

ACADEMIC YEAR 2016/17



THIRD PARTY SERVICE PROVIDERS
REGISTRATION FORM
ACADEMY PLUS

ACADEMY PLUS / PREMIUM LEARNING & TRAINING INSTITUTE L.L.C
DUBAI, UNITED ARAB EMIRATES

Registration Form Academy Plus / Premium Learning & Training Institute L.L.C

This Registration Form is made

BETWEEN

Academy Plus / Premium Learning & Training Institute L.L.C (hereinafter referred to as the “Academy Plus”); and

Third Party Provider (hereinafter referred to as the “Service Provider”)

WHEREAS,

1. Academy Plus manages and operates the After School Activities (“ASA”) and Extra-Curricular Activities (“ECA”) at the GEMS Schools and
2. Service Provider has agreed to provide initial information (as stated below) to register under Academy Plus in accordance with the terms of this Registration Form.

NOW THEREFORE, the Service Provider has agreed to submit the Registration Form including Registration Fee subject to the terms and conditions stated below.

ACADEMY PLUS – Annual Registration Fee

- Annual registration Fee of **AED 499** for Service Providers from Domestic market; within the United Arab Emirates (UAE)
- Annual registration fee of **AED 990** for Service Providers from International market; outside of the United Arab Emirates (UAE)
- The Registration Fee is a non –refundable annual fee
- Kindly find Bank Details to transfer the Registration Fee in Section IV (A) of the Registration Form
- **Any transaction costs have to be covered by Service Provider**
- The Registration Fee has to be submitted along with the completed Registration Form to: jessica.aranha@gemseducation.com

ACADEMY PLUS – Overview

Academy Plus offers a wide range of academic and skills related enrichment programmes that enhance and build upon the school's regular curriculum through its seven academies.

- Performing and Creative Arts
- Languages and Culture
- Science and Digital Technology
- Skills
- Enhanced Learning
- Leadership
- Sports and Adventure

These activities typically take place after school hours, during weekends and/or during holiday periods. In certain cases, some programmes also take place during the school hours.

- Academy Plus provides a wide range of opportunities for all students and ultimately parents to engage with and enjoy courses and programmes that meet their specific needs.
- To improve skills, knowledge and understanding among the children through the implementation, design and delivery of courses and programmes through its academies.
- To ensure consistency in terms of delivery models of programme and courses across all schools.
- To develop a brand that represents excellence and opportunity to learn and excel in various areas.
- To quality assure the service delivery of programmes provided by service providers.
- To ensure that teachers, service providers and Academy Plus work on unified basis, remain committed and achieve the common objectives of providing the excellent quality enrichment programmes to students.

The following questions should be answered in as much detail as possible as listed below in the Registration Form. The questionnaire is circulated in advance to allow us to evaluate your company and conduct all the relevant due diligence required in order to pre-qualify as a Service Provider potentially under the Academy Plus umbrella.

Registration Form Contents

- Section I Service Providers Profile
- Section II Pre-Qualification Questionnaire
- Section III Staff Details & Facilities
- Section IV (A) Academy Plus Bank Details
- Section IV (B) Service Provider Bank Details
- Section V Undertaking by Service Providers

Section I – Service Provider ProfileCompany
Name:Registered
Office Address:

City:

State:

P.O. Box:

Telephone 1

Telephone 2

Website:

Contact name:

Designation:

Email:

Type of Legal Entity: *(Tick below as appropriate)*

- Private Public Subsidiary
 Partnership Branch of Foreign Company

Type of Trade License

- Free Zone (Please specify) DED

If company is a member of a group, please provide name and address of group Head Office.

Passport & Valid visa copies of the Owner / Manager mentioned in the Trade License. Copy (to be provided)

Brief Summary on the Service Provider's Company Profile, including programmes and activities offering:

Section II -Pre-Qualification Questionnaire

Service Provider shall pre-qualify if they satisfactorily answer the following questions (*whichever is applicable*) to the following:

1. Service Provider possesses a valid Trade License (UAE or international) for services it intends to provide.
 Yes No

If yes, provide a copy

2. Service Provider possesses the required KHDA permit, MOE (Ministry of Education) (or equivalent for international Service Providers) to conduct the programmes proposed at Schools.

