



UNIVERSITY OF NAIROBI

**STANDARD TENDER DOCUMENT
FOR PROCUREMENT OF SERVICES**

**TENDER FOR PROVISION OF COMPREHENSIVE GENERAL CLEANING AND GROUND
MAINTENANCE SERVICES TO STUDENT WELFARE AUTHORITY (SWA)
(RESERVED FOR YWPWD)**

TENDER NO. UON/T/15/2020-2021

DATE OF NOTICE: TUESDAY DECEMBER 1, 2020

CLOSING DATE: FRIDAY DECEMBER 11, 2020 AT 10.30AM

All correspondents to:

PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI,
P.O. BOX 300197 – 00100 GPO NAIROBI KENYA,
TEL: (+254 -20) 4910000, 4913082
E-MAIL: manager-procurement@uonbi.ac.ke

(Public Procurement and Asset Disposal Act 2015)

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SECTION I – INVITATION TO TENDER

NOTICE DATE: TUESDAY DECEMBER 1, 2020

TENDER REF. NO: UON/T/15/2020-2021

**TENDER NAME: PROVISION OF COMPREHENSIVE GENERAL CLEANING AND
GROUND MAINTENANCE SERVICES AT STUDENT WELFARE
AUTHORITY.**

The **University of Nairobi** invites sealed tenders from eligible candidates for the **Provision of Comprehensive General Cleaning and Ground Maintenance Services at student Welfare Authority (SWA)**

1. Interested eligible candidates **can** download document from Procurement Website: **procurement.uonbi.ac.ke**.
2. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for period of (120) days from the closing date of the tender.
3. **This is a one year contract renewable after the first year subject to satisfactory performance.**
4. Mandatory bid meetings will start on Monday December 7, to Wednesday December 9, 2020 at Student Welfare Authority (SWA) Headquarters. Bidders are supposed to familiarize themselves with other Colleges and their surroundings as per the attached schedule before quoting (Contact Person is the Halls Officer).
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 University of Nairobi, P.O Box 30197-00100, Nairobi, Kenya** so as to be received on or before **FRIDAY DECEMBER 11, 2020 AT 10.30AM**
8. Tenders will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend the opening at Taifa Hall.

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 M 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 is Kshs.1, 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

- 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 not 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.
- 2.10 Tender Currencies**
- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderer

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 **Kshs. N/A**
- 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) Such insurance guarantee approved by the Authority.
 - c) 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 150 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, **FRIDAY DECEMBER 11 , 2020 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 **FRIDAY DECEMBER 11 , 2020 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 **FRIDAY DECEMBER 11, 2020 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 tenderers tender. Comparison or contract award decisions may result in the rejection of the tenderers' 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 Performance Security

- 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
2. 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 currencies
2.11	As indicated in the invitation to tender and the mandatory requirements in the evaluation criteria
2.12	N/A
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) A bank guarantee.
- b) Such insurance guarantee approved by the Authority.
- c) 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 basis 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 _____

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.

PROVISION OF COMPREHESIVE CLEANING AND GROUND MAINTENANCE SERVICES AT STUDENT WELFARE AUTHORITY

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 satisfactory 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.

t) The bidder should be able to justify the prices quoted in each case.

u) The service provider must quote separately for cleaning and ground maintenance service as provided in the tender document.

PROVISION FOR COMPREHENSIVE CLEANING AND GROUND MAINTENANCE SERVICES

A. GENERAL CLEANING

DESCRIPTION							
Posting of two hundred and eight (197) cleaners and Eleven (11) supervisors during the supervisors during the day to the Student Welfare Authority Hostels and offices as follows:							
	LOCATION	Supervisors	No.Male Cleaners	No.of Female Cleaners	GROUNDS MALE		
1	UPPER STATE HOUSE ROAD UNIT	1	10	6	2		
2	LOWER STATE HOUSE ROAD UNIT	1	8	4	2		
3	WOMENS HALL	1	13	11	3		
4	UPPER KABETE	1	16	14	0		
5.	LOWER KABETE	1	0	14	2		
6	KENYATTA CAMPUS	1	12	2	2		
7	KIKUYU CAMPUS	1	7	6	3		
8	PARKLANDS CAMPUS	1 1	5	1	1		
9	MAMLAKA	1 1	4	5	3		
10	KENYA SCIENCE	1	6	3	1		
11	CHIROMO	1	7	8	1		
12	CCU BLOCK		2		1		
13	STUDENT CENTRE		2		1		
14	SWA HQ		2		1		
	Total	11	94	80	23		
<u>Manual Labour on Furniture and office equipment</u>							
Provision of adhoc manual service as provided and when required to move furniture and office equipment's within Student welfare Authority facilities on short notice.							

