



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 Security 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• Private Security Regulation Authority Certified• WIBA Insurance• Insurance cover limit - kshs.1,000,000 per incident

Contract Scope of Work

1.1 The Security Vendor to provide charges for the below scope of work

AREAS TO BE COVERED UNDER THE SECURITY SCOPE OF WORK			
<u>Description</u>	<u>Quantity</u>	Unit Rate	Amount in KES
Man Guards (Day and Night Shift)			
CCTV controllers (Day & Night)			
Sniffer Dogs and Handler (At Entrance Gates / Night Guarding)			
Electric Fence Maintenance			
CCTV Installation and Maintenance			
Alarm Transmitters and Panic Buttons			
Radio Calls per man guard			
Body scanners / Metal Detectors at entrance points			

KEY TERMS OF REFERENCE

1. Ensure Security in Building (Int/Ext, Grounds / boundary wall / gates)
 - Enforce strong watch and ward at the access gates of the Property to restrict entry to unauthorized and anti-social elements.
 - Day-Guard to perform 12-Hrs duty (08am to 08pm). Night-Guard to perform 12-Hrs duty (08pm to 08am) all days of the month.
 - Cover and secure the perimeter of the premises.
 - Ensure conduction of patrols of the Property to determine the safety and security of the Property from fire, theft, vandalism, and the presence of unauthorized persons, and to prevent and detect unauthorised intrusions.
2. Monitor movement of staff in and out of Campus - Ensure staff biometric logins are done when entering or leaving the Facility. Check for stability of connection of Biometric system and report any downtimes to IT / Facilities.
3. Control and movement of visitors or vendors - Verify visitors and take required permission from the office before making entry of the visitor to campus. After verification take proper entry in visitor book, maintain the register and issue a visitor / contractor`s pass.
4. Dispersal and welcoming of the students / Arrival & dispersal of students (Identity and identification cards for students, staff and visitors).
5. Material Management (Monitor goods and material moving in & out of the Facility)
6. CCTV Control and Monitoring.
7. Monitoring of Parking lots, bus parking and general traffic management
8. Ensure adequate Signages on Campus
9. Incident reporting
 - Report to the Client of any potentially hazardous condition and maintain records of incidents.
 - Maintain contacts of important emergency action agencies like Fire Departments and Police in liaison with the Security Manager.
10. Provide support to Administration and Residential Departments when coordinating School Field Trips or excursions.
11. Provide on-time replacement of proper guards with verified details in case of any guard in not reporting on-time or is on leave. 48-hour advance to be given to the Client prior guard replacement.

1.2 Academy's Responsibility

- a) To ensure Health & Safety practices are adhered to so that security staff are safe.
- b) To notify the company in case of special requirements outside the scope with a lead time of 48 hours.

1.3 Inclusions

Security company to provide the below items as the minimum equipment available and possessed by the Guards:

- Battery Torches for each position
- 3 Search Mirrors & 6 Handheld metal detectors
- Whistle and Baton
- Dog Shelter
- 10 Umbrellas
- Provide information about current Insurer.

2.Electric Fence.

a) The company should be able to supply & maintain the electric fence and its apparatus (Except the wires/lines) which include.

- Energizers
- Batteries

b) Frequency of Service is quarterly, but any calls in between are FREE OF CHARGE.

c) Send Daily Activation Reports for 12-hour period and send daily report of the fence strength.

3.Back up Alarm Response Services.

a) Supply & Maintain Radio Transmitters at the Academy as located below.

- Main gate
- Drive inn Gate
- MPH Gate
- Block 4

b) Carry out regular tests of the transmitters.

c) Provide backup services for the motor vehicle if need be.

Exclusions

- The Academy shall pay for annual CCK License
- The academy shall avail receivers and pay for the batteries for the panic buttons.