



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 Pest Control Services

General Information

Term of Contract	2 Years
Requirements	<ul style="list-style-type: none">• Certificate of Incorporation• Valid Business Permit• Pest Control Board Certificate

Scope of Work

1.1 Academy's Responsibility

- To provide service schedule for the year or as per need to need basis.
- To notify the company in case of special requirements outside the scope with a lead time of 48 hours.

1.2 Service Scope and Specification

Pest control services and fumigation for the below vectors.

Vector	Frequency	Location
Cockroaches	Monthly	Whole School
Mosquitoes	Monthly	Whole School
Rats & Mice	Monthly	Whole School
Bed bugs	Upon Request	Per Room

Provide charges as per the above inclusive VAT.

KEY TERMS OF REFERENCE

PEST CONTROL

- Typical pests to be covered under the contract include mice, rats, cockroaches, ants, filth flies, spiders, termites and other wood-destroying insects.
- Ensure use of bio-safe chemicals.
- Focus on areas with visible rat droppings, possible nesting material such as shredded paper or torn furniture fabric.

4. Use rubber or vinyl gloves when disposing dead rodents, nests, or any nesting material.
5. Spray the dead pests or nesting material with a disinfectant solution and dispose pests along with any wipes or rags that were used to eliminate the pests in secured sanitary bags.

INSECTS CONTROL

1. Clean all Insectocutor / Fly zappers at the Commons Servery and Kitchen on weekly basis



PPE

1. Persons involved in pest & rodent control activity, must wear proper gown, nose mask, appropriate hand gloves based on activity & safety shoe.

NATURE OF WORK	PPE	TASK
Pest control		All kinds of tasks should have complete PPEs.