



## The Aga Khan Academy Mombasa

### Gardening and Landscaping 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 Gardening and Landscaping 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></ul>

## Scope Of Work

There are several offices, rooms and internal surrounding compounds within the campus which are located within the following areas:

- 1) Residential and Facilities blocks
- 2) Junior School block
- 3) Senior School block
- 4) Administration block
- 5) Multi-Purpose Hall
- 6) Commons, Heads and Guest Residence
- 7) Fields – Football, Admin & Commons Seaview
- 8) Vegetable Gardens – JS and Facilities

This is a firm fixed monthly price turnkey job for the entire work and amount quoted shall include all work described in the scope of work and general condition of contract renewable annually at the discretion of Agakhan Academy based on contractor's overall performance.

**Responsibilities of Contractor** - Contractor shall be responsible for procuring, supplying, transporting, and providing all labour, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained. Contractor should keep the site clean and accessible to Academy employee all the time.

**Specifications** - Work under this contract shall be carried out strictly in accordance with specifications attached and will meet Local codes.

**Execution of Work** - The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work and measurements. On award of the work, Contractor shall submit all items below via email:

- a) Bar chart within 3 days for approval by the Facilities and Maintenance Manager.
- b) All dates and time schedule agreed upon should be strictly adhered to.
- c) Contractor shall notify the Facilities Manager in advance regarding anticipated problems through the project.

**Staff Requirement** - For routine/ day to day land scape maintenance work the required number of workers shall be deployed daily. A maximum of 12 workers shall be deployed including a supervisor to supervise works from Monday to Saturday while Sundays & National holidays can be adjusted as per need. Workers for Sundays and National holidays will be adjusted from the 12 workers earmarked for daily routine maintenance work by giving them leave on weekdays. Attendance register shall be kept which will be checked daily by Facilities Manager or his representative.

**Materials and Tools/Equipment** - All materials used on this work shall be new and conforming to the contract specifications as per local codes. Materials shall conform to the latest Kenyan Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalogue for preapproval. All materials used on the project shall be approved by the Facilities Manager or his/her representative before use. Any changes/substitutes on material shall be approved by Facilities Manager before proceeding.

#### **List of Equipment and Tools.**

1. Wheelbarrows -5pcs
2. Spades -5pcs
3. Jembes/ Hoes- 7pcs
4. Mattocks -5pcs
5. Pangas/ Machetes -10pcs
6. Slashes -11pcs
7. Rakes -8pcs
8. Shears -4pcs
9. Secateurs -5pc
10. Knap Sack -2pc
11. Brush Cutter/grass trimmer - 2pc
12. Motorized Lawn Mower- 1pc



13. Hand pushed lawn mower – 2No
14. Metallic Fuel cannister 20litres -2pcs
15. Water sprinklers -4cans
16. Ladders – 9m – 1 pc
17. 3m step ladder – 2pcs
18. Pruning saws – 3 pcs
19. Portable Sprinklers – 6pcs

**Storage of Materials** - All materials shall be stored in a proper manner protected from natural elements to avoid contamination and deterioration.

**Workers** - Workers working on the site shall be skilled in their job and have related job experience. In addition, should possess current certificate of good conduct, Health (T.B., hepatitis B, COVID etc)

**Working Hours** - Working hours shall be 8:00 A.M. to 5:00P.M Monday to Friday and 8:00 A.M. to 2: 00 P.M Saturday. No work shall be done holidays without prior approval of the Facilities Manager.

**Security Clearance** - The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the Agakhan at least 24 hours in advance for material deliveries. Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

**Safety** - Contractor is responsible and shall continue management and implementation of a safety and health program throughout. The Facilities Manager and the Security/ Occupational Safety and Health Officer reserve the right to suspend contractor's staff when and where safety and health program is operating in an inadequate or non-complying manner. Contractor shall provide all Personal Protective Equipment including Masks for the workers as per the requirement of the Academy. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants, or equipment. Contractor will use all safety gadgets e.g., hard hats, cotton gloves and goggles as required on site to avoid the accident. Any equipment or work considered dangerous shall be immediately discontinued.

