IT	
AIK/PQ/2025-2026/96	Provision of IT Security Auditing and Compliance Services	IT	
AIK/PQ/2025-2026/97	Provision of Mobile Device Management (MDM) Solutions and services	IT	
AIK/PQ/2025-2026/98	Provision of Enterprise Resource Planning (ERP) Consultancy Services	IT	
AIK/PQ/2025-2026/99	Provision of DevOps and Cloud Automation Solutions and services	IT	
AIK/PQ/2025-2026/100	Provision of AI and Data Analytics Services	IT	
AIK/PQ/2025-2026/101	Provision of Software Development and Application Support Services (including Website & Mobile App)	IT	
AIK/PQ/2025-2026/102	Provision of ideation and Design Thinking facilitation	IT	
AIK/PQ/2025-2026/103	Provision of IT Service Management System	IT	
AIK/PQ/2025-2026/104	Provision of IT Cyber Security Systems/Tools and Licenses	IT	
AIK/PQ/2025-2026/105	Provision of Email Services & Other Collaboration Tools	IT	
AIK/PQ/2025-2026/106	Provision of Telephony System Support Services	IT	
AIK/PQ/2025-2026/107	Provision of Telephony Services (E1, SIP, Airtime)	IT	

AIK/PQ/2025-2026/108	Provision of Server Operating system Licenses	IT	
AIK/PQ/2025-2026/109	Provision of Robotic Process Automation (RPA) Services/Tills	IT	
AIK/PQ/2025-2026/110	Supply of branded promotional and corporate merchandise and gift items	Marketing	
AIK/PQ/2025-2026/111	Provision of event management services	Marketing	
AIK/PQ/2025-2026/112	Provision of interior design services	Marketing	
AIK/PQ/2025-2026/113	Provision of design and printing (brochures, magazine, booklets, newsletters, annual reports, letterheads, business cards, binding etc.) services	Marketing	
AIK/PQ/2025-2026/114	Provision of creative design, digital marketing and advertising services (Above the Line)	Marketing	
AIK/PQ/2025-2026/115	Provision of photography and videography services	Marketing	
AIK/PQ/2025-2026/116	Provision of external and internal signages and branding services	Marketing	
AIK/PQ/2025-2026/117	Provision of public relations agency and consultancy services	Marketing	
AIK/PQ/2025-2026/118	Provision of Experiential Marketing Services - Below the Line (BTL)	Marketing	
AIK/PQ/2025-2026/119	Provision of Entertainment Services i.e. DJ & Sound Systems Services, MC Services & Other Related Services	Marketing	
AIK/PQ/2025-2026/120	Provision of sports events marketing services i.e Golf management, Marathons, sports day facilitations	Marketing	
AIK/PQ/2025-2026/121	Provision of Professional Decoration Services - Drappings, Tents, chairs etc	Marketing	
AIK/PQ/2025-2026/122	Provision of Live streaming services	Marketing	
AIK/PQ/2025-2026/123	Supply of Out of Home Advertising Services	Marketing	
AIK/PQ/2025-2026/124	Provision of digital media agency, digital marketing strategy and web development/web hosting services	Marketing	
AIK/PQ/2025-2026/125	Provision of digital content, animators and animation	Marketing	
AIK/PQ/2025-2026/126	Supply of branded tents, activation tables, chairs and table cloths	Marketing	
AIK/PQ/2025-2026/127	Supply and printing of outdoor and indoor marketing banners	Marketing	
AIK/PQ/2025-2026/128	Provision of media buying and media monitoring services	Marketing	
AIK/PQ/2025-2026/129	Provision of Market Research/Marketing Research Services	Marketing	