



The Aga Khan Academy Mombasa

Suppliers vetting form for services for 2024-2026

Please complete this page and attach it to your cover letter and offer. Only shortlisted companies will be contacted.

1. Company Identification

Company/ Proprietor Name:

Trading Name (if different from the above):

P.O. Box: Post Code: City:

Telephone No:

Mobile: Fax:

E-mail:

Website:

Location/Physical Address:

Date established:

2. Contact Persons:

Name	Designation	Phone Number	Email

--	--	--	--

3. Company Registration Information (please attach copies of all certificates and licences)

Certificate of Registration:

Certificate of Incorporation:

PIN Number:

V.A.T. Certificate Number:

Tax Compliance No:

Current Trade License No: Expiry Date:

4. Regulation & Affiliation (please attach all relevant copies)

Registration with other relevant regulatory authority (state the authority) (e.g., KPLC, Ministry of public works, Ministry of health etc., Kenya association of Manufacturers, KSIA, NEMA, ISO):

.....

Nature of business licensed operate:

Membership of relevant Association (state the association):

.....

5. Shareholders/Group

Does your company belong to a group?

Does the company have participation in other companies?

Does the company have agreements with other companies?

What is the company's share capital?

Principal Shareholders of the Company (or Group)	% of participation

6. Clients

Who have been your major corporate clients for the past 2 years? State clients name, product/service provided, value of goods, works or services and contact person

Organisation	Product/Service	Value of Business	Contact Person	Contact Telephone No.

Are you a supplier / service provider to other Aga Khan Institutions?

If yes, state the institutions name, product / service provided, value of goods, works or services and contact person.

Organisation	Product/Service	Value of Business	Contact Person	Contact Telephone No.

--	--	--	--	--

7. General

- a) What are the main activities that you undertake:
- b) Years of experience
- i) How long has the company provided above mentioned services?
- ii) Provide details on key company staff

Key Personnel/Staff	Qualifications	Experience

- c) Registration/ certificate obtained (please list):
- d) The maximum contract value the company is willing to undertake Kshs/USD:
- e) Do you pay minimum wage plus overtime as stipulated by the Employment Act?
- (please state yes or no)
- f) Key Projects undertaken/ completed

Project	Company	Value	Contact Person	Contact Address

8. Conflict of Interest

Do you have any family or Business relationship whatsoever with any staff member of Aga Khan Academy Mombasa?

If yes, provide the name of staff and the nature of the relationship

Name of staff	Nature of Relationship

9. Declaration

I/We certify that the information given is correct and agree to allow the staff of Aga Khan Academy Mombasa to conduct background checks to this information including a visit to our premises. Am aware that any intentional provision of incorrect/ false information will automatically lead to disqualification.

Name:

Designation:

Date:

Sign and Company Stamp:

Interested applicants who meet the criteria can book for a survey. Please contact the Manager, Procurement on mba-tenders@agakhanacademies.org with the subject “(Name of service) Survey” and we will provide a slot for you. Please provide the following information in your cover email:

- Brief company profile
- Please give references for all major clients. Residential schools will be an added advantage
- Does your company have a minimum of 3 years working experience in Mombasa & for similar institutions - please state
- Do you pay minimum wage plus overtime -please state
- Are you able to lock prices for two years
- Please show proof of WIBA and professional indemnity insurance

The deadline for booking all surveys is 17 July and offers must be sent by 9 August 2024 to the Academy addressed to the Procurement Manager, in a sealed envelope.

Provision of Cleaning Services

General Information

Term of Contract	2 Years
Requirements	<ul style="list-style-type: none">• Certificate of Incorporation• Valid Business Permit• NSSF Registered• NHIF Registered• PAYE Registered• WIBA Insurance

Scope of Work

1.1 Cleaning Team & Availability of Service

<u>Days Of Week</u>	<u>Time</u>	<u>Supervisors</u>	<u>Cleaners</u>	<u>Total</u>
Weekdays	7:00a.m to 5:00pm	3	25	28
Saturdays	8:00am to 1:00pm	2	20	22
Sundays	8:00a.m to 1:00 p.m	1	8	9










1.2 Academy's Responsibility

- To provide a good and calm environment that allows cleaning to be carried out.
- To ensure Health & Safety practices are adhered to so that cleaning staff are safe.
- To notify the company in case of special requirements outside the scope with a lead time of 48 hours.









1.3 Inclusions

The cleaning company is going to take charge of providing the following as per the contract.

Materials & Equipment:

Disinfection liquid		
Liquid bleach		
Buckets mops & cleaning mats		<ol style="list-style-type: none"> 1. Detachable and washable type. 2. Should be available for each floor.
Wet mop		<ol style="list-style-type: none"> 1. Should be detachable and washable type. 2. Should be available for each floor. 3. Mop squeeze bucket should be available and not squeeze by hand.
Microfibre cobweb duster and fly trap cleaners		<ol style="list-style-type: none"> 1. Microfiber cloth should be completely dry before cleaning. 2. All dusters should have pole extenders like cobweb duster.
Janitor trolley		<ol style="list-style-type: none"> 1. Always practice with janitor-trolley for wet or dry cleaning to reduce work fatigue and increase productivity, save the time of housekeeping staff.
Floor & Hand wiper Squeeeges		<ol style="list-style-type: none"> 1. Always keep 2 sizes and use based on the area to cover to reduce human effort and time.
Dustpan & Broom		<ol style="list-style-type: none"> 1. Use a long handle type only to avoid bending. 2. Avoid traditional broomstick. 3. Choose the right size (width of the broom) based on the area cover.
Grass leaf rake		<ol style="list-style-type: none"> 1. It should be made of bamboo or mild steel only for durability.
Toilet and urinal bowel		<ol style="list-style-type: none"> 1. The brush head should be cover with bristles otherwise it will damage the ceramic of wc and urinal.
Wet & dry vacuum cleaner		<ol style="list-style-type: none"> 1. Clean microorganism and human dead skin and hairs will be removed perfectly 2. During the deep cleaning process, both wet and dry systems will be reduced human power.

Safety: PPE

PPE	Picture	Task
Face mask		Dry mop/hand glove
Apron		Should be worn by kitchen staff and staff
Safety goggles		While cleaning dusty areas, deep cleaning and laboratory spaces
Bouffant cap		All the staff working in the kitchen should wear this.
Slush boots		For deep water cleaning
Cut resistant gloves (anti-glass)		To be used while removing sharp objects like glass, rusted iron, etc.
Safety signages		As required
Ladder		Double-sided step ladder (frp or aluminium) 3m & 5m

- The Cleaning Company will Cover the cost of Food Handlers Certificate for the Staff that will be working in the catering area or as required.

1.4 Exclusions

The following are excluded in the cleaning contract.

- Fridges , Microwaves & Ovens
- Laboratories no counter surfaces or operational sinks only wash hand basins, floors and rubbish
- Computers
- Lockers
- Inside cupboards unless requested upon by the occupants and should be done in their presence

- Personal equipment
- Supply of washroom consumables - soap, hand paper towels, Tissue papers and air Fresheners (air wick).

1.5 Service Scope and Specification

Residential Section.

<u>Areas</u>		<u>Particulars</u>	<u>Tasks Specifications</u>	<u>Frequency</u>
Blocks	Quads	Furniture & Fittings	Damp wipe all	Daily
		Doors & Windows	Wipe and shine with Pledge or its equivalent	Daily
		Floors	Mop Cleaning	Daily
			Damp wiping	Weekly
		Walls & Skirtings'	Wiping Stained spots	Weekly
		Bins	Emptying and Cleaning the bin	Daily
		Door Mat	Dusting and Scrubbing.	Daily
	Washrooms	Sinks	Cleaning and Disinfecting	Daily
		Floors	Damp wiping & Disinfecting	Daily
		Toilets	Cleaning and disinfecting	Daily
		Bins	Emptying & Cleaning	Daily
		Doors & windows	Wipe and shine with pledge or its equivalent	Daily
		Partitions	Wiping and disinfecting	Daily
		Mirrors	Spotting	Daily
		Showers	Clean and Disinfect	Daily
		Consumables- TP,HPT, Soap	Refill and Replace	Daily
		Dispensers & Hand driers	Clean & Disinfect	Daily
	Stairs & Corridors	Floors Surface	Mop Cleaning	Daily
			Scrubbing with Terrazzo cleaner	Weekly
		Walls	Wiping and Spotting	Twice a week
Rails		Wiping with Bicarbonate soda or its equivalent	Daily	

		Exit Doors	Wiping and Shining with pledge	Daily	
		Bins	Emptying and Cleaning	Daily	
		Dispensers	Clean & Disinfect	Daily	
	Front garden	Ground	Clean up and ensure no litter No Pouring of Soap water.	Daily	
	Students Lounge	Furniture & Fittings	Wiping and Disinfecting	Daily	
		Walls	Spotting	As required	
		Floors	Wiping	Daily	
		Balcony	Wiping and re arranging Furniture	Daily	
			Damp wiping	Weekly	
		Bins	Emptying & Cleaning	Daily	
		Electronics	Wiping	daily	
	Basement Store	Floor	Damp Cleaning	Thrice a week	
		Walls	Spotting	As required	
		Doors	Wiping & Disinfecting	Daily	
	Commons	Exec. Dining Room	Sinks	Wiping & Disinfecting	3 times a day
			Glass Surface	Wiping & spotting	Weekly
			Basement	Damp Cleaning	3 times a week
Lifts			Wiping and Shining	Daily	
Offices			Wiping & Shining	Daily	
Music Rooms		Corridors	Mopping	Daily	
		Carpet	Shampooing	Daily	
Tuck shop		Floor	Mopping	Daily	
			Scrubbing	Twice a week	
		Guest House Front	Scrubbing	Twice a week	
		Walls	Spotting	As required	
		Bins	Emptying	3 times a day	
		Furniture	Wiping	Twice a day	

Administration Block, Senior & Junior School.

<u>Area</u>	<u>Task Specification</u>	<u>Frequency</u>
Floors	Mopping	Daily
Furniture & Fittings	Wiping and shining with Pledge	Daily
Stairs & corridors	Mopping	Daily
	Scrubbing	Weekly
Doors & Windows	Wiping	Daily
Washrooms	Same procedure as Residential	Hourly OR As soon as required
Benches & Seats	wiping	3 times a day
Signage's & Notice Boards	Wiping	Daily
Walls & Rails	Wiping	3 times a day
Bins	Emptying	3 times a day
Water Fountains	Wiping	5 times a day

Public Areas.

<u>Area</u>	<u>Task Specification</u>	<u>Frequency</u>
Blocks Front Area	Floor Scrubbing and pressure Washing alternately	3 times a week
Admin Front Area	Floor Scrubbing and pressure Washing alternately	Biweekly
Senior School Front Area	Floor Scrubbing and pressure Washing alternately	3 times a week
Senior School back Area	Floor Scrubbing and pressure Washing alternately	Biweekly
Swimming Pool Area & Arena	Floor Scrubbing and pressure Washing alternately	Biweekly
Multipurpose Hall	Floor Scrubbing	Bimonthly
	Floor Cleaning (Damp Mopping)	Daily
Dance Studio	Floor Cleaning (Damp Mopping)	Daily
	Floor Cleaning Scrubbing	Bimonthly
Gym/Squash Court	Floor Cleaning	Daily
	Equipment Dump wiping	Daily /After use
Senior School & Junior school Corridors	Floor Scrubbing and pressure Washing alternately	Biweekly

Commons	Floor Cleaning (Damp Mopping)	Daily
	Floor Scrubbing	Weekly
	Terrazzo Floor Scrubbing	Biweekly

SPECIAL DUTIES.

<u>Particulars</u>	<u>Task specifications</u>	<u>Frequency</u>
Drainages	Liaise with maintenance department and do dry runs	Twice a month
Washrooms	Machine Scrub & Polishing	Twice a month
Floor skirting & door edges	Wiping	Daily
Classrooms & all indoor Spaces	Disinfection with Calcium Hypochlorite	3 times a day
Heads House	General Cleaning	Twice a week
Guest House	General Cleaning (Vacant Rooms)	Twice a week
	General Cleaning (Occupied Rooms)	Daily

KEY TERMS OF REFERENCE

Cleanliness, tidiness and appearance Mopping

1. Ensure all spillages to be attended within 5 minutes after occurring.
2. Use appropriate signages to reduce slips and falls.
3. Scrub and Wet mop all classroom, office and other tiled floor areas

Deep cleaning

Classrooms, hallways and walls:

1. Remove all the paintings, clocks, Calendars, or any other material that is hung on classroom walls and clean from top-downwards. Clear cobwebs if identified the classrooms.
2. Clean white boards and/or chalkboards.
3. Damp Clean Student Desks, chairs and tabletops with a mild detergent.
4. Clean the fan and lights with right kind of duster. Ensure the power is in off and switch on after complete dry.
5. Empty the dustbins.
6. Scrape gum from all furniture (if required).
7. Power wash floor paving, walls and other fixed items to remove dust, grease, mould and other debris.
8. Report graffiti that cannot be removed by cleaning agents to the Facilities Manager

Office space / Libraries and Boardrooms

1. Damp Clean all office furniture including work tops of lockers/cabinets.
2. Ensure cleaning is done in the spaces not visible e.g. behind and inside cupboards, shelves, under the tables, windowsills etc.
3. Use a vacuum cleaner on carpet flooring.
4. Empty the dustbins.
5. Clean all glass partitions / window, display cases, interior metal surfaces, TV screens and monitors, microwaves, wooden surfaces under the guidance from the supervisor.
6. Conduct Vacuuming of upholstered chairs and curtains quarterly.

Kitchen

1. Kitchen Floors should be properly cleaned and sanitized daily before closing to avoid illness caused by bacteria build-up, and attraction of vermin due to food build up.
2. Disinfect all kitchen sinks to avoid bacteria build-up. Scrub, sanitize, and keep it stain and clog-free to avoid plumbing issues.
3. Keep all Kitchen Preparation Tables and Commons eating tables clean after use.
4. Ensure Routine cleaning and proper waste disposal to maintain a clean and safe environment.

Washroom and Bathroom Cleaning

1. Always ensure countertops, showers, urinals and WCs are stain free, fresh smelling, dry and the water in WC is clean.
2. Restock Washrooms with sufficient toiletries (tissues, napkins, air freshener, soap in soap dispensers).
3. Clean mirrors and sinks.
4. Descale and Polish stainless steel and chrome surfaces.
5. Spot wash walls, lockers and partitions. Remove any visible mould.
6. Ensure No build-up of grouting on the tile corners and edges.
7. Empty the dustbins.
8. Report graffiti that cannot be removed by cleaning agents to the Facilities Manager

Staff appearance and attitude

1. The dress code should be maintained as per the protocol of our organization.
2. Ensure staff uniform is washed regularly with no marks or stains.
3. Staff should report to work with proper attire or else they will not be permitted to work.
4. Staff should strictly adhere to the start, ending, and break timings informed.
5. Late comings and early departures should be informed to the supervisor in advance with appropriate reason.