



## **UNIVERSITY OF NAIROBI**

### **STANDARD TENDER DOCUMENT FOR PROCUREMENT OF SERVICES**

<b>TENDER FOR PROVISION OF COMPREHENSIVE GENERAL CLEANING AND GROUND MAINTENANCE SERVICES TO THE UNIVERSITY OF NAIROBI</b>
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**TENDER NO. UON/T/87/2018-2019**

**DATE OF NOTICE: THURSDAY FEBRUARY 1, 2018**

**CLOSING DATE: THURSDAY 15 FEBRUARY 2018 AT 10.30AM**

***All correspondents to:***

PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI,

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**(Public Procurement and Asset Disposal Act 2015)**

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**SECTION I – INVITATION TO TENDER**

**NOTICE DATE: THURSDAY JANUARY, 31 2018**

**TENDER REF. NO: UON/T/87/2017-2018**

**TENDER NAME: PROVISION OF CLEANING AND GROUND MAINTENANCE SERVICES TO THE UNIVERSITY OF NAIROBI**

The **University of Nairobi** invites sealed tenders from eligible candidates for the **PROVISION OF CLEANING AND GROUND MAINTENANCE SERVICES TO THE UNIVERSITY OF NAIROBI**

1. Interested eligible candidates may obtain further information from and inspect the tender documents at **the Procurement Manager's office, Room 104, Administration Block 1<sup>st</sup> Floor, Main campus** during normal working hours.
2. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of **Kshs.1000.00** AT Barclays Bank **A/C 03-094-8245531** Queensway House Branch and obtain an official receipt at **Income Section Room G4 University Of Nairobi**
3. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of (120) days from the closing date of the tender
4. **This is a one year contract renewable after the first year subject to good performance.**
5. **Your documents will be subject to verification by relevant Statutory Authorities**
6. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and name be deposited in the Tender Box at The **Main Campus, Reception Area, Administration Block** or be addressed and posted to **Procurement Manager/secretary, University of Nairobi Tender Committee P.O Box 30197-00100, Nairobi, Kenya** so as to be received on or Before **THURSDAY FEBRUARY 15, 2018 AT 10.30AM**
7. **The tenderer shall furnish an unconditional Tender security of Ksh.150, 000.00 of the Total annual Price in form of a bank guarantee, Insurance Company guarantee approved by the Public Procurement Oversight Authority, a letter of credit or guarantee by a deposit taking Micro Finance Institution, Sacco Society, the Youth Enterprise Development fund or Women Enterprise Fund which must be attached to the tender document.**
8. **Evidence of Site visit before tender submission is mandatory and must be attached to the tender Document (see page 47 for site visit schedule)**
9. Tenders will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend the opening at the **Council Committee Room Main Campus**
10. **Late bids will be rejected and returned unopened. The University of Nairobi reserves the right to accept or reject a tender in whole or in part. Canvassing will lead to automatic disqualification.**

**MARY KARIUKI**

**Ag, PROCUREMENT MANAGER**

## INTRODUCTION

- 1.1 This standard tender document for the procurement services has been prepared for use by procuring entities in Kenya. It is to be used in the procurement of all types of services e.g.
  - i. Security.
  - ii. Cleaning.
  - iii. Servicing and repairs.
  - iv. Transport.
  - v. Clearing and forwarding.
  - vi. Air ticketing and travel arrangements and all others where there is no specific standard tender document for procurement of that service.
- 1.2 The following general directions should be observed when using the document.
  - a) Specific details should be finished in the invitation to tender and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements,
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender document should be modified to include;
  - i. Tender number.
  - ii. Tender name.
  - iii. Name of procuring entity

## SECTION II – INSTRUCTIONS TO TENDERERS

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## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
  - i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements
  - v) Details of service
  - vi) Form of tender
  - vii) Price schedules
  - viii) Contract form
  - ix) Confidential business questionnaire form
  - x) Tender security form
  - xi) Performance security form
  - xii) Principal's or manufacturers authorization form
  - xiii) Declaration form
- 2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## 2.4 Clarification of Documents



- 2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"
- 2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

## 2.5 **Amendment of documents**

- 2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## 2.6 **Language of tender**

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## 2.7 **Documents Comprising the Tender**

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

## 2.8 **Form of Tender**

- 2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## 2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. **A** tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
  
- 2.9.7 **Tender Currencies**
- 2.9.8 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

## 2.11 Tenderers Eligibility and Qualifications.

- 2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## 2.12 Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
- 2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
  - a) A bank guarantee.
  - b) Cash.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit
  - e) Guarantee by a deposit taking Micro Institution, Sacco Society, the Youth Enterprises Development fund or Women Enterprises Fund.
- 2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20
- 2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

- 2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.7 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
  - (b) In the case of a successful tenderer, *if* the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 30
    - or**
    - (ii) to furnish performance security in accordance with paragraph 31.
  - (c) If the tenderer rejects, correction of an error in the tender.

### **2.13 Validity of Tenders**

- 2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

### **2.14 Format and Signing of Tender**

- 2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

### **2.15 Sealing and Marking of Tenders**

- 2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the address given in the invitation to tender
  - (b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE, **THURSDAY FEBRUARY 15, 2018 AT 10.30AM**

- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

#### 2.16 **Deadline for Submission of Tenders**

- 2.16.1 Tenders must be received by the Procuring entity at the address **specified** under paragraph 2.15.2 no later than **THURSDAY FEBRUARY 15, 2018 AT 10.30AM**
- 2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

#### 2.17 **Modification and withdrawal of tenders**

- 2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.
- 2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

#### 2.18 **Opening of Tenders**

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, on **THURSDAY FEBRUARY 15, 2018 AT 10.30AM** and in the location specified in the invitation to tender. The tenderers’ representatives who are present shall sign a register evidencing their attendance.
- 2.18.3 The tenderers’ names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the

request.

## **2.19 Clarification of tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.  
Comparison or contract award decisions may result in the rejection of the tenderer's tender.

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21 Conversion to a single currency**

- 2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

## **2.22 Evaluation and comparison of tenders.**

- 2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) **Operational Plan.**

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) **Deviation in payment schedule.**

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 14 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

## 2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

## 2.24 Award of Contract

### a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well

as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

**c) Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

**2.25 Notification of award**

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

**2.26 Signing of Contract**

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.





- 2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

**2.28 Corrupt or Fraudulent Practices**

- 2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

**APPENDIX TO INSTRUCTIONS TO THE TENDERERS**

**Notes on the appendix to instruction to Tenderers**

1. The appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clauses in the instructions to tenderers included in section II and the appendix has to be prepared for each specific procurement
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the processing of the procurement and the tender evaluation criteria that will apply to the tenderers
3. In preparing the appendix the following aspects should be taken into consideration
  - a. The information that specifies and complements provisions of section III to be incorporated
  - b. Amendments of section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain intact and only be amended through the appendix.

## Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	As indicated in the invitation to tender
2.10	Particulars of other currencies allowed.
2.11	As indicated in the invitation to tender and the mandatory requirements in the evaluation criteria
2.12	30,000.00
2.24	Particulars of post – qualification if applicable
2.30	To be submitted by the successful bidder
Other's as necessary	Complete as necessary

## SECTION III GENERAL CONDITIONS OF CONTRACT

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## SECTION III GENERAL CONDITIONS OF CONTRACT

### 3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) "The Procuring entity" means the organization sourcing for the services under this Contract.
- e) "The contractor" means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

### 3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

### 3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

### 3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

### 3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

- 3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

### **3.7 Inspections and Tests**

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.8 Payment**

- 3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

### **3.9 Prices**

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

### **3.10 Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

### **3.10 Termination for Default**

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.



### **3.12 Termination of insolvency**

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

### **3.13 Termination for convenience**

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

### **3.14 Resolution of disputes**

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15 Governing Language**

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.16 Force Majeure**

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.17 Applicable Law.**

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

### **3.18 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

### Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated  
Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Only the successful tenderer will be required to provide performance security
3.8	Specify method and conditions of performance
3.9	None
23.14	Arbitration laws of Kenya
3.17	Kenyan Law
3.18	Indicate addresses of both parties
Other's as necessary	Complete as necessary

## SECTION V – SCHEDULE OF REQUIREMENTS

### Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a bases in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award).

This part will include any deliverables under the service contract

Number	Description	Quantity	Delivery Time Start _____ End _____
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**SECTION VI DESCRIPTION OF SERVICES**  
**Notes for preparing technical specifications**

A set of precise and clear description of the services required is a prerequisite for tenderers to respond realistically and competitively to requirements of the procuring entity without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract.

Samples of specifications from previous similar procurement are useful in their respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the description should state the services that meet other authoritative standards and which ensure at least a substantially equal quality than other standards mentioned will also be acceptable.

This part will include any deliverables under the service contract.

## **SECTION VI-DESCRIPTION OF SERVICES**

### **PROVISION OF COMPREHENSIVE CLEANING AND GROUND MAINTENANCE SERVICES**

#### **SCHEDULE OF REQUIREMENTS**

##### **a) Services**

The University of Nairobi intends to contract a professional cleaning firm to provide comprehensive cleaning services as specified in the description of services for a contract period of one year renewable subject to performance

##### **b) Schedule of Cleaning**

Tentatively, the service provider will be expected to engage in cleaning service from 6.30 a.m.in the morning to 4.00 p.m. in the evening during weekdays. General cleaning will be done on Saturdays and Sundays and when required between 7.00 a.m to 1.00 p.m.

The actual timetable for weekly cleaning will however be agreed with the successful service provider .A rooster of activities undertaken especially in the washroom should be kept.

##### **c) Staff**

The service provider will be expected to comply with the gender rule during deployment of cleaning staff.

##### **d) Terms and Conditions of Employment**

Wages paid to employees to be deployed must conform to the Ministry of East Africa Community (EAC) Labour and Social Protection guidelines on minimum wages and all other terms and conditions of employment stipulated in the labor laws.UON will be at liberty to confirm compliance to this from whatever source.

##### **e) General**

Age of employees

Age between 18 and 55 years

##### **i) Vetting**

The successful service provider should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement.

##### **ii) Adequate Personnel**

The service provider should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.

**f) Rates**

The prices stated by the Tenderer in the schedule of areas and Rate/price of these documents shall be for the cost of services inclusive of all taxes and provided at UoN's designated places and shall remain unaltered during the term of the contract.

**g) Site Viewing**

The service provider, at his own responsibility and risk, **MUST** visit and examine the site and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for the services before filling in the tender document. The site visit shall take place as per the attached schedule and the visit is **MANDATORY** to all bidders.

**h). Site Meetings**

A contract management meeting shall be held monthly and attended by the University's representatives and the service provider. Its business shall be to review the performance of the Work. The Estates Manager shall record the business of the meetings and the resolutions arrived at and provide copies of the record to those attending the meeting. The responsibility of the parties for actions to be taken shall be decided by the University's representative either at the meeting or after the meeting and stated in writing to all who attend. Communication between the parties shall be effective only when in writing.

**i) Standard of Service**

The service provider shall provide services of expected standards in the performance of this Agreement and re-current poor performance shall be grounds for summary termination of the contract.

**j) Service Provision**

Services shall be provided on daily basis including weekends and public holidays or as otherwise specified in the specifications of the work in the contract on the designated areas.

**k) Staff Uniform and Protective Clothing**

The service provider shall provide his Cleaning staff with uniform and identification badges having the company name which they will be required to put on all the times when they are working for the University of Nairobi preferably matching with the UoN colours. They must be provided with protective clothing, footwear e.g. boots, overalls, hand gloves etc. The clothing must be kept clean and worn at all times while on duty. The staff:

- Must have certificate of good conduct.
- Be dressed in company uniform at all times.
- The Uniform should be preferably UoN color.
- Must be adequate to provide quality service and avoid any interruption of business.
- Must have health certificate from a Public Health Institution.

