



The Aga Khan Academy Mombasa

Security 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 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 Security Team

Shift	Guards	Supervisors	Dog Handlers	Total
Day	20	1	NIL	21
Night	11	1	2	12

1.2 Academy's Responsibility

- To ensure Health & Safety practices are adhered to so that security 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

Security company to provide the below items.

- 3 Search Mirrors & 6 Handheld metal detectors
- Torches for each position
- 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.

Notes.

Provide separate charges for the below:

- Guard force services (Guards, Supervisors & Dog handlers)
- Electric Fence Maintenance
- Alarm Response