Note: The individual student rooms to be cleaned when need arises. The distribution of rooms is as follows;

[illegible]

		Unit	Total
	1.UPPER STATE HOUSE ROAD STRATEGIC MANAGEMENT UNIT INCLUDING HALLS 4,5,6,7,8,9 AND THE SMU OFFICES HALL 4 – 5 NO. FLOORS-PLINTH AREA 2273.4 SQ.METERS. HALL 5 – 5 NO. FLOORS-PLINTH AREA 2952 SQ.METERS HALL 6 – 5 NO. FLOORS-PLINTH AREA 1602 SQ.METERS HALL 7 – 5 NO. FLOORS-PLINTH AREA 2381.3 SQ.METERS HALL 8 – 5 NO. FLOORS-PLINTH AREA 2381.3 SQ.METERS HALL 9 – 5 NO. FLOORS-PLINTH AREA 3461.52 SQ.METERS Provided in 5 no. floors each covering a total plinth area of approximately 15051.52 square metres		
	i. Daily mopping of PVC, ceramic floor tiles and staircases twice daily		
	ii. Weekly scrubbing of the PVC, terrazzo ,ceramic floor tiles and staircases		
	iii. Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
	iv. Daily wiping of the wall to ceiling level and daily washing of sinks and WCswith disinfectant.		
	v. Continuous wiping of toilet seats and hourly cleaning of toilets		
	vi. Supply of moth balls to all urinals in the hall twice a week		
	vii. Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
	viii. Mopping of the entrance lobby twice a day , scrubbing once a week		
	ix. Weekly removal of cobwebs and high dusting1		
	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		
	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		
	xx. Daily wiping of all doors		
	xxi. Supply of air fresheners twice a week in the ablution block at the SMU offices		
	Sub –Total		
	2. UPPER STATE HOUSE ROAD UNIT –GROUNDS MAINTENANCE HALL 4 GROUNDS 762 square meters HALL 5 GROUNDS 449.2 square meters		

HALL 6 GROUNDS 441.45 square meters HALL 7 GROUNDS 76.4 square meters HALL 8 GROUNDS 270.4 square meters HALL 9 GROUNDS 322.31 squaremeters Total plinth area for grounds: <u>2321.76</u>		
	i. Mowing of grass every beginning of the month or twice a month during ii. Weeding hedges every fortnight iii. Daily picking of litter and emptying of litter bins iv. Manicuring of grass lawns twice per week v. Trimming of hedges once per week vi. Sweeping and cleaning of pathways/ parking daily vii. Watering of flower gardens twice per week viii. Scrubbing with soap concrete benches once per week ix. Cleaning of drainages x. Maintenance of flower beds once per week xi. Scrubbing with soap the garbage skips once they are emptied Sub Total	
3. LOWER STATE HOUSE ROAD STRATEGIC MANAGEMENT UNIT INCLUDING HALLS 1,2,3,10,11, SHRH AND THE SMU OFFICES HALL 1: 4 NO. FLOORS-PLINTH AREA 1866.23 SQ.METERS. HALL 2: 4. FLOORS-PLINTH AREA 1867.09 SQ.METERS HALL 3: 4 NO. FLOORS-PLINTH AREA 1898.45 SQ.METERS HALL 10: 4 NO. FLOORS-PLINTH AREA 3405.31 SQ.METERS HALL 11: 4 NO. FLOORS-PLINTH AREA 3405.31SQ.METERS HALL SHRH: 2 NO. FLOORS-PLINTH AREA 1177.52 SQ MTR NB: Total plinth area for floors in LSHR is approximately 13619.91 square metres		
The areas to be cleaned include the student rooms, washrooms - all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways and cases, verandah,paveways		
	i. Daily mopping of PVC floor tiles and staircases twice daily	
	ii. Weekly scrubbing of the PVC/ terrazzo floor tiles and staircases	
	iii. Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.	

iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		
x.	Daily dusting of the guard rails on all floors and staircase		
xi.	Weekly scrubbing of the staircase		
xii.	Daily emptying of the waste paper baskets/ bins		
xiii.	Dusting of the windows twice a week		
xiv.	Weekly mopping / washing of student room floors, corridors and walls		
xv.	Washing mopping of the floors and corridors twice a day		
xvi.	Weekly scrubbing of floors and corridors		
xvii.	Monthly polishing of wooden floor tiles (including corridors)		
xviii.	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 WCs with disinfectant		
xix.	Daily cleaning of the bathroom curtains		
xx.	Daily wiping of all doors		
Sub Total			

4. LOWER STATE HOUSE ROAD UNIT-GROUNDS MAINTENANCE <ul style="list-style-type: none"> ❖ Hall 1 Grounds 3258.50 square meters ❖ Hall 2 Grounds 2300.50 square meters ❖ Hall 3 Grounds 925 square meters ❖ Hall 10 Grounds 2004.70 square meters ❖ Hall 11 Grounds 3350 square meters ❖ SHRH Grounds 4151.50 square meters <p style="text-align: center;">TOTAL = 15990.20 square meters</p>			
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i.	Mowing of grass every beginning of the month or twice a month during the rainy season		
ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Manicuring of grass lawns twice per week		
v.	Trimming of hedges once per week		
vi.	Sweeping and cleaning of pathways/ parking daily		
vii.	Watering of flower gardens twice per week		
viii.	Scrubbing with soap concrete benches once per week		
ix.	Cleaning of drainages		
x.	Maintenance of flower beds once per week		
xi.	Scrubbing with soap the garbage skips once they are emptied		
Sub – Total			

5. WOMEN'S HALLS STRATEGIC MANAGEMENT UNIT INCLUDING WH, HALLS 12,13,STELLA AND WH SMU OFFICES			
WH: 5 NO. FLOORS-PLINTH AREA 5009.2SQ.METERS. HALL 12:5. FLOORS-PLINTH AREA 3476.93 SQ.METERS HALL 13: 5 NO. FLOORS-PLINTH AREA 3882.98 SQ.METERS STELLA: 4 NO. FLOORS-PLINTH AREA 1760.88 SQ.METERS STELLA KITCHEN: 1 NO. FLOORS-AREA 262.45 SQ.METERS WOMEN'S HALL KITCHEN: 1 NO. FLOORS AREA 593.5 SQ.MTRS			
NB: Total plinth area for floors in WH is approximately 14985.94 square metres			
The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways and cases ,verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for a. all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		

vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a. a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		
x.	Daily dusting of the guard rails on all floors and staircase		
xi.	Weekly scrubbing of the staircase		
xii.	Daily emptying of the waste paper baskets/ bins		
xiii.	Dusting of the windows twice a week		
xiv.	Weekly mopping / washing of student room floors, corridors and walls		
xv.	Washing mopping of the floors and corridors twice a day		
xvi.	Weekly scrubbing of floors and corridors		
xvii.	Monthly polishing of wooden floor tiles (including corridors)		
xviii.	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 WCs with disinfectant		
xix.	Daily cleaning of the bathroom curtains		
xx.	Daily wiping of all doors		
Sub – Total			

6. WOMENS HALL UNIT-GROUNDS ,PARKING AND PAVEMENTS Women Hall Grounds 3290 square meters Hall 12 Grounds 6381.5 square meters Hall 13 Grounds 6698.11 square meters Stella Grounds 3275 square meters TOTAL = 19644.61			
i.	Mowing of grass every beginning of the month or twice a month during the rainy season		
ii.	Weeding hedges every fortnight		

iii.	Daily picking of litter and emptying of litter bins		
iv.	Manicuring of grass lawns twice per week		
v.	Trimming of hedges once per week		
vi.	Sweeping and cleaning of pathways/ parking daily		
vii.	Watering of flower gardens twice per week		
viii.	Scrubbing with soap concrete benches once per week		
ix.	Cleaning of drainages		
x.	Maintenance of flower beds once per week		
xi.	Scrubbing with soap the garbage skips once they are emptied		
	Sub- Total		