#### **l) Payment**

At the end of every month, the service provider shall submit invoices addressed to the **University of Nairobi, P.O. Box 30197-00100, Nairobi.**

#### **m) Statutory Regulations**

The service provider will be expected to comply fully with the statutory regulations regarding wages, safe working conditions, and injuries while on duty, illnesses, holidays, working hours etc.

#### **n) Insurance**

The service provider shall insure its personnel engaged in the performance of this agreement against injury sustained by them in the cause of their duties and against liabilities arising from UON's claims for loss, damage or injury.

#### **o) Contract administration**

The service provider shall always endeavour to carry out the contract as detailed in this Tender document. In order to minimize disputes especially those that emanate from failure to follow specifications, both the service provider's and the University's supervisors must visit daily all the areas under this contract and sign in a diary for future reference and both supervisors shall sign the log to signify that they are party to the comments entered therein. In case any party does not agree with the comments put in the log by the other party, then he/she is at liberty to write his opinion and sign it.

#### **p). Supervisory Staff**

The service provider shall provide a qualified Supervisor(s) or Manager(s) to be responsible for deploying the service provider's personnel on site and in handling day-to-day administrative matters and be identified as the contact person



between the service provider's and the Employer's Supervisor. He/ she shall not be performing day to day cleaning duties. All personnel will be subject to effective supervisory arrangements and procedures and the service provider's supervisor shall make daily visits to inspect the performance of the personnel.

**q) Equipment and Materials**

The service provider will be expected to use own equipment in providing the services and provide cleaning materials in quantities and of quality to ensure efficient and un interrupted performance of duty as detailed in this contract. The electricity required to drive any power equipment and wholly utilized for works on this contract and drawn from available socket outlets will however be provided free by the University. Any other fuel to power such equipment as lawnmowers will be provided by the service provider.

**r) Areas to be left clean**

While placing rubbish in the bins, any garbage must also be collected and placed in the bins leaving the area clean.

**s) Cleanliness**

The University standards should be kept by the service provider to keep the premises contracted for in clean, kempt and to the expected standards as set out in the specifications.

**NOTE:** The service provider must quote separately for cleaning and ground maintenance service as provided in the tender document.

**Evaluation and comparison of Tenders:**

The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.

***A) MANDATORY REQUIREMENTS (MR)***

The following requirements must be met by the tenderer.

At this stage, the tenderer's submission will either be responsive or non responsive. The non responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

**PRELIMINARY EVALUATION**

NO	MANDATORY REQUIREMENTS	RESPONSIVENESS	
		YES	NO
MR 1	Must attach Certificate of Incorporation		
MR 2	Must fill the price schedule in format provided		
MR3	Must fill tender document in the format prescribed and the documents must be paginated		
MR4	Must submit a duly filled Confidential Business Questionnaire in format provided.		
MR 5	Must attach Valid Single Business Permit		
MR 6	Must attach Certificate of Confirmation of Directors and Shareholding		
MR 7	Must attach Certificate of Registration as NHIF and NSSF  (Evidence of remittance ,Payroll of employees		
MR 8	Must submit Valid Tax Compliance Certificate		
MR9	Must attach at least three e (3 ) recommendation letters from current or running contracts whose value not exceeding 15.0 million from major reputable clients'/firms		
MR10	Must submit the Audited accounts for 3 years i.e. 2014 ,2015 and 2016		
MR 9	Must attend site visit in Nairobi, Mombasa ,Kisumu and Mosoriot Campus and		

	<p>attendance certificates must signed by all representatives.</p> <p>Tenderers are invited for a site visit as per the attached schedule to verify details and scope of services.</p>		
<p>At this stage, the tenderer's submission will be responsive or non responsive. The non responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</p>			

## B) TECHNICAL EVALUATION SCORE SHEETS

Bidders meeting the entire above mandatory requirements will be subjected to Technical

Evaluation Criteria and will be marked out of 70 and will determine the technical score (TS) assigned as indicated below

No	Evaluation Attributes	Weighting Score	Max Score
T.S.1	<p>How well the bidders documentations is presented</p> <p>-Table of contents and well paginated</p>	<p>Well presented bid documents and easy to reference on required supporting evidence</p>	<b>2</b>
T.S.2	<p><b>Physical Facilities</b></p> <p>Provide details of physical address and contacts-attach evidence</p>	<p>Details of physical address and contacts with copy of either title, lease/agreement document or latest copy of utility bill</p>	<b>2</b>
T.S.3	<p><b>Cleaning equipment and Accessories</b></p> <p>Cleaning equipment and accessories owned by the firm and to be assigned to the UoN during the contract</p>	<p>Provide details/list of at least five equipment and accessories and explain what</p>	<b>9</b>

	<p>period (3marks)</p> <p>Breakdown of Machines, Equipment and Tools related to the services to be provided ownership/Lease documentary proof for the same.(3marks)</p> <p>Ownership of lawn movers ,Ownership of watering systems (sprinklers )and ancillary accessories and Landscaping/Gardening tools (3marks)</p>	<p>they will used for</p> <p>Provide evidence of schedule of all cleaning and gardening equipment and materials; Service Contracts documents and their evidences</p> <p>List of personal Protective equipment i.e. Uniform clothes, Protective shoes, other i.e.gloves,dust and ear masks</p> <p>(2marks each)</p>	
T.S.4	<p><b>Tenderers Work Experience</b></p> <p>Number of years that the firm has been providing cleaning and ground maintenance and gardening services</p> <p>a) 3-5 years ( 3marks) b) 5-7 years ( 5 marks) c) 7-10 years (9 Marks)</p>	<p>Attach copies of certified certificates of incorporation</p>	9
T.S.5.	<p>List of Personal protective equipment.(3marks)</p> <ul style="list-style-type: none"> <li>• Uniform clothes – (1mark)</li> <li>• Protective shoes ( 1mark)</li> <li>• Others - Gloves, Dust and ear masks (1 mark)</li> </ul> <p>Detergents/Chemicals to be used for cleaning (2 marks)</p>	<p>Attach the list of and protective equipment</p> <p>Attach the list</p>	5
T.S.6.	<p><b>Organization Structure</b></p> <p><b>Personnel</b></p> <p>i) Competency of Supervisors and Managers ii) Evidence of Professional qualifications iii) Experience of supervisors Managing similar</p>	<p>Give structure with details of responsibilities</p> <p>Attach certified copies of certificates and Cvs of proposed supervisors and</p>	12

	<p>scope</p> <p>✓ <b>Supervisor -2 marks</b></p> <p>a) 3 years experience with Diploma in House Keeping, Landscaping or related fields</p> <p>✓ <b>Manager 3 marks</b></p> <p>3 years experience Degree or Higher diploma in Housekeeping or related fields</p> <p>NB: Related courses i.e. landscaping, Gardening and Plant tendering Management procedures</p> <p><b>Assistant Supervisor</b></p> <p>a) Certificate level (1Marks)</p> <p>b) Diploma or Higher Diploma (2 marks)</p> <p><b>Assistant Manager</b></p> <p>C) Diploma Level-2marks</p> <p>D) Degree Level-3 marks</p> <p>E) Proof of staff first aid and training -2 marks</p>	<p>Managers for the contracts.</p> <p>-Recommendation letters should have the following details signed, stamped, Physical Location, Postal address, Phone numbers, and client's contacts name</p> <p><b>Motivation/Benefits to the staff members</b></p> <p>-Evidence of prompt salary payments</p> <p>-Annual payments, Over time payments, Recognition awards, Education trust fund, and Company programme should be added advantage.</p>	
T.S.7	<p><b>Work Plan/Operation plan/schedule of cleaning /Methodology of execution.</b></p> <p>An operational plan providing a detailed daily operational plan for the whole contract duration</p> <p>(This is to include staffing required to undertake particular tasks, sequence and frequency of events and tools to necessary to carry tasks e.tc.</p> <p>i) Work plan including daily duty procedure ( 4 marks)</p> <p>ii) Cleaning ,Gardening and tendering different kinds of flowers and plants (3 marks)</p> <p>iii) Waste handling procedures e.g. biodegradable,Hazadrdous ,Filter and oily rags,Bottles,Plastics,Polythene e.t.c. (3</p>	<p>Provide details</p> <p>To be evaluated on the quality through demonstration of measurable items that will help in simplifying the management and supervision of cleaning services</p>	15

	<p>marks)</p> <p>iv) Washroom rooms cleaning procedure etc. (3 marks)</p> <p>v) Handling procedures of fittings &amp; fixtures.(1)</p> <p>vi) Handling procedures of office equipment (1mark)</p> <p>Note: Tenderers must submit their signed and Stamped procedures and methodology of execution which shall forms part of the contract</p>		
T.S.8	<p>Documentary evidence (Payroll at least two current sites) by the bidder on the adherence to minimum wage guidelines for the cleaners/Gardeners as provided by the Ministry of East African Community and Social Protection</p> <p>a) Below Kshs. 10,000.00= ( 2Marks)</p> <p>b) Above Kshs. 10,000.00= (4 Marks)</p>	Attach evidences	6
T.S.9.	<p>i) Own Company (Tenderer ) Environmental Safety and Health Policy including emergency or contingency measures during service delivery ( 2Marks )</p> <p>ii) Waste Handling procedures (1mark)</p> <p>vii) First Aid Handling procedures and Emergency preparedness (1mark)</p> <p>viii) Safety Measures at Work(1mark)</p> <p>ix) Emergency call centre ( 1 Mark)</p> <p>x) Evidence of employees showing that they are Insured (5Marks)</p>	<p>Provide copies of certificates from Nema and any other relevant Authority or Company</p> <p>Attach various evidences</p>	10

	TOTAL MARKS		70
	PASSWORK		55

- A tender must score a minimum mark of **55% to** qualify for capability assessment. The University will conduct a due diligence on the clients that will have been provided to determine the tenderers capability/capacity to provide the required services in terms of capacity, quality and customer satisfaction of the previous clients.

***C) CAPABILITY ASSESSMENT -15MARKS***

***D) CAPABILITY ASSESMENT BY THE SITE VISIT-15 MARKS***

**THE SCOPE OF WORK COVERS THE FOLLOWING LOCATIONS**

**A) MAIN CAMPUS –ADMINISTATION BLOCK, GANDHI WING**

**B) COLLEGE OF HUMNATIES AND SOCIAL SCIENCES-EDUCATION BUIDING, HYSLOP, SCIENCE BLOCK, 8.4.4. AND PARKLANDS CAMPUS**

**C) COLLEGE OF ARCHITECTURE AND ENGINEEERING-SCHOOL OF BUITLT ENVIRONMENT AND SCHOOL OF ENGINEERING**

**D) COLLEGE OF HEALTH SCIENCES – Administration Block, School of Medicine, Pharmacy, Dental Sciences, Dental Sciences, Nursing, Lecture Theatres**

