



## The Aga Khan Academy Mombasa

### Garbage Collection 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](mailto: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 Garbage Collection Services**

**General Information.**

<b>Term of Contract</b>	<b>2 Years</b>
Requirements	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Valid Business Permit</li> <li>• NEMA Permit Certificate</li> </ul>

## Scope of Work

### 1.1 Academy's Responsibility

- To provide litter bins in all offices, residential areas & classes.
- To notify the company in case of special requirements outside the scope with a lead time of 48 hours.

### 1.2 Inclusions

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

- Disinfectant for the garbage room.
- Provide 10 pieces of 200litre garbage bin at the garbage room or its equivalent.
- Responsible for garden waste disposal from the designated point.




### 1.3 Exclusions

The following are excluded in the garbage collection contract.

- Bin liners

### 1.4 Service Scope and Specification

The company shall ensure that garbage is collected on alternate days of the month and provide duly signed job cards at the end of the month.

Particulars	Task Specifications	Frequency
Garbage Segregation	Segregate garbage into different classes  Paper Waste  Recyclable Material-Glass& Plastic  Food Waste	Daily
Garbage Collection	Collection of Food waste garbage	Daily
Disinfection	Disinfecting the garbage area	Daily
Organic Waste Collection	Disposal of organic waste to our school garden	3 times a week