7.	TANA COMPLEX: 3. FLOORS - PLINTH AREA: 1731.51 SQ.METERS WAKULIMA: 4 FLOORS - PLINTH AREA: 3,023.36SQ.METERS MUGABE: 4 FLOORS - PLINTH AREA: 2183.48 SQ.METERS MANDELA: 4 FLOORS - PLINTH AREA: 2454.02 SQ.METERS SOWETO: 1 FLOORS - PLINTH AREA: 827.46SQ.METERS TANA KITCHEN: 1 FLOORS - PLINTH AREA: 1455.05SQ.METERS CAVS CAFETERIA: 1 FLOOR –PLINTH AREA: 600 SQ METERS		
	NB: Total plinth area for floors in Upper Kabete Unit is approximately 14114.41 square metres		
i.	The areas to be cleaned for the above include the student rooms, TV rooms washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways ,pavements, Verandas and pathways		
ii.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
iii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iv.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
v.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
vi.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vii.	Supply of moth balls to all urinals in the hall twice a week		

	viii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
	ix.	Mopping of the entrance lobby twice a day , scrubbing once a week		
	x.	Weekly removal of cobwebs and high dusting		
	xi.	Daily dusting of the guard rails on all floors and staircase		
	xii.	Weekly scrubbing of the staircase		
	xiii.	Daily emptying of the waste paper baskets/ bins		
	xiv.	Dusting of the windows twice a week		
	xv.	Weekly mopping / washing of student room floors, corridors and walls		
	xvi.	Washing mopping of the floors and corridors twice a day		
	xvii.	Weekly scrubbing of floors and corridors		
	xviii.	Monthly polishing of wooden floor tiles (including corridors)		
	xix.	Daily cleaning of the bathroom curtains		
	xx.	Daily wiping of all doors		
	xxi.	Daily washing with soap , mopping after every one day using disinfectant and scrubbing twice a week terrazzo / ceramic floored toilets, and daily washing of sinks and WCs with disinfectant		
	Sub – Total			

8. UPPER KABETE STRATEGIC MANAGEMENT UNIT: GROUNDS				
TANA COMPLEX WAKULIMA MUGABE: MANDELA SOWETO TANA KITCHEN CAVS CAFETERIA				
	i.	Mowing of grass every beginning of the month or twice a month during the rainy season		

ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Watering of flower gardens twice per week		
v.	Manicuring of grass lawns twice per week		
vi.	Trimming of hedges once per week		
vii.	Sweeping of pathways/parking daily		
viii.	Watering of flower gardens twice per week		
ix.	Scrubbing with soap concrete benches once per week		
x.	Cleaning of drainages		
xi.	Maintenance of flower beds once per week		
xii.	Mowing of grass every beginning of the month or twice a month during the rainy season		
Sub- Total			

9. LOWER KABETE STRATEGIC MANAGEMENT UNIT INCLUDING:			
<ul style="list-style-type: none"> • NEW HALL: 6 no floor. Plinth areas 2,000 square meters. • SAGANA: 1 no. floor plinth area 1,800 square meters. • MAGADI: 1 no. floor plinth area of 1,800 square meters. • JOGOO: 1 no. floor plinth area of 1,800 square meters. • KIANG'OMBE: 1 no. floors 1,800 square meters. • LODWAR: 1 no. floors plinth area 1,800 square meters. • BLOCK K: 1 no. floors plinth area of 1,400 square meters. • KAJIADO: 1 no. floors a total plinth area of 900 square meters. • MASAKU: 3 no. floors total plinth area of 7,100 square meters. • MERU: 3 no. floors plinth area of 7,100 square meters. • NAROK: 3 no. floors plinth area 7,100 square meters. • NAROK EXTENTION: 1no. Floor plinth area 500 square meters. • MALINDI: 3 no. floors total plinth area 8,100 square meters. • MALINDI EXTENTION: 1no. Floorplinth area 860 square meters. • MASENO: 3 no. floors plinth area 3,400 square meters. • KAPENGURIA: 6 no. floors plinth area of 8,600 square meters. • BLOCKS UNIT (BLOCK A,B,C,D,E,F,G,H,J): 9 no. floors plinth 			

	<p>area of 18,220 Square meters.</p> <ul style="list-style-type: none"> • LOWER KABETE SMU OFFICES: 1 no. floor plinth area of 1,370 Square meters. • LOWER KABETE KITCHEN: 1 no of floor 3200 Square Meters 		
	<i>NB: Total plinth area for floors in LOWER KABETE UNIT is approximately 78850.0 square metres</i>		
	<ul style="list-style-type: none"> • The areas to be cleaned for the above include the student rooms, TV rooms, washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways ,pavements, verandas and pathways 		
	i. Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
	ii. Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
	iii. Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
	iv. Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
	v. Continuous wiping of toilet seats and hourly cleaning of toilets		
	vi. Supply of moth balls to all urinals in the hall twice a week		
	vii. Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
	viii. Mopping of the entrance lobby twice a day , scrubbing once a week		
	ix. Weekly removal of cobwebs and high dusting		
	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		