**E) UNIVERSITY OF NAIROBI TOWERS**

**F) KISUMU COMPLEX TOWER**

**G) MOMBASA CAMPUS**

**H) MOSORIOT CAMPUS**

# UNIVERSITY OF NAIROBI

## PROVISION FOR COMPREHENSIVE CLEANING AND GROUND MAINTENANCE SERVICES 2018/2019

### A) GENERAL CLEANING

	DESCRIPTION	Kshs																																																													
	<p>i) Posting of One Hundred and Thirteen stewards comprises of:102No.Cleaners and 11No.Eleven (11) Supervisors distributed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">LOCATION</th> <th style="width: 10%;">Supervisor</th> <th style="width: 15%;">No. Male Cleaners</th> <th style="width: 15%;">No. of Female Cleaners</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Administration Block</td> <td>1</td> <td>2</td> <td>7</td> </tr> <tr> <td>2</td> <td>Gandhi Wing</td> <td>1</td> <td>2</td> <td>8</td> </tr> <tr> <td>3</td> <td>Jomo Kenyatta Memorial Library</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>4</td> <td>Education Building</td> <td>"</td> <td>2</td> <td>4</td> </tr> <tr> <td>5</td> <td>8.4.4.Buiding</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>Hyslop/Science Building</td> <td>"</td> <td>1</td> <td>5</td> </tr> <tr> <td>7</td> <td>Parklands Campus</td> <td>1</td> <td>4</td> <td>6</td> </tr> <tr> <td>5</td> <td>Mombasa Uni-Plaza</td> <td>2</td> <td>8</td> <td>8</td> </tr> <tr> <td>6</td> <td>ADD Building</td> <td>1</td> <td>3</td> <td>5</td> </tr> <tr> <td>7</td> <td>Engineering Block</td> <td>1</td> <td>3</td> <td>4</td> </tr> <tr> <td>8</td> <td>Estates/Transport/Business Centre/Construction and Maintenance Offices &amp;Workshops and Games dpt</td> <td>"</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		LOCATION	Supervisor	No. Male Cleaners	No. of Female Cleaners	1	Administration Block	1	2	7	2	Gandhi Wing	1	2	8	3	Jomo Kenyatta Memorial Library	1	2	9	4	Education Building	"	2	4	5	8.4.4.Buiding	1	2	3	6	Hyslop/Science Building	"	1	5	7	Parklands Campus	1	4	6	5	Mombasa Uni-Plaza	2	8	8	6	ADD Building	1	3	5	7	Engineering Block	1	3	4	8	Estates/Transport/Business Centre/Construction and Maintenance Offices &Workshops and Games dpt	"	2	2		
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	,Swimming pool						
9	College of Health Sciences – Administration, Nursing, Dental and Pharmacy	2	3	7			
	<b>Total</b>	<b>11</b>	<b>34</b>	<b>68</b>			

- The 1<sup>st</sup> shift of cleaners starts from 6am-4pm with their Supervisors,

**ii) Night Shift**

- The Second Shift starts from 4.00 p.m and posting of strictly 4No. Men cleaners at Main Campus in Central Administration.
- Duties includes washing the pathways ,general cleaning i.e. toilets and watering of the flowers and grass within the University premises/Buildings.
- The proper handing over /taking over of the two shifts to be done exactly at 4.00 p.m.in the evening while the morning handing over and taking over should be done at 6.00 a.m on daily basis

**iii).Manual Labour on Furniture and office equipment**

Provision of adhoc manual as provided and when required to move furniture and other office equipment’s within University of Nairobi facilities on short notice

**1.MAIN CAMPUS-ADMINISTRATION BUIDNG OFFICES INCLUDING TAIFA HALL,CARETAKER,SECURITY OFFICES ,EXTRA MURAL AND PRINTING SECTION,EXTERNAL FORMER BARCLAYS BANK OF KENYA BUILDING AND ITS ENVIRONS**

Provided in 4 no. floors covering a total plinth area of approximately 7795.50 square metres

- i) Daily sweeping of floors and corridors

	ii) Washing with soap the floors and corridors twice daily		
	iii) Weekly scrubbing of floors and corridors		
	iv) Monthly polishing of wooden floor tiles		
	v) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	vi) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	vii) Mopping of the lift lobby twice a day, scrubbing once a week.		
	viii) Lift to be kept clean all the times.		
	ix) Weekly removing of cobwebs.		
	x) Daily vacuum cleaning of all carpeted floors in offices with the carpet and Taifa Hall Lecture , weekly shampooing and quarterly wet cleaning		
	xi) Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
	xii) Daily emptying of waste baskets/bins		
	xiii) Weekly sweeping and mopping of balconies		
	xiv) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails at the Administration		
	xv) Weekly scrubbing of the staircase		
	xvi) Watering and maintenance of 5No. Flower posts located on the Council Chambers balcony.		
	xvii) Scrubbing with soap the garbage skips once they are emptied.		
	xviii) Supply of moth balls to all urinals in the urinals twice a week.		
	xix) Weekly supply of air fresheners to all washrooms		
	xx) Daily dusting and cleaning of all benches		

	<b>CAR PARKS</b>		
	i) Daily sweeping using soft broom		
	ii) Cleaning of the mono-pitched roof over the executive parking.		
	<b>2.GANDHI WING-CAFETERIA LOBBYING AREA AND OFFICES FROM BASEMENT TO SIXTH FLOORS</b>		
	Provided on 6 no. floor with a basement covering a total plinth area approximately 9292.15 square metres		
	i) Daily sweeping of floors and corridors		
	ii) Washing, mopping of the floors and corridors twice a day.		
	iii) Weekly scrubbing of floors and corridors.		
	iv) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	v) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	vi) Mopping of the lift lobby twice a day, scrubbing once a week.		
	vii) Lift to be kept clean at all times.		
	viii) Weekly removing of cobwebs.		
	ix) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
	x) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces.		
	xi) Daily dusting and cleaning of all benches		
	xii) Daily emptying of waste baskets.		
	xiii) Weekly sweeping and mopping of balconies		
	xiv) Daily sweeping, mopping of the terrazzo floor staircases and		

	monthly polishing of timber guard rails at the Administration and Gandhi Wing.		
	xv) Weekly scrubbing of the staircase.		
	xvi) Watering and maintenance of 10 No. Flower pots at the Reception of Gandhi Wing.		
	xvii) Supply of moth balls to all urinals in the building twice a week.		
	<b>3.SPORTS AND GAMES-NEAR CENTRAL CATERING UNIT</b>		
	i) General cleaning of offices daily, Swimming pool cleaning of washrooms /Changing rooms daily, Washing of swimming pool terraces every fortnight		
	ii) Daily sweeping of floors and corridors		
	iii) Washing, mopping of the floors and corridors twice a day.		
	iv) Weekly scrubbing of floors and corridors.		
	v) Monthly polishing of wooden floor tiles (including corridors)		
	vi) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	vii) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	viii) Mopping of entrance lobby twice a day, scrubbing once a week.		
	ix) Weekly removing of cobwebs.		
	x) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
	xi) Daily mopping of PVC/ceramic office floors and dusting of tables and other surfaces.		
	xii) Daily emptying of waste baskets.		
	xiii) Weekly sweeping and mopping of balconies		

	xiv) Daily dusting and cleaning of all benches		
	xv) Weekly scrubbing of the staircase		
	xvi) Supply of moth balls to all urinals in the building twice a week.		
	<b>CAR PARKS</b>		
	i) Daily sweeping using soft broom		
	ii) Clearing of the mono-pitched roof over the education building		
	<b>4.JOMO KENYATTA MEMORIAL LIBRARY</b>  Provided on 5 floors-covering a total plinth area of approximately 18012 square metres.		
	i) Daily mopping of PVC floors tiles and staircases twice a day.		
	ii) Weekly scrubbing of the PVC/terrazzo floors and staircases.		
	iii) Washrooms: Mopping thrice a day with disinfectant and scrubbing twice a week for all the terrazzo floored toilets.		
	iv) Daily washing of the wall to head level.		
	v) Continuous wiping of toilet seats and hourly cleaning of toilets.		
	vi) Supply of moth balls to all the urinals in the building twice a week.		
	<b>vii)</b> Daily dusting of reading desks and book shelves.		
	viii) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	ix) Mopping of entrance lobby twice a day, scrubbing once a week.		
	x) Weekly removing of cobwebs.		
	xi) Daily dusting of the guard rails on all floors and the staircase.		
	xii) Scrubbing of the staircase walls once every two months.		

	xiii) Weekly scrubbing of the staircase.		
	xiv) Daily emptying of the waste baskets		
	xv) Dusting of the windows twice a week.		
	xvi) Daily sweeping of floors and corridors		
	xvii) Washing, mopping of the floors and corridors twice a day.		
	xviii) Weekly scrubbing of floors and corridors.		
	xix) Monthly polishing of wooden floor tiles (including corridors)		
	xx) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	xxi) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxii) Mopping of the lift lobby twice a day, scrubbing once a week.		
	xxiii) Weekly removing of cobwebs.		
	xxiv) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
	xxv) Daily emptying of the waste baskets		
	xxvi) Weekly sweeping and mopping of balconies		
	xxvii) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails		
	xxviii) Weekly scrubbing of the staircase.		
	xxviii) Daily dusting and cleaning of all benches		
	xviii) Supply of moth balls to all urinals in the building twice a Week		
	<b>5. ESTATES BUIDING BLOCK/TRANSPORT/BUSINESS CENTRE AND CONSTRUCTION AND WORKSHOP, CONSTRUCTION AND MAINTENANCE OFFICES</b> –3No.Floors including the basement covering a total plinth area of		

approximately 762.06 square metres.		
i) Daily sweeping of floor and corridors		
ii) Washing, mopping of the floors and corridors twice a day		
iii) Weekly scrubbing of floors and corridors		
iv) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored tiles and daily washing of sinks and WCs with disinfectant		
v) Weekly removing of cobwebs		
vi) Wiping windows with window cleaning liquid both inside and outside twice a week		
vii) Daily mopping of offices and dusting tables and other surfaces		
viii) Daily emptying of waste baskets.		
ix) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of guard rails		
x) Weekly scrubbing of the staircase		
xi) Daily dusting and cleaning of all benches		
xii) Supply of moth balls to all urinals in the buildings twice a week		
<b>SUB TOTAL MAIN CAMPUS 1-5 KSHS</b>		
<b>6.COLLEGE OF ARCHITECTURE AND ENGINEERING (CAE)</b> <b>SCHOOL OF BUILT ENVIRONMENT /ADD BUILDING-ALONG STATE HOUSE ROAD.</b> Covering a plinth area of approximately 10557 square metres		
i) Daily sweeping of floor and corridors		
ii) Washing, mopping of the floors and corridors twice a day		
iii) Weekly scrubbing of floors and corridors		

iv) Weekly removing of cobwebs		
v) Wiping windows with window cleaning liquid both inside and outside twice a week		
vi) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces		
vii) Daily mopping of offices and dusting tables and other surfaces		
viii) Daily emptying of waste baskets.		
ix) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of guard rails		
x) Weekly scrubbing of the staircase		
xi) Daily dusting and cleaning of all benches		
xii) Scrubbing of concrete all benches with soap once per week		
xiii) Supply of moth balls to all urinals in the buildings twice a week		
<b>7.ENGINEERING BLOCK /INSTITUTE OF NUCLEAR SCIENCE-</b>		
Electrical Engineering (American Wing) of 4 floors covering a total plinth areas of approximately 799.36 square metres, Mechanical Engineering Block of a plinth areas of 4225.45 square metres, Mechanical workshop of total plinth area of 2307 square metres and Institute of Nuclear Science of a plinth area of 546.30 square metres		
i) Scrubbing of concrete all benches with soap once per week		
ii) Cleaning of drainages		
iii) Daily washing with soap, mopping after every two hours with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		



iv) Supply of moth balls to the urinal and gents in the buildings twice a week		
v) Scrubbing and polishing of staircases and corridors twice a month in all buildings.		
vi) Daily sweeping ,mopping of terrazzo floor staircases and monthly polishing of guard rails		
vii)Daily dusting and cleaning of all benches		
viii) Weekly scrubbing of floors and corridors		
ix) Daily Sweeping of floors and corridors		
<b>ALL PARKING AREAS</b>		
Daily sweeping using soft broom parking and driveways		
<b>SUB TOTAL-COLLEGE OF ARCHITECTURE AND ENGINEERING NOS.6-7( KSHS)</b>		
<b>8.COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)</b>		
<b>8. A).EDUCATION BUILDNG</b>		
<i>Provided on 5 no. floors with a total plinth area of 5020 square metres</i>		
I) Daily sweeping of floors and corridors		
i) Washing ,mopping of the floors and corridors twice a day		
ii) Weekly scrubbing of floors and corridors		
iii) Monthly polishing of wooden floor tiles including corridors		
iv) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and Wcs with disinfectants.		
v) Wiping of windows with window cleaning with liquid inside and outside twice a week		
vi) Mopping of entrance lobby twice a day, scrubbing once a week		
vii)Weekly removing of cobwebs.		

