



## 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): .....

.....

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.

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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](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 Sanitary 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>• NEMA Certificate</li></ul>

### Scope of Work

#### 1.1 Academy's Responsibility

- a) To provide collection schedule for the year.
- b) 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

##### Sanitary Bins

- Provide 72 pieces of manual operated 18 litres sanitary bins.
- Weekly collection of the sanitary bins.
- Provide charges per bin per change.

##### Hazardous Waste.

- Provide 3 pieces of 18 litre for hazardous waste.
- Provide Safety box and rate per disposal