	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		
	xx. Daily wiping of all doors		
	Sub – Total		

10. LOWER KABETE STUDENTS WELFARE AUTHORITY- GROUNDS			
NEW HALL GROUNDS-37,050 square meters			
MALINDI HALL GROUNDS-16,810 square meters			
MASAKU HALL GROUNDS- 2,450 square meters			
MERU HALL GROUNDS-4,580 square meters			
LODWAR HALL GROUNDS-4,020 square meters			
NAROK GROUNDS-19880 Square meters			
KAPENGURIA HALL GROUNDS- 7,890 square meters			
MASENO HALL GROUNDS-2,300 square meters			
MAGADI, SAGANA, JOGOO, KIANG’OMBE AND BLOCK K HALLS GROUNDS-7,460 square meters			
BLOCKS UNIT (BLOCK A, B,C,D,E,F,G,H,J) GROUNDS-13,610 square meters			
i.	Mowing of grass every beginning of the month or twice a month during the rainy season		
ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Watering of flower gardens twice per week		

v.	Manicuring of grass lawns twice per week		
vi.	Trimming of hedges once per week		
vii.	Sweeping of pathways/parking daily		
viii.	Watering of flower gardens twice per week		
ix.	Scrubbing with soap concrete benches once per week		
x.	Cleaning of drainages		
xi.	Maintenance of flower beds once per week		
	Sub- Total		

11. KENYATTA MEDICAL SCHOOL HOSTELS – KSMH SMU			
BLOCK A: 4 FLOORS - PLINTH AREA:1050.93 SQ.METERS OFFICES: FLOORS - PLINTH AREA: 388.98SQ.METERS SOWETOBLOCK E:6 FLOORS - PLINTH AREA: 1809.78 SQ.METERS SMU KITCHEN: 1 FLOORS - PLINTH AREA: 586.88SQ.METERS BLOCK B:4 FLOORS PLINTH AREA993.14 SQ.METERS BLOCK C:4 FLOORS PLINTH AREA 969.94 SQ.METERS BLOCK D:4 FLOORS PLINTH AREA 998.36SQ.METERS			
NB: Total plinth area for KENYATTA MEDICAL SCHOOL HOSTELS – KSMH SMU is approximately 13830.4 square meters			
The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways ,pavements, verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		

	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		
	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		
	xx. Daily wiping of all doors		
	Sub – Total		

	12. KENYATTA MEDICAL SCHOOL GROUNDS MAINTENANCE ❖ OPEN AREAS : <i>PLINTH</i> AREA: 3259.16 <i>SQ.METERS</i> ❖ OPEN SPACE AND PARKING AREA: <i>PLINTH</i> AREA: 3773.18 <i>SQ.METERS</i> TOTAL:<u>7032.34</u><i>SQ.METERS</i>		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii. Weeding hedges every fortnight		
	iii. Daily picking of litter and emptying of litter bins		
	iv. Watering of flower gardens twice per week		
	v. Manicuring of grass lawns twice per week		
	vi. Trimming of hedges once per week		

	vii. Sweeping of pathways/parking daily		
	viii. Watering of flower gardens twice per week		
	ix. Watering of flower gardens twice per week		
	x. Scrubbing with soap concrete benches once per week		
	xi. Cleaning of drainages		
	xii. Maintenance of flower beds once per week		
	xiii. Tunnel: daily sweeping and weekly scrubbing of the floors and walls with soap		
	Sub – Total		

13. KIKUYU STRATEGIC MANAGEMENT UNIT			
KIMBERLY: 4- FLOORS PLINTH AREA: 13569.47 SQ.METERS PIONEER AND SMU OFFICES: 1-FLOOR BLOCKS (1 -11) 15004.26SQ.METERS ANNEX: 3-FLOOR 645.09SQ.METERS KIMBERLY KITCHEN AND CAFETERIA 788.2SQ.METERS <i>NB: Total plinth area for floors in KIKUYU UNIT is approximately 30007.02SQ.METERS</i>			
The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms - all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways , pavements, verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		

	ix. Weekly removal of cobwebs and high dusting		
	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		
	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xiv. Daily cleaning of the bathroom curtains		
	xv. Daily wiping of all doors		
	Sub – Total		