viii) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning		
ix) Daily mopping of PVC /ceramic office floors and dusting of tables and other surfaces.		
x) Daily emptying of waste baskets.		
xi) Weekly sweeping and mopping of balconies.		
xii) Weekly scrubbing of the staircases		
xiii) Daily dusting and cleaning of all benches		
xiv) Supply of moth balls to all urinals in the building twice a week		
<b>CAR PARKS-BEHIND EDUCATION BUILDING</b>		
i) Daily sweeping using soft broom		
ii) Clearing of mono pitched roof over the Education Building		
<b>8 B) 8.4.4 BUILDING ,Multipurpose hall with a lecture theatre,Offices and basement store covering a total plinth area of 602 square meters</b>		
i) Daily sweeping of floors and corridors		
ii) Washing with soap the floors and corridors twice daily		
iii) Weekly scrubbing of floors and corridors		
iv) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
v) Wiping of windows with window cleaning liquid inside and outside twice a week.		
vi) Weekly removing of cobwebs.		
vii) Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of lecture theatres tables and other surfaces.		
viii) Daily emptying of waste baskets/bins		
ix) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails.		

x) Scrubbing with soap the garbage skips once they are emptied.		
xi) Daily dusting and cleaning of all benches		
xii) Supply of moth balls to all urinals in the urinals twice a week.		
<b>CAR PARKS -8.4.4.BUILDING ,TUNNEL ON WAIYAKI WAY</b>		
i) Daily sweeping using soft broom.		
ii) Cleaning of the parking areas		
iii) Daily cleaning and sweeping and Garbage collection		
iii) Draining/unblocking/pumping of water during rainy season		
<b>8C) HYSLOP / SCIENCE THEATRE BUILDNG</b>		
<i>Science II Lecture Theatre is a single storeyed building with two Lecture theatres,Seminar room and Engine room with total plinth area of approximately 348 square metres while Hyslop building is 5No.floors –Basement to Fourth floor covering a total plinth areas of 3663.32 Square meters</i>		
i) Daily sweeping of floors and corridors		
ii) Washing with soap the floors and corridors twice daily		
iii) Weekly scrubbing of PVC tiles floors and corridors		
iv) Monthly polishing of floor tiles		
v) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
vi) Wiping of windows with window cleaning liquid inside and outside twice a week.		
vii) Weekly removing of cobwebs.		
viii) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning		
ix) Daily mopping of PVC/ceramic office floors (Monday -Friday) and		

dusting of tables and other surfaces.		
x) Daily emptying of waste baskets/bins		
xi) Weekly sweeping and mopping of balconies		
xii) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails of the Building		
xiii) Weekly scrubbing of the staircase		
xiv) Scrubbing with soap the garbage skips once they are emptied.		
xv) Daily dusting and cleaning of all benches		
xvi) Supply of moth balls to all urinals in the urinals twice a week.		
<b>CAR PARKS</b>		
i) Daily sweeping using soft broom		
ii) Cleaning of the mono-pitched roof over the all parking areas		
<b>8D) PARKLANDS CAMPUS-SCHOOL OF LAW</b>		
It comprises of Administrative block A& B classrooms/Lecture Theatres covering area approximately 2,683 square metres ,and the Library of three floors with a total area of 20123.1 square metres		
i) Daily sweeping of floors and corridors		
ii) Washing with soap the floors and corridors twice daily		
iii) Weekly scrubbing of PVC and Terrazo in part floors and corridors		
iv) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
v) Mopping of the Entrance lobby twice a day, scrubbing onces week		
vi) Daily dusting of reading desks and book shelves		
vii) Continuous wiping of the toilet seats and hourly cleaning of toilets		
viii) Daily washing of the wall to head level, washrooms.		
ix) Wiping of windows with window cleaning liquid inside and outside twice a week.		

x) Weekly removing of cobwebs.		
xi) Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
xii) Daily emptying of waste baskets/bins.		
xiii) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard		
xiv) Weekly scrubbing of the staircase		
xv) Scrubbing with soap the garbage skips once they are emptied.		
xvi) Daily dusting and cleaning of all benches		
xvii) Supply of moth balls to all urinals in the urinals twice a week.		
<b>CAR PARKS</b>		
i) Daily sweeping using soft broom		
ii) Cleaning of the parking areas		
<b>TOTAL CHSS 8A-8D KSHS</b>		
<b>9.MOMBASA UNI-PLAZA- ALONG MOI AVENUE-PLINTH</b>		
<b>AREA OF 3359.06 SQUARE METRES</b>		
<b>A. <u>Cleaning materials supply requirements</u></b>		
i) Weekly supply of 24 packets (5 pcs in 1pkt) i.e. 120 pkts per month moth balls for the urinal toilets in the building.		
ii) Supply of two cans per office per month of lavender flavor office air fresheners for all the 32 NO.offices at Uni Plaza.		
iii) Weekly supply of hand wash disinfectant liquid soap for all toilets soap dispensers in the cleaning materials requirements		
<b><u>B) Cleaning personnel requirements</u></b>		

Posting of Sixteen (16) cleaners and two (2) supervisors in the building to be distributed as follows:

i) 5 male, 5 female cleaners and 1 supervisor for the 1<sup>st</sup> shift starting from 6am-4pm.

ii) 3 male, 3 female cleaners and 1 supervisor for the 2<sup>nd</sup> shift starting from 10am-9pm.

**C) Sanitary waste management requirements**

i) Supply of thirty four (34) pedal operated sanitary waste bins.

ii) Collection and disposal of the sanitary waste to be done 8 times per month i.e. twice a week.

iii) The cleaning of the bins and disposal of the sanitary ware should be done 8 times per month (twice a week)

iv) Outsourced company to have relevant certification from the authorities i.e. NEMA & County Government for handling and disposing the sanitary waste.

**D) Cleaning services requirements**

i) Weekly sweeping and mopping of rooftop's balcony and proposed VC's office in 8<sup>th</sup> floor.

ii) Daily sweeping, washing with soap and mopping of 32 UoN offices from ground to 9<sup>th</sup> floors'.

iii) Daily sweeping, washing with soap and mopping of inner tiled corridor floors twice a day from ground to 9<sup>th</sup> floors'. Scrubbing and them once a week

iv) Daily washing with soap, mopping twice a day with disinfectant and scrubbing thrice a week toilets -43 gents cubicles, 21 ladies cubicles and 10 ceramic urinals with ceramic wash hand basins and ceramic toilets pans.

v) Daily washing of 9 Nos. kitchenettes with sinks, terrazzo floor & work top from mezzanine to 8<sup>th</sup> floors' with soap &

	disinfectant thrice a day.		
vi)	Wiping and shining floors inside and outside of ~230 nos. aluminum bronze sliding windows each measuring ~3mtrs x 1.6mtrs from ground to 9 <sup>th</sup> floors' once a day.		
vii)	Daily sweeping, washing with soap and mopping of lift lobbies floors' from ground to 8 <sup>th</sup> floors' thrice a day. Polishing them once a week		
viii)	Daily sweeping, washing with soap and mopping of the staircases floors and guard rails from basement to rooftop thrice a day.		
ix)	Daily sweeping, washing with soap and mopping of the terrazzo floor fire exit staircases twice a day.		
x)	Daily sweeping and mopping of the outside balconies from Mezzanine – 8 <sup>th</sup> floors' and washing them with soap twice a week.		
xi)	Daily sweeping and mopping with soap of the ground floor's outside front reception area, back cafeteria are and side students Studying area floors'.		
xii)	Daily sweeping and mopping with soap of the ground floor's inner reception area, libraries in ground and mezzanine floors, ICT labs in mezzanine floor, UNES bookshop in ground floor and Mombasa Campus clinic in 9 <sup>th</sup> floor.		
xiii)	Daily sweeping and mopping with disinfectant liquid soap of the ground floor's back entrance garbage chute room and cafeteria kitchen floors and walls scrubbing them with scrubbing machine twice a week.		
xiv)	Daily sweeping and washing of the students parking area.		
xv)	Daily sweeping and scrubbing with scrubbing machine twice a week washing with soap of the basement parking area floor		

<p>consisting of 33 parking bays, generator/pump room, electricity mains switch room, transformer switch rooms, internet data switch room, store, Msa campus store, Muslim female students prayer room and lift machine room in 9<sup>th</sup> floor.</p>		
<p>xvi) Daily sweeping and washing with soap, wiping desks and tables thrice a day of the Moot court, board room, seminar room and 22 lecture rooms in the building.</p>		
<p><b>E) <u>Ground maintenance requirements</u></b></p>		
<p>i) Watering, soiling and maintenance of 43 nos. flower plants in pots in the front entrance reception area and outside back entrance, 5 nos. plants planted at the outside front entrance cabro floor, hedge plant fence surrounding the students parking and pruning of overgrown trees' branches around the students' parking area.</p>		
<p><b>TOTAL MOMBASA UNI-PLAZA NO.9(KSHS)</b></p>		
<p><b>10.COLLEGE OF HEALTH SCIENCES (CHS)-NGONG ROAD/VALLEY ROAD</b></p>		
<p><b>Administration Block, School of Medicine, Pharmacy, Dental Sciences, Dental Sciences, Nursing, Lecture Theatres</b></p>		
<p>Daily sweeping of floors and corridors</p>		
<p>Washing, mopping of the floors and corridors twice a daily</p>		
<p>Weekly scrubbing of floors and corridors</p>		
<p>Monthly polishing of wooden floor tiles (including corridors)</p>		
<p>Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.</p>		
<p>Wiping of windows with window cleaning liquid inside and outside twice a week.</p>		



Weekly removing of cobwebs.		
Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails		
Weekly scrubbing of floors and corridors		
Supply of moth balls to all urinals in the building twice a week.		
Daily dusting and cleaning of all benches		
<b>Sub Total (CHS,No.10) (Kshs)</b>		
<b>TOTAL NO 1-10 PER MONTH (KSHS )</b>		
<b>TOTALS NO 1-10 PER YEAR(KSHS)</b>		

**B) PROVISION FOR COMPREHESIVE GROUND MAINTENANCE SERVICES AT THE UNIVERSITY OF NAIROBI 2018/2019**

DESCRIPTION		UNIT	RATE (KSHS)												
Posting of Ten number (10) ground men and One (1) supervisor in the following areas to be distributed as follows;															
	<table border="1"> <thead> <tr> <th></th> <th>Location/Area</th> <th>No. of Ground men</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Estates, Engineering Block ,Transport /Maintenance Workshop and its Environs</td> <td>2</td> </tr> <tr> <td>2.</td> <td>Central Administration i.e. Gandhi Wing, Great Court, Areas around Fountain of Knowledge ,Hyslop,Jomo Kenyatta Memorial Library, Education Building, 8.4.4.parking,Areas around Central Police, Main Campus perimeter wall (,University Way and Slip Road)</td> <td>3</td> </tr> <tr> <td>3.</td> <td>Chancellor's Court Playfields, Swimming Pool, Games Dep't area, Area around Central Catering Unit</td> <td>3</td> </tr> </tbody> </table>		Location/Area	No. of Ground men	1	Estates, Engineering Block ,Transport /Maintenance Workshop and its Environs	2	2.	Central Administration i.e. Gandhi Wing, Great Court, Areas around Fountain of Knowledge ,Hyslop,Jomo Kenyatta Memorial Library, Education Building, 8.4.4.parking,Areas around Central Police, Main Campus perimeter wall (,University Way and Slip Road)	3	3.	Chancellor's Court Playfields, Swimming Pool, Games Dep't area, Area around Central Catering Unit	3		
	Location/Area	No. of Ground men													
1	Estates, Engineering Block ,Transport /Maintenance Workshop and its Environs	2													
2.	Central Administration i.e. Gandhi Wing, Great Court, Areas around Fountain of Knowledge ,Hyslop,Jomo Kenyatta Memorial Library, Education Building, 8.4.4.parking,Areas around Central Police, Main Campus perimeter wall (,University Way and Slip Road)	3													
3.	Chancellor's Court Playfields, Swimming Pool, Games Dep't area, Area around Central Catering Unit	3													

