# The Aga Khan Academy Mombasa

### Sanitary Bin 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 |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

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|---|---|---|---|
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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. |
|---|---|---|---|---|
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| | | | | |

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. |
|---|---|---|---|---|
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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 |
|---|---|---|
|  |  |  |
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|--|--|--|
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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 |
|---------------|------------------------|
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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. ………………………………………………………………………………

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

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 Sanitary Services

**General Information**

| Term of Contract | 2 Years |
|---|---|
| Requirements | <ul><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

<u>Sanitary Bins</u>

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

<u>Hazardous Waste.</u>

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