	14. KIKUYU GROUNDS MAINTENANCE: Total area = 3486.20 Square Meters		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii. Weeding hedges every fortnight		
	iii. Daily picking of litter and emptying of litter bins		
	iv. Watering of flower gardens twice per week		
	v. Manicuring of grass lawns twice per week		
	vi. Trimming of hedges once per week		
	vii. Sweeping of pathways/parking daily		
	viii. Watering of flower gardens twice per week		

ix.	Scrubbing with soap concrete benches once per week		
x.	Cleaning of drainages		
xi.	Maintenance of flower beds once per week		
xii.	Tunnel: daily sweeping and weekly scrubbing of the floors and walls with soap.		
Sub – Total			

15. PARKLANDS SMU PARKLANDS HOSTEL MALE WING 1161.46SQ.METERS PARKLANDS HOSTEL FEMALE WING 572.1 SQ.METERS PARKLANDS SMU OFFICES 140.53SQ.METERS <i>NB: Total plinth area for 3 floors in PARKLANDS UNIT is approximately 1874.09square meters</i>			
The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein),common areas corridors, lobbies, stairways , pavements, verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		
x.	Daily dusting of the guard rails on all floors and staircase		
xi.	Weekly scrubbing of the staircase		
xii.	Daily emptying of the waste paper baskets/ bins		

	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		
	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		
	xx. Daily wiping of all doors		
	Sub – Total		

	16. PARKLANDS GROUNDS MAINTENANCE: Total plinth area = 2519 SQ METERS		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii.		
	iii. Weeding hedges every fortnight		
	iv. Daily picking of litter and emptying of litter bins		
	v. Watering of flower gardens twice per week		
	vi. Manicuring of grass lawns twice per week		
	vii. Trimming of hedges once per week		
	viii. Sweeping of pathways/parking daily		
	ix. Scrubbing with soap concrete benches once per week		
	x. Cleaning of drainages		
	xi. Maintenance of flower beds once per week		

	xii. Daily sweeping and weekly scrubbing of the floors and walls with soap.		
	Sub- Total		

	17. MAMLAKA SMU MAMLAKA -A: 5- FLOORS PLINTH AREA: 4644.22 SQ.METERS MAMLAKA-B: 5-FLOOR PLINTH AREA: 4644.22 SQ.METERS PREFABS 1-10 1-FLOOR PLINTH AREA: 3460.86 SQ.METERS HOUSES 2-10 1-FLOOR PLINTH AREA: 1000 SQ.METERS MAMLAKA KITCHEN 1-FLOOR PLINTH AREA: 1435.34 SQ.METERS <i>NB: Total plinth area for floors in MAMLAKA UNIT is approximately 15184.64SQ.METERS</i>		
	The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways , pavements, verandas and pathways		
	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
	i. Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
	ii. Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
	iii. Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
	iv. Continuous wiping of toilet seats and hourly cleaning of toilets		
	v. Supply of moth balls to all urinals in the hall twice a week		
	vi. Wiping of windows with window cleaning liquid inside and outside twice a week.		
	vii. Mopping of the entrance lobby twice a day , scrubbing once a week		
	viii. Weekly removal of cobwebs and high dusting		
	ix. Daily dusting of the guard rails on all floors and staircase		
	x. Weekly scrubbing of the staircase		
	xi. Daily emptying of the waste paper baskets/ bins		
	xii. Dusting of the windows twice a week		

	xiii. Weekly mopping / washing of student room floors, corridors and walls		
	xiv. Washing mopping of the floors and corridors twice a day		
	xv. Weekly scrubbing of floors and corridors		
	xvi. Monthly polishing of wooden floor tiles (including corridors)		
	xvii. 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 WCs with disinfectant		
	xviii. Daily cleaning of the bathroom curtains		
	xix. Daily wiping of all doors		
	Sub- Total		