**Warranty** - The contractor shall guarantee that all work performed will be free from all defects in workmanship.

**Note:** All dimensions will be taken and agreed upon site visiting.

No	Scope of Work Description
1	<p>Maintenance of soft landscape of area of about 20,000sqm area as detailed below:  Attending on daily basis maintenance works of lawns, ground covers, creepers, flower, vegetables, beds, shrubs, hedges, in and around the lawn area, the entire campus including court yards, 'approach road connecting main gate and drive in gate, approach roads to senior school, mph and residential including cost of all tools and equipment, consumables, labour required.</p>
2	<p>Deploying an experienced and qualified supervisor for supervising the maintenance activities, such as maintenance of garden area, flower plants, trees, clearing grass, leaves etc. all as envisaged in the work order, arranging all materials, tools, and work force, planning and supervising the day-to-day maintenance, repair works, development work and any work entrusted to contractor under this contract, keeping of day to day records, work register, attendance register, logbooks, compliant register, progress reports etc. as per the specification and as directed by Facilities Manager. The supervisor shall be present at site during execution of all works that will be executed under this contract and assist officers and staff of department in carrying out the works under this contract. Alternate arrangement shall be made by contractor during the absence of the supervisor. The supervisor shall have minimum qualification of Diploma in Horticulture/Agriculture &amp; shall have minimum five years' experience in landscape works</p>
3	<p>i) Cleaning daily the entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials laying in the garden area conveying and disposing collected wastes in a place of 100 mtrs, away from the edge of Garden/Lawn/Boundary of flower beds etc. with all necessary tools and plants.</p>
4	<p>ii) Watering the whole area of lawns/garden, turfs, flower beds under the contract daily at the rate of 4 to 5 litres per sqm area, uniformly including all tools and tackles like rubber hose, sprinkler. Water will be made available at watering points.</p>
5	<p>iii) Soil Maintenance including applying manure (Supply of manure measured separately) by properly diluting and making into thin solution all as per direction of Engineer-in-charge, once in a month.</p>
6	<p>iv) Maintenance and Applying composite manure or fertilizer to pits once in a month. Fertilizers will be supplied on need basis agreed by both parties.</p>
7	<p>v) Removal of undesirable weeds and the like from the lawns, turfs, flower beds, pits, and hedge pits etc. And schedule of maintenance works is to be carried out zone wise at site schedule shall be followed as directed by Facilities Manager.</p>

8	vii) Maintenance of potted plants both indoors and outdoors as well as indoor gardens, nursery available at the campus as per detailed specification, all including watering daily, changing the location of indoor pots as required or directed, develop, and maintain nursery as per specifications and directions of Facilities Manager
9	viii) Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth up to 30 CMS measured at a height of 1m above ground level, removal of vegetation in rainwater drains of roads, dressing the berm of roadside etc., including disposal of rubbish at 50M, all as per detailed specification and as per instructions of the Facilities Manager.
10	ix) Removal and relaying lawn whenever trenching work/construction activities must be undertaken by the Maintenance. The Contractor shall remove sheets of lawn from places identified and place them in the nursery, in a shaded area & maintain them in proper condition, including watering, until the trenching construction work is completed. The removed lawn shall be re-laid in the same spot after proper preparations/ levelling off the ground. Red earth, manure, sand mix shall be applied, if necessary, complete work shall be executed.
11	Note 1: The rate quoted is per month for an area of 18acre. In case work not carried out satisfactorily, the rate quoted shall be reduced based on actual area of work done proportionally on prorated basis. Decision of Aga Khan shall be final and binding on contractor
12	Note 2: The scope of work is only indicative of probable nature of work and the entire scope of maintenance is not limited to the information furnished above and shall include all such maintenance activities for proper healthy gardens.
13	Note 3: The minimum labour force indicated by the department to be deployed for landscape maintenance work shall not be disturbed.  Pest and Disease Control – Ensure that the flora on campus is periodically treated for pests and disease to ensure that the plant life longevity is maintained.
14	Maintenance of hard surfaces at the entire campus, including court yards, approach road connecting Blocks and Housing gate, approach roads to offices, internal roads including the open yard stone paving's with grass/pebble joints all paved walk areas, courtyards, driveways, porch, parking lot, all buildings etc as below by daily sweeping and keeping the area tidy etc, including cost of all materials, tools, and labour all as per instruction of Maintenance Manager etc. complete. Disposing the garden waste/dry leaves to outside to where compost to be made (i.e., location: debris to outside the campus in an unobjectionable way from municipal Authorities by using mechanical transport including

cost of labour for loading and unloading etc., complete, and as directed by Maintenance Manager.

Note 4: Continuously advise management on suitable trees/fruits as well as adding of green cover vegetation in the entire campus, have a seed bed of variety of plants, type of PPE's required, trees should not be trimmed with machetes rather a pruning saw, removal of all loose stones in the entire vegetation for easy mowing, develop upcoming school farm/ animal farm