



The Aga Khan Academy Mombasa

Cleaning Services Suppliers Vetting Form 2023-2024

Please complete this page and attach it to your cover letter and quote. Only shortlisted companies will be contacted.

Please fill in block letters:

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 licenses)

Certificate of Registration:

Certificate of Incorporation:

PIN Number:

VAT 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, Kenya association of Manufacturers, KSIA, NEMA, ISO):

.....

Nature of business licensed to 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

Organization	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.

Organization	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:
- 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?(yes or no)
- f) Key Projects undertaken/ completed

Project	Company	Value	Contact Person	Contact Address

8. Conflict of Interest

- a) 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.

For cleaning, garbage collection, pest control, gardening & landscaping, servicing of firefighting equipment & detection system – survey is mandatory.

Interested applicants who meet the criteria can book for a survey. Please contact the Manager, Procurement on MBA-Procurement@agakhanacademies.org with the subject “(Name of service) Survey” and we provide a slot for you. Please provide the following information in your cover email:

Brief company profile

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

The deadline for booking all surveys is September 16 2022, and tenders must be sent by October 3 2022

Provision of Cleaning 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• WIBA Insurance

Scope of Work

1.1 Cleaning Team & Availability of Service.

<u>Days Of Week</u>	<u>Time</u>	<u>Supervisors</u>	<u>Cleaners</u>	<u>Total</u>
Weekdays	7.00a.m to 5.00pm	3	25	28
Saturdays	8.00am to 1.00pm	2	20	22
Sundays	8.00a.m to 1.00 p.m	1	8	9

1.2 Academy's Responsibility

- To provide a good and calm environment that allows cleaning to be carried out.
- To ensure Health & Safety practices are adhered to so that cleaning staff are safe.
- To notify the company in case of special requirements outside the scope with a lead time of 48 hours.

1.3 Inclusions

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

- Disinfection liquid
- Liquid bleach
- Buckets ,mops and cleaning mats
- Gloves
- Dust pan
- Ladders
- Bin liners
- Pressure wash machine
- Vacuum cleaner
- Squeegees

- Cover the cost of Food Handlers Certificate for the Staff that will be working in the catering area or as required.
- Any other equipment that maybe useful to complete the tasks

1.4 Exclusions

The following are excluded in the cleaning contract.

- Fridges , Microwaves & Ovens
- Laboratories no counter surfaces or operational sinks only wash hand basins, floors and rubbish
- Computers
- Lockers
- Inside cupboards unless requested upon by the occupants and should be done in their presence
- Personal equipment
- Supply of washroom Consumables-Soap, hand paper towels, Tissue papers and air Fresheners.

1.5 Service Scope and Specification

Residential Section

<u>Areas</u>		<u>Particulars</u>	<u>Tasks Specifications</u>	<u>Frequency</u>
Blocks	Quads	Furniture & Fittings	Damp wipe all	Daily
		Doors & Windows	Wipe and shine with Pledge or its equivalent	Daily
		Floors	Mop Cleaning	Daily
			Damp wiping	Weekly
		Walls & Skirtings'	Wiping Stained spots	Weekly
		Bins	Emptying and Cleaning the bin	Daily
		Door Mat	Dusting and Scrubbing.	Daily
	Washrooms	Sinks	Cleaning and Disinfecting	Daily
		Floors	Damp wiping & Disinfecting	Daily
		Toilets	Cleaning and disinfecting	Daily
		Bins	Emptying & Cleaning	Daily
		Doors & windows	Wipe and shine with pledge or its equivalent	Daily