4.	Parklands Campus –School of Law	2	
		10	
<b>i) GREAT COURT AND ITS SURROUNDINGS-MAIN CAMPUS</b>			
i)	Trimming the hedges once a week and trimming /pruning trees where necessary		
ii)	Weeding the lawns twice a week		
iii)	Manicuring of grass lawns twice per week		
<b>ii) JOMO KENYATTA MEMORIAL LIBRARY-MAIN CAMPUS</b>			
i)	Water of gardens - twice per week		
ii)	Tendering of the flower gardens – once a week		
iii)	Weeding of lawns – once a week		
iv)	Manicuring of lawns – twice per week		
v)	Scrubbing with soap – once per week		
<b>iii) CHANCELLOR’S COURT AND ITS SURROUNDING INCLUDING PLAY GROUNDS ,SWIMMING POOL ,PARKING AREAS NEAR CENTRAL CATERING UNIT</b>			
i)	Mowing of grass every beginning of the month, or twice a month during the rainy season to the Football,Tennis,,Handball,Rugby,Track and Netball Fields, trimming /Pruning of trees where necessary		
ii)	Marking of fields every beginning of the month i.e.Football, Tennis, Handball, Rugby,Track and netball fields,.		
iii)	, Spraying of Herbicide and rolling at the beginning of the every quarter to the Tennis Court, Track fields and Hockey Field		
iv)	Mowing of grass, trimming and weeding of hedges every fortnight in Games		

	office and its compound		
v)	Mowing of grass, trimming and weeding of hedges at the Swimming pool, mowing of grass, weeding and trimming of hedges every fortnight to the Games Department offices		
vi)	Daily picking of litter and Emptying of litter and emptying of litter bins to the all sports grounds		
vii)	Watering of flower gardens twice per week,		
viii)	Manicuring of grass lawns twice per month		
ix)	Trimming of hedges once per week		
x)	Maintenance of gardens twice per week		
xi)	Sweeping of pathways/parking daily <b>NOTE:</b> Area around the Dias and public toilet at Graduation square, should be washed during graduation period and some events that may arise time to time.		
<b>iv)</b>	<b>GANDHI WING GROUNDS-MAIN CAMPUS</b>		
i)	Watering of flower gardens twice per week		
ii)	Weeding/maintenance of flower gardens once per week.		
iii)	Trimming of hedges once per week., trimming /pruning of trees where necessary		
iv)	Manicuring of grass lawns twice per month		
v)	Scrubbing with soap concrete benches once per week		
	<b>V) ESTATES /TRANSPORT /ENGINEERING PARKING–MAIN CAMPUS</b>		
i)	Trimming of hedges once per week., trimming/pruning of trees where necessary		
ii)	Weeding of lawns once per week		
iii)	Manicuring the lawns once per week.		
iv)	Sweeping of Car Parks and pathways daily		
v)	Watering of gardens twice per month		
vi)	Scrubbing concrete benches with soap once per week		

vii) Cleaning of drainages		
<b>VI) AREAS BEHIND EDUCATION BUILDING/JKLM NEXT TO 8.4.4.BUILDING–MAIN CAMPUS</b>		
i) Trimming of hedges once per week, trimming of trees where necessary		
ii) Weeding of Lawns once per week		
iii) Sweeping of pathways/walkways daily		
iv) Maintenance of flower beds once a week.		
v) Scrubbing with soap concrete benches once per week.		
<b>VII) 8.4.4.PARKING-MAIN CAMPUS</b>		
i) Daily sweeping of the parking		
ii) Maintenance of gardens once per week		
iii) Manicuring of lawns once per week		
iv) Trimming of hedges once per week, trimming of trees where necessary		
vi) Scrubbing with soap concrete benches once per week.		
<b>VIII) HYSLOP PARKING AND ITS SURROUNDING I.E.SONU OFFICES-MAIN CAMPUS</b>		
i) Watering of the gardens Once per week		
ii) Trimming of hedges once per week, trimming of trees where necessary		
iii) Trimming of hedges once per week		
iv) Maintenance of flower beds once per week		
v) Scrubbing with soap all concrete benches once per week.		
<b>IX) ALONG MAIN CAMPUS PERIMETER /BOUNDARY WALLA-UNIVERSITY WAY EXTENDING TO SLIP ROAD UPTO 8.4.4.BUIDING BEHIND THE LIBRARY—FENCE –EXTERNAL AND INTERNAL</b>		
i) Watering of flowers		

ii)	Tendering of flowers		
iii)	Cleaning and Dusting of the metal grilles twice a month		
<b>X)</b>	<b>ADMINISTRATION BLOCK-MAIN CAMPUS</b>		
iv)	Watering of Gardens twice a week		
v)	Trimming of hedges once a week, trimming of trees where necessary		
vi)	Manicuring/weeding of gardens		
vii)	Maintenance/Weeding of Gardens once per week		
viii)	Daily Sweeping of the car parks		
<b>XI)</b>	<b>AREA AROUND CENTRAL POLICE STATION-HURRY THUKU ROAD-MAIN CAMPUS</b>		
i)	Trimming of hedges once per week		
<b>XII)</b>	<b>AREA AROUND THE FOUNTAIN OF KNOWLEDGE-MAIN CAMPUS</b>		
i)	Tendering of flower beds once week		
ii)	Cleaning of foundation once a week		
iii)	Cleaning of the pathways/walkways once per week.		
iv)	Scrubbing with soap concrete Benches once per week		
v)	Watering of Gardens twice a week		
vi)	Trimming of trees where necessary		
<b>XIII)</b>	<b>PARKLANDS CAMPUS-SCHOOL OF LAW</b>		
i)	Tendering of flower beds once week		
ii)	Cleaning of the pathways/walkways once per week.		
iii)	Scrubbing with soap Benches once per week		
iv)	Manicuring/weeding of gardens		

v)	Trimming of hedges once a week		
vi)	Trimming of trees where necessary		
<b>AMOUNT PER MONTH</b>			
<b>AMOUNT PER YEAR (KSHS)</b>			

### C) UNIVERSITY OF NAIROBI TOWERS

	<b>DESCRIPTION</b>	<b>Kshs</b>	
	<p><b>General Brief Description of the University of Nairobi Towers</b></p> <ul style="list-style-type: none"> <li>• The University of Nairobi Towers is a 22 storey building briefly described as follows:</li> <li>• 2 basements with 30 parking slots, water storage tanks, pump room, waste treatment plant and related accessories</li> <li>• Ground floor – Large lobby area with three entrances/exits, a reception desk/information Centre, banking hall, refuse chute collection area</li> <li>• First floor has two lecture theatres with capacity of 500 and 300 persons respectively</li> <li>• Second floor – one lecture theatre with capacity of 300 persons, three small offices and storage areas</li> <li>• Third floor – two lecture theatres with a capacity of 500 and 300 persons</li> <li>• 4th floor –5 seminar rooms with a capacity of 60 persons each and a lecture theatre with capacity of 300 persons</li> </ul>		

- 5th floor –restaurant area of approximately 686 square metres, changing rooms for the auditorium and break away areas
- 6th floor – Auditorium covering two levels i.e. level five and six with a capacity of 500 persons, an equipment room and storage areas
- 7&8th floor – Confucius Institute
- 9, 10,11 & 13th floor – offices and classrooms
- 12th &14th floor – executive offices for commercial leasing
- 15th to 19th floor – executive offices for internal use
- 20th floor – service floor with stand alone AC's, overhead tanks and their related accessories, Building Maintenance Unit
- 21st floor – open to the air with solar panels and ventilators
- 22nd floor – aviation room and a helipad
- A security gate house along Harry Thuku Road

#### **GENERAL INFORMATION**

The bidder is expected to post Forty Six (46) Cleaners (2) Supervisors during the day to the University of Nairobi Towers.

**Day Shift**

Cleaners to report and sign in at the security desk few minutes to 6.00 a.m.  
Cleaning to start at exactly 6am-4pm with close supervision by their Supervisors.

**Night Shift**

The Second Shift/Night shift to start from 4.00 p.m. One (1) Supervisor and Four (4) men to be posted specifically for night shift.

**iii).Manual Labour on Furniture and office equipment**

Provision of adhoc manual as provided and when required to move

furniture and other office equipment's within University of Nairobi

Tower on short notice.

***a) Cleaning Services Requirements***

i) Cleaning lecture theatres and wash rooms on level 1 to 4 in preparation of evening classes; (N/B day classes ends at 5 o'clock and evening classes commences at 5.30 pm. The lecture theatres have to be cleaned faster to avoid delays of classes);

ii) Thoroughly scrubbing all the entrances and ground floor lobby area, pathways, parking and drive way and offloading zone at the security gate off Harry Thuku road, general cleaning i.e. toilets and lecture theatres where we have evening classes

iii) Any other general cleaning that might be necessary especially for evening management meetings

iv) The proper handing over /taking over of the two shifts to be done exactly at 4.00 p.m.in the evening while the morning handing over and taking over should be done at 6.00 a.m on daily basis

v) Mopping of floors, stairs and corridors at least twice a day



	vi) High & low dusting of walls		
	vii) Early morning vacuum cleaning of carpeted offices (level 6 auditorium, 15-19 floors)		
	viii) Daily emptying of waste baskets/bins and ferrying of unshredable waste from refuse chute areas located on each and every floor to the waste bins at the chute collection area on ground floor		
	ix) Continuous buffing of common areas after mopping		
	x) Dusting and cleaning inside lifts		
	xi) Dusting the glazed areas i.e. the walk through human scanners		
	xii) Dusting of furniture (wooden furniture i.e. in the lecture theatres to be cleaned with pledge and no water		
	xiii) Continuous thorough cleaning and disinfecting of washrooms and depositing of air fresheners and toilet moth balls in all urinals		
	xiv) Dusting the glass parts and glazed arrears		
	ix) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	<b>xi)</b> Daily sweeping using soft broom i.e. parking areas in basement and driveways		
	xii) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces using pledge on wooden surfaces and leather creams on leather seats in the management offices		
	xiii) Daily dusting of the guard rails on all floors and the staircase		
	xiv) Cleaning of drainages		
	xv) The Chandaria Hall carpet will be hooped often and vacuum cleaning to be done when necessary depending on the cleanliness of the carpet		
	xvi) The auditorium roof on level 7 shall be kept cleaned all times,		

	sweeping maybe done once in a while and all drainages unblocked		
	xv) All drainages to be unblocked especially on the open area on level 5 and auditorium roof on level 7		
	xvii) Mopping of ground entrance lobby twice a day and continuous buffing to avoid dust		
	xviii) Parking entry off the security guard gate at Harry Thuku road shall be through cleaned every weekend and sweeping to be done daily		
	<b>Note</b> :The lecture theatres have seats and tables that wiped with pledge (no wet wiping)		
	<b>WEEKLY ACTIVITIES</b>		
	i) Special thorough cleaning including scrubbing of floors		
	ii) Scrubbing the offices / polishing of wooden floor areas		
	iii) Dusting of Window / walls / pillars		
	iv) Stain removing		
	v) Vacuum cleaning carpeted floors		
	vi) Weekly shampooing and quarterly wet cleaning of carpeted floors or as when required		
	vii) Cobweb removal		
	viii) High/low level dusting		

	ix) Scrubbing and cleaning of two basement parking, rooftop area and the helipad		
	x) Cleaning of glass areas including the glass helmet at entry facing Norfolk Hotel		
	xi) Watering and maintenance of Flower pots/vessels		
	xii) Weekly supply of air fresheners to all washrooms		
	<b>NB: EQUIPMENT &amp; MATERIALS REQUIREMENTS:</b>		
	i) Scrubbing Machine – at least two (2)		
	ii) Vacuum cleaner/Hoover machines – at least (two)		
	iii) Adjustable ladder – three legged (5M high); and at least 20M high steel ladder for low and high level dusting		
	iv) Feather Dusters – several but at least one to be 10M long to remove dust from high walls		
	v) Squeezers		
	vi) Mob buffers – at least two for each floor		
	vii) Supply of toiletries (air fresheners, toilet balls) for approximately 150 toilets (76 ladies; 74 Gents)		
	viii) Dry Fumigation of offices as need be and in liaison with the Estates		

	department		
	<p><b>NOTE:</b></p> <p>I) The Successful Bidder will be expected to adhere to the University of Nairobi Environmental Sustainability Policy. The waste from the building will be expected to be handled with care to avoid blockage of drainages and refuse chutes. Segregation of different types of waste to be maintained from the source to the collection and disposal points. Water should not be wasted during cleaning; the successful bidder will be expected to have the cleaners use water efficiently without wastage. The green plants/flowers in the building will be expected to be attended to and kept healthy at all times so as to keep our environment safe, healthy and conducive learning.</p> <p>II) The building has several wet areas including refuse chute areas, washrooms, kitchens, cleaners stores/rooms. These areas will be expected to remain clean all times and clear from any blockages. Refuse chutes are located on all floors and cleaners will be expected to dump shredded papers only and the rest of the waste that cannot be shredded will be ferried from the chute area in waste papers to the ground floor chute collection area.</p>		
	<b>TOTALS PER MONTH (KSHS)</b>		
	<b>TOTAL PER YEAR (KSHS )</b>		

**D) KISUMU CAMPUS COMPLEX**  
**COMPREHENSIVE GENERAL CLEANING**

DESCRIPTION		Kshs		
<p>Posting of 23 Cleaners and One supervisor to the Kisumu Campus</p> <p>Complex and Old building to be distributed as follows:</p> <p>i)12 male,8 female cleaners and 1 supervisors for the first shift starting from 6.am-4p.m</p> <p>ii)3 cleaners for the second shift from 9.00 p.m.</p>				
	<b>LOCATION</b>	<b>No. Male Cleaners</b>	<b>No. of Female Cleaners</b>	<b>Total</b>
1	<b>Administration Block 1<sup>st</sup> Floor</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Kisumu Complex Towers</b>				
1	<b>Basement</b>	<b>1</b>		<b>1</b>
2	<b>Ground floor</b>	<b>1</b>	<b>1</b>	<b>2</b>
3	<b>First floor</b>	<b>2</b>	<b>1</b>	<b>3</b>
4	<b>Second floor</b>	<b>2</b>	<b>1</b>	<b>3</b>
5	<b>Third floor</b>	<b>1</b>	<b>1</b>	<b>2</b>
6	<b>Fourth floor</b>	<b>1</b>	<b>1</b>	<b>2</b>
7	<b>Fifth floor</b>	<b>1</b>	<b>1</b>	<b>2</b>
8	<b>Sixth floor</b>	<b>1</b>	<b>1</b>	<b>2</b>
	<b>Total</b>	<b>12</b>	<b>8</b>	<b>20</b>

-The first shift of cleaners starts from 6am-4 pm with their Supervisors

While the second shifts starts from 5.00 .p.m and should be strictly men to be washing the pathways, general cleaning i.e. toilet and watering of the flowers and grass within the premises.

-Proper handing over /taking over of the shifts should be done exactly at 5.00 p.m. in the evening while the morning handing over and taking over be done at 6.00 .am

-The total number of cleaners required are 23no.cleaners comprises of 15no.males and 8 ladies and 1No.Supervisor.

**iii).Manual Labour on Furniture and office equipment**

Provision of adhoc manual as provided and when required to move furniture and other office equipment’s within Kisumu Campus Complex and the Old Building (British Council ) Facilities on short notice.

***a) Cleaning Services Requirements***

**1.OLD BUILDING-ADMINISTRATION OFFICES INCLUDING ROAD SIDE AREA**

**The area comprises of: Reception area, security area, 2No. Offices, Administrator office, Coordinator SDCE office, SWA Store and waiting area**

- xxi) Daily cleaning of floors and corridors
- xxii) Washing with soap the floors and corridors twice daily
- xxiii) Weekly scrubbing of floors and corridors

	xxiv) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	xxv) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxvi) Weekly removing of cobwebs.		
	xxvii) Daily mopping of ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
	xxviii) Daily emptying of waste baskets/bins		
	xvii) Daily sweeping and scrubbing with scrubbing machine twice a week the road side slabs.		
	xxix) Daily mopping of the terrazzo floor staircases and dusting of timber guard rails at the Administration		
	xxx) Weekly scrubbing of the staircase		
	xxxi) Scrubbing with soap the garbage skips once they are emptied.		
	xxxii) Supply of moth balls to all urinals in the urinals twice a week.		
	xxxiii) Weekly supply of air fresheners to all washrooms		
	xxxiv) Daily dusting and cleaning of all benches		
	<b>2.KISUMU COMPLEX CAMPUS</b>		
	<b>It comprises of BASEMENT TO SIXTH FLOORS</b>		
	<b>1.BASEMENT</b>		
	xix) Daily sweeping of floors and corridors		
	xx) Washing, mopping of the floors and corridors twice a day.		
	xxi) Weekly scrubbing of floors and corridors.		
	xxii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		

	xxiii) Internal and external high level Wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxviii) Daily sweeping and scrubbing with scrubbing machine twice a week washing with soap of the basement parking area floor consisting of 30 parking bays, generator/pump room, electricity mains switch room, maintenance store, and drainage		
	xxiv) Mopping of the lift lobby twice a day, scrubbing once a week.		
	xxv) Lift to be kept clean at all times.		
	xxvi) Weekly removing of cobwebs.		
	xxvii) Daily mopping of offices and dusting of tables and other surfaces.		
	xxviii) Daily dusting and cleaning of all benches and rails		
	xxix) Daily emptying of waste baskets.		
	xxx) Daily sweeping, mopping of the ceramic floor staircases and dusting of guard rails along staircases.		
	xxxi) Weekly scrubbing of the staircase.		
	xxxii) Supply of moth balls to all urinals in the building twice a week.		
	<b>2.GROUND FLOOR: Landing Area, Lecture Theatre I</b>		
	xvii) General cleaning of lecture theatre I daily		
	xviii) Internal and external high level Wiping of windows with window cleaning liquid inside and outside twice a week.		
	xix) Washing, mopping of the floors and corridors twice a day.		
	xx) Weekly scrubbing of floors and corridors.		
	xxi) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	xxii) Mopping of entrance lobby twice a day, scrubbing once a week.		



	xxiii) Weekly removing of cobwebs.		
	xxiv) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	xxv) Daily emptying of waste baskets.		
	xxvi) Daily dusting and cleaning of all benches and rails		
	xxvii) Weekly scrubbing of the staircase		
	xxviii) Supply of moth balls to all urinals in the building twice a week.		
	<b>3.MEZZANINE FLOOR: Security office, Games Tutor office, Assistant Dean of Student office, Control Room, Store, Gents and Ladies</b>		
	iii) Washing, mopping of the floors and corridors twice a day		
	iv) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	v) Weekly scrubbing of floors and corridors.		
	vi) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week		
	vii) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants		
	viii) Weekly removing of cobwebs		
	ix) Daily emptying of waste baskets		
	x) Weekly scrubbing of the staircase		
	xi) Daily dusting and cleaning of all benches and rails		
	xii) Supply of moth balls to all urinals in the building twice a week.		
	<b>4. FIRST FLOOR</b>  <b>Clinic with Consultation room, Pharmacy, and Reception, lecture Theatre 2, Lecture Theatre 2, Gents and Ladies</b>		
	xxix) Daily washing, mopping of the floors and corridors twice a day.		
	xxx) Weekly scrubbing of the ceramic floors and staircases.		

	xxxii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	xxxiii) Supply of moth balls to all the urinals in the building twice a week.		
	<b>xxxiii)</b> Daily dusting of reading desks.		
	xxxiv) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxxv) Weekly removing of cobwebs.		
	xxxvi) Daily dusting of the guard rails and the staircase.		
	xxxvii) Daily emptying of the waste baskets		
	xxxviii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	xxxix) Mopping of the lift lobby twice a day, scrubbing once a week.		
	<b>5.SECOND FLOOR:</b>		
	<b>It comprises of Seminar Room I, Administrator office (FOA), Student Counselor office, Library, Postgraduates Computer Room, Postgraduate Library, Extended Reading Space, Store, Gents and Ladies</b>		
	xiv) Daily sweeping of floor and corridors		
	xv) Washing, mopping of the floors and corridors twice a day		
	<b>xvi)</b> Weekly scrubbing of floors and corridors		
	<b>xvii)</b> Weekly removing of cobwebs		
	xviii) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week		
	xix) Daily mopping of offices and seminar room and dusting of tables, and other surfaces		
	xx) Daily mopping of library, dusting of tables, book racks, reading		

areas and any other area in the library		
xxi) Daily emptying of waste baskets.		
xxii) Daily sweeping, mopping of the ceramic floor staircases and mopping of guard rails		
xxiii) Weekly scrubbing of the staircase		
xxiv) Daily dusting and cleaning of all benches		
xxv) Supply of moth balls to all urinals in the buildings twice a week		
xxvi) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
xxvii) Mopping of the lift lobby twice a day, scrubbing once a week.		
<b>6.THIRD FLOOR-</b>  <b>It comprises of Deputy Resident Lecturer, lecturer's Lounge, ICT Office, Computer Lab, ICT Server Room, Lecture Room (2No), Seminar Rooms (2No), Lecturer's office, Ladies and Gents</b>		
x) Daily sweeping of floor and corridors		
xi) Washing, mopping of the floors and corridors twice a day		
xii) Weekly scrubbing of floors and corridors		
xiii) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week		
xiv) Daily washing with soap, mopping after every two hours with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
xv) Supply of moth balls to the urinal and gents in the buildings twice a week		
xvi) Scrubbing of staircases and corridors weekly.		
xvii) Daily mopping of guard rails		

	xviii) Daily dusting and cleaning of all benches		
	xix) Daily emptying of waste baskets		
	<b>7. FOURTH FLOOR: SCHOOL OF LAW</b>  <b>It comprises of Seminar Room (2No), Examination Officer Rm, Lecture Rms (3No), Judges Chamber Rm, Moot Court Rm, Administrator Office, Assistant Dean's Office, Lecturer's Officer (3No), Ladies &amp; Gents</b>		
	II) Daily sweeping of floors and corridors		
	xv) Washing ,mopping of the floors and corridors twice a day		
	xvi) Weekly scrubbing of floors and corridors		
	xvii) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and Wcs with disinfectants.		
	xviii) Supply of moth balls to the urinal and gents in the buildings twice a week		
	xix) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week		
	xx) Weekly removing of cobwebs.		
	xxi) Daily emptying of waste baskets.		
	xxii) Weekly scrubbing of the staircases and daily dusting of guard rails		
	xxiii) Daily dusting and cleaning of all benches		
	xxiv) Supply of moth balls to all urinals in the building twice a week		
	<b>8.FIFTH FLOOR</b>  <b>It comprises of Seminar Rms (2No), Coordinator Office SOB, Assistant coordinator office, Administrator office, Lecturer's offices SOB(1No), Lecture Rms (3No), Teleconference Rm.</b>		
	iii) Daily sweeping of floors and corridors		
	iv) Washing with soap the floors and corridors twice daily		
	v) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored		

	toilets and daily washing of sinks and WCs with disinfectants		
vi)	Internal and external high level wiping of windows with window cleaning with liquid inside and outside twice a week		
vii)	Weekly removing of cobwebs		
viii)	Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
ix)	Daily emptying of waste baskets		
x)	Weekly scrubbing of the staircases and daily dusting of guard rails		
xi)	Daily dusting and cleaning of all benches		
xii)	Scrubbing of staircases and corridors weekly.		
	<b>9 SIXTH FLOOR</b>  <b>It comprises of cooking area and <i>Student Welfare Authority Cafeteria</i></b>		
xiii)	Daily mopping of interlocking tiles		
xiv)	Weekly scrubbing of floors and corridors		
xv)	Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
xvi)	Wiping of windows with window cleaning liquid inside and outside twice a week.		
xvii)	Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of lecture theatres tables and other surfaces.		
xviii)	Daily emptying of waste baskets/bins		
xix)	Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails.		
xx)	Scrubbing with soap the garbage skips once they are emptied.		
xxi)	Supply of moth balls to all urinals in the urinals twice a week.		

