



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

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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):

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Nature of business licensed operate:

Membership of relevant Association (state the association):

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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.

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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 Fire Fighting Services

General Information.

Term of Contract	2 Years
Requirements	<ul style="list-style-type: none">• Certificate of Incorporation• Valid Business Permit• Fire Certificate- Mombasa County

Scope of Work

1.1 Academy's Responsibility

- a) To notify the company in case of special requirements outside the scope with a lead time of 48 hours.

1.2 Inclusions

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

a) Firefighting Equipment.

1. Conduct bi-annually servicing of the manual firefighting equipment to check they are working correctly. Record faults and failures and fix them.
2. Check that the safety pin/clip, head cap and tamper seal are in place.
3. Visually inspect the fire extinguisher body for external corrosion or damage
4. Weigh the extinguisher ensuring that it meets the weight recorded on the service label. Recharge if a weight loss of 10% or more is recorded).
5. Verify that the gauge is in working order by carrying out a gauge test.
6. Check the hose and nozzle for damage and ensure that the hose is clear from obstruction. Replace the hose 'O' ring if applicable.
7. Ensure that the wall mountings are secure on the wall.
8. Provide quarterly audit / service reports and issue certificates of testing after inspections and corrections have been made.
9. Provide the Client`s Fire Marshalls team with support in firefighting drills & training on request by the Academy at no extra cost.
10. Provide Price list of Consumables in advance.

b) Fire detection system.

1. Conduct Quarterly Service of Fire alarm system to check / ensure the system is working correctly. Record faults and failures and fix them.
2. Randomly test at least one detector, call point and sounder monthly. Calibrate all alarm sensors.
3. Randomly test more than one fire alarm zone monthly.
4. Check the door release mechanisms of fire exit doors during quarterly service.
5. Respond at no extra cost to the Client for any false fire alarms.
6. Share quarterly report of defects and alert the Client to fix any problems.
7. Examine fire panel batteries and connections quarterly and replace as needed.
8. Every four months make sure there are no obstructions around detectors.
9. Provide quarterly audit / service reports and issue certificates of testing after inspections and corrections have been made.

1.3 Exclusions

The following is excluded in the contract.

- Cost of replacement of any equipment

1.4 Service Scope and Specification.

Manual Fire Fighting Equipment

List of Equipment

Item	Quantity	Frequency of service
Sprinkler System	1	Quarterly
Ansul System	2	Quarterly
Fire Extinguishers	211	Quarterly
Fire Blankets	36	Quarterly
Fire Hydrant System	2	Quarterly
Alarm Bells	52	Quarterly
Automatic Fire suppression Cylinders	18	Quarterly

Fire Alarm System

List of Items.

<u>Item</u>	<u>Quantity</u>	<u>Frequency of service</u>
Smoke detectors	392	Quarterly
Heat Detectors	52	Quarterly
Fire Alarm Panels	23	Quarterly
Lock down bells	15	Quarterly