		Partitions	Wiping and disinfecting	Daily
		Mirrors	Spotting	Daily
		Showers	Clean and Disinfect	Daily
		Consumables-TP,HPT, Soap	Refill and Replace	Daily
		Dispensers & Hand driers	Clean & Disinfect	Daily
	Stairs & Corridors	Floors Surface	Mop Cleaning	Daily
			Scrubbing with Terrazzo cleaner	Weekly
		Walls	Wiping and Spotting	Twice a week
		Rails	Wiping with Bicarbonate soda or its equivalent	Daily
		Exit Doors	Wiping and Shining with pledge	Daily
		Bins	Emptying and Cleaning	Daily
		Dispensers	Clean & Disinfect	Daily
	Front garden	Ground	Clean up and ensure no litter No Pouring of soap water.	Daily
	Students Lounge	Furniture & Fittings	Wiping and Disinfecting	Daily
		Walls	Spotting	As required
		Floors	Wiping	Daily
		Balcony	Wiping and re arranging Furniture	Daily
			Damp wiping	Weekly
		Bins	Emptying & Cleaning	Daily
		Electronics	Wiping	daily
	Basement Store	Floor	Damp Cleaning	Thrice a week
		Walls	Spotting	As required

		Doors	Wiping & Disinfecting	Daily
Commons	Exec. Dining Room	Sinks	Wiping & Disinfecting	3 times a day
		Glass Surface	Wiping & spotting	Weekly
		Basement	Damp Cleaning	3 times a week
		Lifts	Wiping and Shining	Daily
		Offices	Wiping & Shining	Daily
	Music Rooms	Corridors	Mopping	Daily
		Carpet	Shampooing	Daily
	Tuck shop	Floor	Mopping	Daily
			Scrubbing	Twice a week
		Guest House Front	Scrubbing	Twice a week
		Walls	Spotting	As required
		Bins	Emptying	3 times a day
		Furniture	Wiping	Twice a day

Administration Block, Senior & Junior School.

<u>Area</u>	<u>Task Specification</u>	<u>Frequency</u>
Floors	Mopping	Daily
Furniture & Fittings	Wiping and shining with Pledge	Daily
Stairs & corridors	Mopping	Daily
	Scrubbing	Weekly
Doors & Windows	Wiping	Daily

Washrooms	Same procedure as Residential	Hourly OR As soon as required
Benches & Seats	wiping	3 times a day
Signage's & Notice Boards	Wiping	Daily
Walls & Rails	Wiping	3 times a day
Bins	Emptying	3 times a day
Water Fountains	Wiping	5 times a day

Public Areas

<u>Area</u>	<u>Task Specification</u>	<u>Frequency</u>
Blocks Front Area	Floor Scrubbing and pressure Washing alternately	3 times a week
Admin Front Area	Floor Scrubbing and pressure Washing alternately	Biweekly
Senior School Front Area	Floor Scrubbing and pressure Washing alternately	3 times a week
Senior School back Area	Floor Scrubbing and pressure Washing alternately	Biweekly
Swimming Pool Area & Arena	Floor Scrubbing and pressure Washing alternately	Biweekly
Multipurpose Hall	Floor Scrubbing	Bimonthly
	Floor Cleaning (Damp Mopping)	Daily
Dance Studio	Floor Cleaning (Damp Mopping)	Daily
	Floor Cleaning Scrubbing	Bimonthly
Gym/Squash Court	Floor Cleaning	Daily
	Equipment Dump wiping	Daily /After use
Senior School & Junior school Corridors	Floor Scrubbing and pressure Washing alternately	Biweekly
Commons	Floor Cleaning (Damp Mopping)	Daily
	Floor Scrubbing	Weekly
	Terrazzo Floor Scrubbing	Biweekly

General Cleanliness & Tidiness

- No cobwebs in all areas and also underneath furniture
- All Spillages to be attended within 5 minutes after occurring
- Telephones are clean, free of dust and disinfected.
- No build up on the edges, on the grout and corner

Special Duties.

<u>Particulars</u>	<u>Task specifications</u>	<u>Frequency</u>
Drainages	Liaise with maintenance department and do dry runs	Twice a month
Washrooms	Machine Scrub & Polishing	Twice a month
Floor skirting & door edges	Wiping	Daily
Classrooms & all indoor Spaces	Disinfection with Calcium Hypochlorite	3 times a day
Heads House	General Cleaning	Twice a week
Guest House	General Cleaning (Vacant Rooms)	Twice a week
	General Cleaning (Occupied Rooms)	Daily