



## 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](mailto: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 Landscaping Services

### General Information.

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

### Scope of Work

Maintaining Landscape by ensuring that both gardens and grounds are maintained properly for everyone to have a clean and safe environment. Areas of interest will mainly include:

1. Planting beds (such as flower borders)
2. Lawns
3. Shrubs
4. Flowering trees
5. Foundation plantings
6. Driveways
7. Walkways
8. Fences
9. Ground maintenance

#### 1.1 Gardening and Landscaping Team & Availability of Service.



| <u>Days Of Week</u> | <u>Time</u>       | <u>Supervisors</u> | <u>Gardeners</u> | <u>Total</u> |
|---------------------|-------------------|--------------------|------------------|--------------|
| Weekdays            | 7.00a.m to 5.00pm | 1                  | 11               | 12           |
| Saturdays           | 8.00am to 1.00pm  | 1                  | 1                | 12           |

## MATERIAL AND EQUIPMENT

The vendor to have the below necessary tools and equipment to maintain the garden and ground and ensure they are appropriately storage and regularly maintained and serviced.



## 5.0 SAFETY: PPE

| NATURE OF WORK     | PPE  | TASK   |
|--------------------|--|--|
| Common works       |   |  |
| Spraying Pesticide |  | Spraying of pesticide and handling fertilizers |

## 7.1 Schedule for Maintenance of Garden and Ground

The following schedule is to be followed by gardener and ground cleaning staff, based on the advice and instructions of the operations team. Depending on the area of garden and land.

| Sl. No | Activity  | Defined Target area | Frequency of work               |
|--------|---|---------------------|---------------------------------|
| 1      | Watering of lawn or plants                        | Campus wide         | 3 times a week                  |
| 2      | Weeding of lawn                                   | Campus wide         | Weekly work                     |
| 3      | Cleaning or sweeping of lawn/ garden/ ground area | Campus wide         | everyday                        |
| 4      | Cleaning of dustbins and garden refuse            | Campus wide         | Everyday                        |
| 5      | Spreading of Red Soil                             | Campus wide         | Once a year                     |
| 6      | Top dressing of cow dung manure                   | Campus wide         | Twice a year                    |
| 7      | Grass cutting with machine                        | Campus wide         | Daily (During rainy and winter) |
| 8      | Chemical spray before rainy                       | Campus wide         | Once a year                     |

Timeline Chart

## PROCEDURES AND TERMS OF REFERENCE

### MOWING

1. Whenever possible use mechanical methods of vegetation removal rather than applying herbicides. Use hand weeding where practical.
2. Avoid loosening the soil when conducting mechanical or manual weed control. Use mulch or other erosion control measures when soils are exposed.
3. Perform mowing at optimal times. Mowing should not be performed if significant rain events are predicted.
4. Collect lawn and garden clippings, pruning waste, tree trimmings, and weeds. Chip if necessary, and compost at Facilities landfill.



5. Place temporarily stockpiled material away from watercourses, and berm or cover stockpiles to prevent material releases to storm drains.

## PLANTING

1. Retain and/or plant selected native vegetation whose features are determined to be beneficial, where feasible.
2. Consider using low water use groundcovers when planting or replanting.

## PRUNING OF TREES

1. Remove branches that show signs of damage first. Whether they were damaged by a storm broken branches should be pruned so that the water and nutrients they're still taking from the tree get redistributed to healthy branches.
2. Thin out areas that are thick with branches. Remove branches that cross, are growing inward, toward the center of the tree.
3. Prune branches that act as obstructions. Whether they're low branches blocking the walkway or higher branches threatening telephone wires, rubbing the roof.