<b>B) Sanitary Waste Management Requirements</b>		
i) Supply of <b>Twenty Eighty (28) pedal</b> operated sanitary waste bins		
ii) Collection and disposal of the sanitary waste to be done 8 times per month i.e. twice a week.		
xix) The cleaning of the bins and disposal of the sanitary ware should be done 8 times per month (twice a week)		
xx) Outsourced Company to have relevant certification from the authorities i.e. NEMA & County Government for handling and disposing the sanitary waste.		
<b>Total (,No.1 and 10 ) (Kshs)</b>		
<b>TOTALS NO 1-9 PER YEAR(KSHS)</b>		
<b>GRAND TOTAL NO 1-9 PER MONTH (KSHS )</b>		

**E) KOITALEEL SAMOEI UNIVERSITY COLLEGE MOSORIOT  
 CONSTITUENT COLLEGE OF THE UNIVERISTY OF NAIROBI**

**COMPREHENSIVE GENERAL CLEANING**

DESCRIPTION	Kshs
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Posting of 5No. cleaners ,6No.Groundsmen/Women and 1 Supervisor within Mosoriot Campus on the University block.

**Manual Labour on Furniture and office equipment**

Provision of adhoc manual as provided and when required to move Furniture and other office equipment are within Mosoriot facilities on short notice.

**a) Cleaning Services Requirements**

**1. ADMINISTRATION OFFICES INCLUDING THE ASSEMBLY POINT AND PARKING AREA**

**The area measures 1,386 square feet on ceramic tiles and comprises of: 6No. Offices, Ladies and Gents**

xxxv) Daily cleaning of floors and corridors

xxxvi) Washing with soap the floors and corridors twice daily

xxxvii) Weekly scrubbing of floors and corridors

xxxviii) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.

xxxix) Internal and external high level wiping of windows with window Cleaning liquid inside and outside twice a week.

xl) Weekly removing of cobwebs.

xli) Daily mopping of ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.

xlii) Daily emptying of waste baskets/bins

xliii) Daily sweeping and scrubbing with scrubbing machine twice a week the road side slabs.

xliv) Scrubbing with soap the garbage skips once they are emptied.

xlv) Supply of moth balls to the gents twice a week

	xlvi) Weekly supply of air fresheners to all washrooms		
	<b>2. ABLUTION BLOCK NEXT TO ADMINISTRATION BLOCK</b>		
	<b>Measures 442.2 square feet. It comprises of 1No. Gents and 3No. Ladies</b>		
	xxxiii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
	xxxiv) Weekly scrubbing of floors and corridors		
	xxxv) Internal and external high level Wiping of windows with window cleaning liquid inside and outside twice a week		
	xxxvi) Daily sweeping around the ablution block and collection of litters		
	xxxvii) Provision of 3No sanitary bins to the ladies		
	xxxviii) Weekly supply of air fresheners to all washrooms		
	xxxix) Supply of moth balls to the gents twice a week		
	xl) Weekly removing of cobwebs		
	<b>2. BLOCK I: Measures 2,893.8 square feet. Comprises of 6No. offices, 2No Lecture Rooms</b>		
	xxix) General cleaning of lecture rooms daily		
	xxx) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxxi) Washing, mopping of the floors and corridors twice a day.		
	xxxii) Weekly scrubbing of floors and corridors.		
	xxxiii) Weekly removing of cobwebs.		
	xxxiv) Daily emptying of waste baskets.		
	xxxv) Maintenance of grounds between block I and administration block		
	<b>3. BLOCK II: Measures 2,893.8 square feet and comprises of 3No. Lecture rooms and</b>		



	<b>2No. offices</b>		
	xiii) Washing, mopping of the floors and corridors twice a day		
	xiv) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	xv) Weekly scrubbing of floors and corridors.		
	xvi) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week		
	xvii) Weekly removing of cobwebs		
	xviii) Daily emptying of waste baskets		
	xix) Maintenance of grounds between Block I and Block II i.e. cutting of grass and trimming of flowers.		
	<b>4. BLOCK III: Measures 2,893.8 square feet and comprises of 2No. Offices and 3No. lecture rooms</b>		
	xl) Daily washing, mopping of the floors and corridors twice a day.		
	xli) Weekly scrubbing of the ceramic floors.		
	xlii) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week		
	<b>xliii)</b> Weekly removing of cobwebs.		
	xliv) Daily emptying of the waste baskets		
	xlv) Maintenance of grounds between Block II and Block III i.e. cutting of grass and trimming of flowers.		
	xlvi) Cleaning of drainage between Block II and Block III cutting of grass and trimming of flowers.		
	xlvii) Maintenance of grounds behind Block III cutting of grass and trimming of flowers.		

<p><b>5. BLOCK IV: Measures 3,546.27 square feet and it comprises of 3No. Seminar rooms, 1No. Lecture room and 2No. offices</b></p>		
<p>xxviii) Washing, mopping of the floors and corridors twice a day</p>		
<p><b>xxix)</b> Weekly scrubbing of floors and corridors</p>		
<p><b>xxx)</b> Weekly removing of cobwebs</p>		
<p>xxxi) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week</p>		
<p>xxxii) Daily mopping of offices and seminar rooms/lecture room and dusting of tables, and other surfaces</p>		
<p>xxxiii) Daily emptying of waste baskets.</p>		
<p>xxxiv)Cleaning of drainage in front of Block IV i.e. cutting of grass and trimming of flowers, hedges</p>		
<p>xxxv) Maintenance of grounds behind blocks IV cutting of grass and trimming of flowers.</p>		
<p><b>6. LIBRARY (ground floor) : Measures -3,166.02 sq ft. It comprises of ICT room, 6No. offices, store, 3No. Identical seminar room, 1No. Lecture room, 2No. Ladies and 2No. Gents.</b></p>		
<p>xx) Washing, mopping of the floors and corridors twice a day</p>		
<p>xxi) Weekly scrubbing of floors and corridors</p>		
<p>xxii) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week</p>		
<p>xxiii) Daily washing with soap, mopping after every two hours with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants</p>		
<p>xxiv) Supply of moth balls to the urinal and gents in the buildings twice a week</p>		
<p>xxv) Scrubbing of terrazzo staircases and corridors weekly.</p>		
<p>xxvi) Daily mopping of guard rails</p>		

	xxvii) Daily dusting and cleaning of all benches		
	xxviii) Daily emptying of waste baskets		
	<b>7. LIBRARY (Second floor) : Measures 3,166.02 sq ft. It comprises of Reading area, Reception area, Reserves book area, book shelves area, external staircase, landing area</b>		
	xxv) Washing ,mopping of the floors and corridors twice a day		
	xxvi) Weekly scrubbing of floors and corridors		
	xxvii) Internal and external high level wiping windows with window cleaning liquid both inside and outside twice a week		
	xxviii) Weekly removing of cobwebs.		
	xxix) Daily emptying of waste baskets.		
	xxx) Weekly scrubbing of the staircases and daily dusting of guard rails		
	xxxi) Daily dusting and cleaning of all benches and book shelves		
	xxxii) Cleaning of drainage in front of the library		
	<b>8. DISPENSARY</b>		
	xiii) Daily sweeping of floors and corridors		
	xiv) Washing with soap the floors and corridors twice daily		
	xv) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants		
	xvi) Internal and external high level wiping of windows with window cleaning with liquid inside and outside twice a week		
	xvii) Weekly removing of cobwebs		
	xviii) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	xix) Daily emptying of waste baskets		
	xx) Daily dusting and cleaning of all benches		
	xxi) Scrubbing of corridors twice a week.		
	xxii) Maintenance of walkway towards Registrar's residence. Cutting of grass and trimming of flowers.		
	xxiii) Maintenance of grounds surrounding- ,Main Entrance to the Campus,		

Dispensary, Security house and Cutting of grass and trimming of flowers.		
<b>9 CABRO WALKWAY FROM MAIN GATE</b>		
xxii) Daily mopping of cabro tiles		
xxiii) Weekly scrubbing of the cabro walkway		
xxiv) Watering and maintenance of flowers along cabro walkway		
xxv) Daily emptying of waste baskets/bins		
xxvi) Scrubbing with soap the garbage skips once they are emptied.		
xxvii) Maintaining and trimming of flowers on both sides of the walkways		
<b>10. PLAY FIELDS: Comprises of Hockey pitch, Netball pitch and Volley ball pitch</b>		
i) Maintenance of grounds- Collecting of any garbage, watering of fields, cutting of grass and trimming of flowers.		
<b>11. ABLUTION BLOCK BEHIND BLOCK III : Comprises of 1No. Gents and 3No. ladies</b>		
xli) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
xlii) Weekly scrubbing of floors and corridors		
xliii) Internal and external high level Wiping of windows with window cleaning liquid inside and outside twice a week		
xliv) Daily sweeping around the ablution block and collection of litters		
xlvi) Weekly supply of air fresheners to all washrooms		
xlvi) Supply of moth balls to the gents twice a week		
xlvii) Weekly removing of cobwebs		
<b><i>B) Sanitary Waste Management Requirements</i></b>		
i) Supply of <b>Eleven (11) pedal</b> operated sanitary waste bins		
ii) Collection and disposal of the sanitary waste to be done 8 times per month i.e. twice a week.		

xlvi) The cleaning of the bins and disposal of the sanitary ware should be done 8 times per month (twice a week)		
xlvi) Outsourced Company to have relevant certification from the authorities i.e. NEMA & County Government for handling and disposing the sanitary waste.		
<b>Total (,No.1 and 11 ) (Kshs)</b>		
<b>TOTALS PERMONTH (KSHS)</b>		
<b>TOTAL PER YEAR (KSHS )</b>		
<b>GRAND TOTAL A-E PER MONTH INCLUSIVE VAT (KSHS)</b>		
<b>GRAND TOTAL A-E PER YEAR INCLUSIVE VAT (KSHS)</b>		

**N/B The contract may be awarded in parts**

**A: MANDATORY REQUIREMENTS**

<b>NO</b>	<b>PRELIMINARY EVALUATION CRITERIA</b>		<b>RESPONSIVENS</b>
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	Tenderers are required to meet the following <b>Mandatory Requirements</b> which will be used during Preliminary Examination to determine responsiveness			
MR1	Must attach Certificate of Incorporation	Evidence to be availed is Certificate	<b>YES</b>	<b>NO</b>
MR2	Must fill the price schedule in format provided	Evidence to be availed as per price schedule format		
MR3	Must fill tender document in the format prescribed and the documents must be paginated	Evidence to be availed is pagination of documents		
MR4	Must submit a duly filled Confidential Business Questionnaire in format provided.			
MR5	Must attach Valid Single Business Permit	Evidence to be availed is Certificate		
MR 6	Must attach Certificate of Confirmation of Directors and Shareholding			
MR 7	Must attach Certificate of Registration as NHIF and NSSF (Evidence of remittance , Payroll of employees	Evidence to be availed is Certificate , remittance, payroll		
MR 8	Must submit Valid Tax Compliance Certificate	Evidence to be availed is Certificate		
MR 9	Must attach at least three (3) recommendation letters from current or running contracts whose value not exceeding 15.0 million from major reputable clients'/firms	Evidence to be availed is recommendation letters		
MR10	Must submit the Audited accounts for 3 years i.e. 2013,2014 and 2015	Evidence to be availed is Audited accounts		
MR11	Must attend site visit and attendance certificates must signed by representatives.Tenderers are invited for a site visit as per the attached schedule to verify details and scope of services.	Evidence to be availed is duly signed site visit form		
	<b>Responsive</b>			
	<b>Non Responsive</b>			