Yes No

If yes, provide a copy

3. Service Provider possesses the required Youth & Sports Authority approval (or equivalent for international Service Providers) to conduct the programs proposed at the schools. (Applicable to Sports providers only)

Yes No

If yes, provide a copy

4. Service Provider has a Public liability insurance policy with a policy limit of per occurrence and aggregate.

Yes No

If yes, provide a copy

5. Do you have the relevant accreditations and certificate to conduct the relevant programmes/courses?

Yes No

If yes, provide a copy

6. Do your staff have the relevant records that include copies of educational certificates, references, record of experience, police check and resident permits, required to conduct such programs in the schools?

Yes No

If yes, provide a copy. Please see Section III.

7. Have you had a disciplinary sanction (from KHDA or Sports or Other organization's governing body) relating to Child Abuse?

Yes No

If yes, provide a copy

8. Do you follow any Health and Safety procedures at your organization?

Yes No

If yes, provide a copy

9. Are your staff members First Aid qualified?

Yes No

If yes, provide a copy

10. Have you provided your services to GEMS or Non- GEMS Schools or Corporate organizations, please list below.

Customer	Services / Courses provided	City/Country	Date

11. Has your company changed names or license number in the past five (5) years?

Yes No

If "Yes", explain on a separate signed page, including the reason (s) for the change

12. Have you provided any services within GEMS in the past?

Yes No

If "Yes", please provide more details

Section III- Staff Details and Facilities

1. Expertise and Personnel Resources

Provide a breakdown of the present number of permanent employees along with the organizational chart.

2. Relevant Certificates and Qualifications

- Provide list of key personnel who would be conducting programmes at schools
- Educational Qualification & Experience certificates
- Passport & valid visa and ID copies of all employees delivering the programme
(Employee visa must reflect the name of the company on the trade license, in cases of part time staff NOC will be required from the sponsor company on their visa)
- Valid First Aid certificates for all applicable employees
- Valid UAE (or equivalent for International Service Providers) Health card for all employees delivering the programme
- Police good conduct report
- CRB / DBS / Child Protection self-declaration form for each employee delivering the programme
- Any other certificates for conducting programmes at schools

Comments:

3. Facilities

If applicable, please provide a list of facilities available by Service Provider to conduct the relevant programmes / courses.

Section IV (A) - Academy Plus Bank Details

Account Name	GEMS DUBAI
Account Number	0104-9317-5173
IBAN No.	AE860330000010493175173
Account Currency	AED
Bank Name & Address	Mashreq Bank Al Riqa Road Branch Post Box No: 1250 Dubai United Arab Emirates

Section IV (B) - Service Provider Bank Details

Bank Account No.	<input type="text"/>
IBAN No.	<input type="text"/>
Account Name:	<input type="text"/>
SWIFT Code:	<input type="text"/>
Bank Routing No:	<input type="text"/>
Bank Routing Number Type	<input type="text"/>
Bank Address	<input type="text"/>

**Note that the above info will be used for payment to service providers*

Section V- Undertaking by Service Provider

1. The Service Provider acknowledges that Academy Plus has absolute discretion in the selection of applicant and is not required to provide any reason/justification should it decide not to include the Service Provider on the Academy Plus Approved Service Providers' list.
2. Subject to prior notification, the Service Provider consents to any authorized representative of Academy Plus making any necessary visit to their offices, facilities for the purposes of satisfactorily evaluating the submission. In the event of such visits taking place, the Service Provider shall provide whatever assistance necessary to the representatives of Academy Plus, in order to assist them in the evaluation of your application.
3. The Service Provider hereby, authorizes Academy Plus representatives to visit, seek opinion and inquire about you from previous and current clients (stated as references herein) for the purposes of prequalification. By this, the applicant authorizes referenced clients to divulge required information to Academy Plus.
4. The Service Provider hereby, undertakes to immediately notify the Academy Plus of any significant changes in our corporation legal, financial, organizational and capabilities status that may affect our ability to perform the works as specified under the categories applied.
5. The Service Provider, hereby states that all the information provided in the Registration Form is true and there has been no misrepresentation of facts.

Name: _____

Signature: _____

Date: _____

Name & Title of Authorized Signatory:

Company Name:

Company Seal:

For Academy Plus - Use Only

Service Provider No:

Category:

Approved by:

Signature:

Date:

Entered by:

Signature:

Date: