



**UNIVERSITY OF NAIROBI**

<p><b>PROVISION OF SPECIALIZED CLEANING SERVICES TO EXTERNAL FACADES &amp; SERVICING OF BUILDING MAINTENANCE UNITS ( UON TOWER)</b></p>
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**QUOTATION NUMBER: UON/Q/22/2020-2021**

**DATE OF NOTICE: THURSDAY FEBRUARY 18, 2021**

**CLOSING DATE: MONDAY MARCH 1, 2021 AT 10.00AM**

**All correspondence to:**  
**PROCUREMENT MANAGER**  
P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,  
TEL: (020) 1910000 /020 4913082  
E-MAIL: [manager-procurement@uonbi.ac.ke](mailto:manager-procurement@uonbi.ac.ke)

**Public Procurement and Asset Disposal Act 2015**

**SECTION: I INVITATION TO QUOTATION**  
**NOTICE DATE: THURSDAY FEBRUARY 18, 2021**  
**QUOTATION NO: UON/Q/22/2020 -21-021**

**TENDER NAME: PROVISION OF SPECIALIZED CLEANING SERVICES TO EXTERNAL FACADES & SERVICING OF BUILDING MAINTENANCE UNITS ( UON TOWER)**

*The University of Nairobi invites sealed bids for Provision of Specialized Cleaning Services to External Facades & Servicing of Building Maintenance Units (UON tower)*

- 1) Prices quoted should be net inclusive of all taxes and delivery and must be in Kenya Shillings, and shall remain valid for (120) days from the date of closing the quotations

2) **MANDATORY REQUIREMENTS**

**Bidders MUST provide the following information and provide copies of documents to support the information given**

- a) The quotation document must be bound and paginated on every page sequentially ( from cover to cover)
- b) Certificate of Incorporation/Registration
- c) Business Permit
- d) Tax Compliance Certificate
- e) Form of Tender duly filled and signed
- f) Confidential Business Questionnaire duly filled and signed
- g) Name of at least 2 Clients Supplied with Similar Services

**Please note that non submission of any of the mandatory requirements leads to automatic disqualification**

- 3) The Completed Quotation are to be enclosed in plain sealed envelopes marked with Quotation reference number, name and be deposited in the in the Tender **box** at the reception, **Administration Block, Main Campus or be addressed and posted to Procurement Manager, University of Nairobi P.O Box 30197-00100, Nairobi, Kenya so as to be received on or before MONDAY MARCH 1, 2021 AT 10.00AM**

*The University of Nairobi reserves the right to accept or reject a bid in whole or in part. Canvassing will lead to automatic disqualification.*

**MARY M. KARIUKI**  
**Ag.PROCUREMENT MANAGER**

## **SECTION I - SCHEDULE OF REQUIREMENTS AND PRICES**

### **i) EXTERNAL FAÇADE CLEANING SERVICES AT THE UNIVERSITY OF NAIROBI TOWERS**

#### **Scope of works**

- i) Areas to be cleaned –Exterior glass and aluminum facades on North, South and Eastern.  
Elevations of the University of Nairobi Towers with an approximate area of 5,073 square meters
- ii) Cleaning of all exterior glass and aluminum façades on North elevation
- iii) Cleaning of all exterior glass and aluminum facades on South elevation
- iv) Cleaning of all exterior glass and aluminum facades on east elevation.
- v) This m shall be done using the already installed building maintenance unit.
- vi) The service shall be carried out four times in a year
- vii) The duration of the cleaning process is approximately four weeks

### **ii) SERVICING OF BUILDING MAINTENANCE UNITS AT THE UNIVERSITY OF NAIROBI TOWERS**

- i) Maintenance and testing of hoists, motors and all moving parts.
- ii) Checking the overall condition of the cradle carriage box.
- iii) Maintenance and testing of safety brakes and all safety limit switches.
- iv) Maintenance/checking the condition of the wire ropes.
- v) Maintenance/checking the condition of the monorail and anchorage brackets
- vi) The service shall be carried out four times

**NB; The supplier should visit the before quoting. (Contact Person, Estates Manager)**

## **SUPPLIER'S SELF DECLARATION:**

### **SELF DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I.....of P.O Box .....being  
a resident of .....in the Republic of .....do hereby  
Make a statement as follows;

1. That I am the Chief Executive/ Managing Director/ Principal officer/  
Director of.....( insert the name of the Company)  
who is a bidder in respect of Tender  
No.....for.....(insert tender  
title/description) for .....( insert name of the  
Procuring entity) and duly authorized and competent to make this  
statement.
2. THAT the aforesaid Bidder, its servant and / or agents/ subcontractors  
will not engage in any corrupt or fraudulent practice and has not been  
requested to pay any inducement to any member of the Board ,  
Management , Staff and /or employees and/or agents  
of.....( insert name of the Procuring entity) which is the  
procuring entity.
3. THAT the aforesaid Bidder , its servant and/or agents/subcontractors  
have not offered any inducement to any member of the Board,  
Management, Staff and/or employees and/or agents .....( name  
of the procuring entity)
4. THAT the aforesaid Bidder will not engage/has not engaged in any  
corrosive practice with other bidders participating in the subject tender.
5. THAT what is deposed to hereinabove is true to the best of my  
knowledge information and belief.

Title:.....Signature.....Date:.....

Bidder's Official Stamp

## SECTION 11 - STANDARD FORMS

### Notes on the sample Forms

1. **Form of Tender** -The form of tender **must be completed by the tenderer** and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Confidential Business Questionnaire Form** - This form **must be completed by the tenderer** and submitted with the tender documents.
3. **Contract Form** - The Contract Form **shall not be completed by the tenderer at the time of submitting the tender.** The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
4. **Performance Security Form**- The performance security form **should not be completed by the tenderers at the time of tender preparation.** Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

#### **4.1 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 receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of Kshs.....  
.....  
..... *(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 deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of 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. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

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

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

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

## 4.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<i>Part 1 – General:</i>				
Business Name .....				
Location of business premises. ....				
Plot No.....		Street/Road .....		
Postal Address .....		Tel No. ....		Fax ..... E mail .....
Nature of Business.....				
Registration Certificate No. ....		Pin No.....		
Business permit No.....		Business Permit Expiry Date.....		
Tax Compliance 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 .....		

- (b) If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 4.3 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 goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

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 tender hereby covenants with the Procuring entity to provide the goods 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 provisions of the goods 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 \_\_\_\_\_



#### 4.4 PERFORMANCE SECURITY FORM

To .....  
[Name of 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 of goods] (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 figure] 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 you 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 \_\_\_\_\_

Signed and seal of the Guarantors

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

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

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

#### 4.5 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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

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

RE: Quotation 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

### III. EVALUATION CRITERIA

#### STAGE 1: PRELIMINARY EVALUATION CHECKLIST

The following mandatory preliminary requirements must be met not withstanding other requirements in the tender document.

Criterion	SCORES	
	YES	NO
The quotation document must be bound and paginated on every page sequentially ( from cover to cover)		
A Copy of Certificate of Incorporation/Registration		
Must submit Valid Business Permit ( attach proof)		
Must Fill the Form of Tender in the format provided.		
Must submit a dully filled Confidential Business Questionnaire in the format provided.		
Must fill Supplier's Declaration form in the format provided		
A Copy of Current /Valid Tax Compliance Certificate/ Exemption Certificate issued by the Kenya Revenue Authority.		
Copy of CR 12 form to confirm directors and shareholding ( where applicable)		
Name of at least 2 Clients Supplied with similar services		

## STAGE 11: TECHNICAL EVALUATION RESPONSE

Bidders will be evaluated on suitability based on the technical specifications provided

NO.	CRITERIA	YES	NO
1.	Provide the qualifications and experience of key site management and technical personnel proposed for undertaking the services		
2.	Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);		
3.	Indicate the delivery period for the works		
4.	At least attach two (2) recommendation letters from clients		
5.	Attach Purchase Orders / contracts for similar services		
6.	Indicate the value of business the firm can handle		
7.	Compliance to technical specifications of the tender i) This involves checking on the completeness of the tender document ii) Presence of duly filled Price Schedule		
	<b>Pass Mark</b>	<b>Yes</b>	

**NB; Bidders must comply with all the provisions (Yes)**

### **STAGE 3: FINANCIAL EVALUATION**

- i) Determination of evaluated price.
- ii) The award shall be based on total prices quoted which must be transferred to form of tender.
- iii) There shall be no correction of arithmetic errors as per the provisions of PPADA, 2015

### **STAGE 4: Due Diligence**

The procuring entity prior to award of the tender **MAY** carry out due diligence to verify the accuracy of the information provided and past performance of the lowest evaluated tenderer. Any inconsistencies noted in any of the above requirements and unsatisfactory performance shall lead to automatic disqualification and the second lowest evaluated tender shall be considered for award.