## B) TECHNICAL EVALUATION CRITERIA

Bidders meeting the entire above mandatory requirements will be subjected to Technical Evaluation Criteria and will be marked out of 70. The technical score (TS) assigned is indicated below;

No	Evaluation Attributes	Weighting Score	Max Score	Marks Earned
T.S.1	How well the bidders documentations is presented -Table of contents and well paginated	Well presented bid documents and easy to reference on required supporting evidence	2	
T.S.2	<b>Physical Facilities</b> Provide details of physical address and contacts-attach evidence	Details of physical address and contacts with copy of either title, lease/agreement document or latest copy of utility bill	2	
T.S.3	<b>Cleaning equipment and Accessories</b> Cleaning equipment and accessories owned by the firm and to be assigned to the UoN during the contract period (3marks) Breakdown of Machines, Equipment and Tools related to the services to be provided ownership/Lease documentary proof for the same.(3marks) Ownership of lawn movers ,Ownership of watering systems (sprinklers )and ancillary accessories and Landscaping/Gardening tools (3marks)	Provide details/list of at least five equipment and accessories and explain what they will used for Provide evidence of schedule of all cleaning and gardening equipment and materials; Service Contracts documents and their evidences List of personal Protective equipment i.e. Uniform clothes, Protective shoes, other i.e.gloves,dust and ear masks (2marks each)	9	
T.S.4	<b>Tenderers Work Experience</b> Number of years that the firm has been providing cleaning and ground maintenance and gardening services a) 3-5 years ( 3marks)	Attach copies of certified certificates of incorporation	9	



	<p>b) 5-7 years ( 5 marks)</p> <p>c) 7-10 years (9 Marks)</p>			
T.S.5	<p>List of Personal protective equipment.(3marks)</p> <ul style="list-style-type: none"> <li>• Uniform clothes – (1mark)</li> <li>• Protective shoes ( 1mark)</li> <li>• Others - Gloves, Dust and ear masks (1 mark)</li> </ul> <p>Detergents/Chemicals to be used for cleaning (2 marks)</p>	<p>Attach the list of and protective equipment</p> <p>Attach the list</p>	5	
T.S.6	<p><b>Organization Structure</b></p> <p><b>Personnel</b></p> <p>i) Competency of Supervisors and Managers</p> <p>ii) Evidence of Professional qualifications</p> <p>iii) Experience of supervisors Managing similar scope</p> <p>✓ <b>Supervisor -2 marks</b></p> <p>a) 3 years experience with Diploma in House Keeping, Landscaping or related fields</p> <p>✓ <b>Manager 3 marks</b></p> <p>3 years experience Degree or Higher diploma in Housekeeping or related fields</p> <p>NB: Related courses i.e. landscaping, Gardening and Plant tendering Management procedures</p> <p><b>Assistant Supervisor</b></p> <p>a) Certificate level (1Marks)</p> <p>b) Diploma or Higher Diploma (2 marks)</p> <p><b>Assistant Manager</b></p> <p>A) Diploma Level-2marks</p> <p>B) Degree Level-3 marks</p> <p>C) Proof of staff first aid and training -2 marks</p>	<p>Give structure with details of responsibilities</p> <p>Attach certified copies of certificates and Cvs of proposed supervisors and Managers for the contracts.</p> <p>-Recommendation letters should have the following details signed, stamped, Physical Location, Postal address, Phone numbers, and client’s contacts name</p> <p><b>Motivation/Benefits to the staff members</b></p> <p>-Evidence of prompt salary payments</p> <p>-Annual payments, Over time payments, Recognition awards, Education trust fund, and Company programme should be added advantage.</p>	12	

T.S.7	<p><b>Work Plan/Operation plan/schedule of cleaning /Methodology of execution.</b></p> <p>An operational plan providing a detailed daily operational plan for the whole contract duration</p> <p>(This is to include staffing required to undertake particular tasks, sequence and frequency of events and tools to necessary to carry tasks e.tc.</p> <p>i) Work plan including daily duty procedure ( 4 marks)</p> <p>ii) Cleaning ,Gardening and tendering different kinds of flowers and plants (3 marks)</p> <p>iii) Waste handling procedures e.g. biodegradable,Hazadrnous ,Filter and oily rags,Bottles,Plastics,Polythene e.t.c. (3 marks)</p> <p>iv) Washroom rooms cleaning procedure etc. (3 marks)</p> <p>v) Handling procedures of fittings &amp; fixtures.(1)</p> <p><b>vi)</b> Handling procedures of office equipment (1mark)</p> <p>Note: Tenderers must submit their signed and Stamped procedures and methodology of execution which shall forms part of the contract</p>	<p>Provide details</p> <p>To be evaluated on the quality through demonstration of measurable items that will help in simplifying the management and supervision of cleaning services</p>	15	
T.S.8	<p>Documentary evidence (Payroll at least two current sites) by the bidder on the adherence to minimum wage guidelines for the cleaners/Gardeners as provided by the Ministry of East African Community and Social Protection</p> <p>a) Below Kshs. 10,000.00= ( 2Marks)</p>	<p>Attach evidences</p>	6	

	b) Above Kshs. 10,000.00= (4 Marks)			
T.S.9	i) Own Company (Tenderer ) Environmental Safety and Health Policy including emergency or contingency measures during service delivery ( 2Marks ) ii) Waste Handling procedures (1mark) vii) First Aid Handling procedures and Emergency preparedness (1mark) viii) Safety Measures at Work(1mark) ix) Emergency call centre ( 1 Mark) x) Evidence of employees showing that they are Insured (5Marks)	Provide copies of certificates from Nema and any other relevant Authority or Company Attach various evidences	10	
	<b>Total Score</b>		<b>70</b>	
	<b>Passmark</b>		<b>55</b>	

#### **E: FINANCIAL EVALUATION CRITERIA**

As deduced from the audited accounts (Total Points 15)

<b>No</b>	<b>Criteria</b>	<b>Max Scores</b>	<b>Marks Earned</b>
1.	Net Assets	<b>5</b>	
2.	Working Capital Ratio	<b>2.5</b>	
3.	Liquidity Ratio	<b>2.5</b>	
4.	Annual turnover	<b>2.5</b>	
5.	Gearing Ratio	<b>2.5</b>	
	<b>Total Score</b>	<b>15</b>	

**F: POST - QUALIFICATION**

	<b>Observations Made</b>	<b>Max Scores</b>	<b>Marks Earned</b>
1	Confirmation of Business Name & Physical Address	2	
2	Confirmation of originals of Attached Documents	2	
3	Composition of Staff <ul style="list-style-type: none"><li>▪ Management</li><li>▪ Technical</li><li>▪ Supervisory</li><li>▪ Support</li></ul>	3	
4	Name and Qualification of Key Management & Technical Staff 1: 2: 3:	3	
5	Nature of Operations(relevant) indicated	2	
6	Size Of Business <ul style="list-style-type: none"><li>▪ Large</li><li>▪ Medium</li><li>▪ Small</li></ul>	2	
7	Customer Service Centre/After Sales Service		
	Premises <ul style="list-style-type: none"><li>▪ Owned</li><li>▪ Leased</li></ul>	1	
<b>Total</b>		<b>15</b>	

## TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

Major Area Of Concern	Indicators From The Evaluation Exercise	Aggregated Scores
Responsiveness of Tender To University/Public Procurement Act Requirements		
Responsiveness of Tender To University's Technical Specifications		
Physical And Administrative Organization of Tenderer		
Technical Ability of Tenderer To Meet The Specific Performance Targets Of The Tender		
Financial Ability of Tenderer To Meet Delivery And Payment Terms Of The Tender		
<b>TEC Decisions</b>	<b>Recommended or Not Recommended</b>	

## **SITE VISIT SCHEDULE DAYS**

<b>No.</b>	<b>LOCATION</b>	<b>DATE</b>	<b>CONTACT PERSON</b>
<b>1.</b>	<b>University of Nairobi main,CAE,CHSS,CHS</b>	<b>February 6<sup>th</sup> 2018 at 11.00 am</b>	<b>Estates Manager</b>
<b>2.</b>	<b>Kisumu Campus</b>	<b>February 8<sup>th</sup> 2018 at 11.00 a.m</b>	<b>Director, Kisumu Campus</b>
<b>3.</b>	<b>Mosoriot Campus</b>	<b>February 9<sup>th</sup> 2018 at 11.00 a.m</b>	<b>Coordinator,,Mosoriot campus</b>
<b>4.</b>	<b>Mombasa Campus</b>	<b>February 12<sup>th</sup> 2018 at 11.am</b>	<b>Director,Mombasa Campus</b>

# UNIVERSITY OF NAIROBI

ESTATES DEPARTMENT

CERTIFICATE OF SITE VISIT

TENDER REF NO: UON/T/87/2018-2019

TENDER NAME: TENDER FOR THE PROVISION OF COMPREHENSIVE  
CLEANING AND GROUND MAINTENANCE AT THE UNIVERSITY OF NAIROBI

THIS IS TO CONFIRM THAT

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VISITED \_\_\_\_\_ CAMPUS

FOR THE PREPARATION OF THE TENDER DOCUMENT FOR THE ABOVE MENTIONED  
TENDER.

SIGNED: NAME AND SIGNATURE:

---

STAMP:

DATE OF THE VISIT:

## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.



## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

**FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers,* the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

*[signature]* *[In the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

**PRICE SCHEDULE OF SERVICES**

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7
<b>Item</b>	<b>Description</b>	<b>Quantity &amp; quality</b>	<b>Duration</b>	<b>Unit Price</b>	<b>Total Price</b> EXW per item (cols. 4x5)	<b>Unit Price of other incidental services payable</b>

Signature of tenderer \_\_\_\_\_

**Supplier’s Declaration:**

I.....of P.O Box .....declare that;

1. I will not engage in any corrupt or fraudulent practice
2. Neither our company nor our subcontractors have been debarred from participating in Public Procurement Proceedings

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between.....\*name of procurement entity+ of .....\*country of Procurement entity+(hereinafter called “the Procuring entity”) of the one part and .....\*name of tenderer+ of .....\*city and country of tenderer+(hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....\*brief description of materials and spares+ and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of .....\*contract price in words and figures+

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer) in the presence of \_\_\_\_\_.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

**You are advised that it is a serious offence to give false information on this form.**

Part 1 General	
Business .....	Name .....
Business Premises .....	Location of .....
.....Street/Road .....	Plot No, .....
address .....	Postal .....
Tel No. ....	Fax .....
Email .....	.....
Nature .....	of .....
.....	Business .....
.....	Registration .....
Certificate No.....	.....
.....	Maximum .....
value of business which you can handle at any one time – Kshs.....	Name of .....
your bankers .....	Branch .....
.....	.....

<b>Part 2 (a) – Sole Proprietor</b>			
Your name in full.....Age.....			
Nationality.....Country of Origin.....			
Citizenship details.....			
<b>Part 2 (b) – Partnership</b>			
Given details of partners as follows			
Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
<b>Part 2 (c) – Registered Company</b>			
Private or Public			
State the nominal and issued capital of company			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
Date.....Signature of Candidate.....			

**TENDER SECURITY FORM**

Whereas .....\*name of the tenderer+

(hereinafter called “the tenderer”)has submitted its tender dated.....\*date of submission of tender ] for the provision of .....

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

\*name of procuring entity+(hereinafter called “the Bank”)are bound unto.....

\*name of procuring entity+(hereinafter called “the procuring entity”) in the sum of .....

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of 20\_\_\_\_\_.

- THE CONDITIONS of this obligation are:
1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
  2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE SECURITY FORM**

To: .....

[name of the Procuring entity]

WHEREAS.....\*name of tenderer+

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to

supply.....

[Description services](Hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....

*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of 20

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[name of tender+.....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer+\*hereinafter called "the tenderer"+ shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of .....

[amount of guarantee in figures and words].

We,the .....

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding

[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....Fax  
No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative  
Review Board to review the whole/part of the above mentioned decision on the following  
grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**

**Board Secretary**