



## The Aga Khan Academy Mombasa

### Taxi 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 Taxi 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><li>• Passenger Service Vehicle Insurance.</li></ul>

### Scope of Work.

The taxi company should be able to provide services to the below destination and should be available on a 24 hour basis . A company that has branches or ability to provide transport in Nairobi is an added Advantage.

#### I. Taxi Hire

Provide rates for the below if the service was to be provides by ;-

- Saloon Car
- Shuttle- 7seater
- Bus- 33 seater

PICK UP	DROP OFF
Aga Khan Academy	MIA
Aga Khan Academy	Diani
Aga Khan Academy	Nyali
Aga Khan Academy	Kilifi
Aga Khan Academy	Bamburi
Aga Khan Academy	Mtwapa
Aga Khan Academy	Vipingo
Aga Khan Academy	Miritini/Jomvu
Aga Khan Academy	Port Reitz
Aga Khan Academy	Sgr
Aga Khan Academy	Changamwe/Mikindani
Aga Khan Academy	Nairobi

2. Full Day Hire

Provide rates for the below;

Location	Charges per KM /Per Day
Mombasa	

3. Waiting Charges

The company to provide rate of the waiting charges per hour for both day trip and overnight trip where possible and any other applicable charges.