	18. MAMLAKA PARKING, PAVEMENTS AND GROUNDS MAINTENANCE APPROXIMATELY 14355.74 SQUARE METRES		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii. Weeding hedges every fortnight		
	iii. Daily picking of litter and emptying of litter bins		
	iv. Watering of flower gardens twice per week		
	v. Manicuring of grass lawns twice per week		
	vi. Trimming of hedges once per week		
	vii. Sweeping of pathways/parking daily		
	viii. Scrubbing with soap concrete benches once per week		
	ix. Cleaning of drainages		
	x. Maintenance of flower beds once per week		
	xi. Daily sweeping and weekly scrubbing of the floors and walls with soap		
	Sub – Total		

19. KENYA SCIENCE STRATEGIC MANAGEMENT UNIT		
<p><i>BLOCK-1 : 4 - FLOORS PLINTH AREA: 1260.5 SQ.METERS</i> <i>BLOCK -1: 4 - FLOORS PLINTH AREA 1260.5 SQ.METERS</i> <i>BLOCK -2: 4 - FLOORS PLINTH AREA 1208.02 SQ.METERS</i> <i>BLOCK -3: 4- FLOOR PLINTH AREA 1214.7 SQ.METERS</i> <i>BLOCK -4: 4- FLOOR PLINTH AREA 1226.5 SQ.METERS</i></p> <p><i>NB: Total plinth area for floors in KENYA SCIENCE UNIT is approximately 4909.72 SQ.METERS</i></p>		
<p>The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways , pavements, verandas and pathways</p>		
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily	
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases	
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.	
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.	
v.	Continuous wiping of toilet seats and hourly cleaning of toilets	
vi.	Supply of moth balls to all urinals in the hall twice a week	
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week.	
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week	
ix.	Weekly removal of cobwebs and high dusting	
x.	Daily dusting of the guard rails on all floors and staircase	
xi.	Weekly scrubbing of the staircase	
xii.	Daily emptying of the waste paper baskets/ bins	
xiii.	Dusting of the windows twice a week	
xiv.	Weekly mopping / washing of student room floors, corridors and walls	
xv.	Washing mopping of the floors and corridors twice a day	
xvi.	Weekly scrubbing of floors and corridors	

	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. Daily washing with soap , mopping after every one day with disinfectant and scrubbing twicea week terrazzo/ ceramic floored toilets , and daily washing of sinks and WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		
	xx. Daily wiping of all doors		
	Sub – Total		

	20. KENYA SCIENCE GROUNDS MAINTENANCE Approximately area = 691.2 square meters		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii. Weeding hedges every fortnight		
	iii. Daily picking of litter and emptying of litter bins		
	iv. Watering of flower gardens twice per week		
	v. Manicuring of grass lawns twice per week		
	vi. Trimming of hedges once per week		
	vii. Sweeping of pathways/parking daily		
	viii. Watering of flower gardens twice per week		
	ix. Scrubbing with soap concrete benches once per week		
	x. Cleaning of drainages		
	xi. Maintenance of flower beds once per week		
	xii. Tunnel: daily sweeping and weekly scrubbing of the floors and walls		
	Sub – Total		

	21. CHIROMO STRATEGIC MANAGEMENT UNIT		
	BLOCK – A,B,C and D: 4 - FLOORS PLINTH AREA: 5,782.64 <i>SQ.METERS</i> KITCHEN: 1- FLOOR PLINTH AREA: 1,686.02 <i>SQ.METERS</i> OFFICES: 1- FLOOR PLINTH AREA: 307.8 <i>SQ.METERS</i>		

	<i>NB: Total plinth area for floors in CHIROMO UNIT is approximately 7,776.46SQ.METERS</i>		
	ii. The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways and cases as well as pavements		
	i. Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
	ii. Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
	iii. Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
	iv. Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
	v. Continuous wiping of toilet seats and hourly cleaning of toilets		
	vi. Supply of moth balls to all urinals in the hall twice a week		
	vii. Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
	viii. Mopping of the entrance lobby twice a day , scrubbing once a week		
	ix. Weekly removal of cobwebs and high dusting		
	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xiv. Weekly mopping / washing of student room floors, corridors and walls		
	xv. Washing mopping of the floors and corridors twice a day		
	xvi. Weekly scrubbing of floors and corridors		
	xvii. Monthly polishing of wooden floor tiles (including corridors)		
	xviii. 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 WCs with disinfectant		
	xix. Daily cleaning of the bathroom curtains		

	xx. Daily wiping of all doors		
	Sub – Total		

	22. CHIROMO PARKING, PAVEMENTS, FLY OVER AND GROUNDS Total area = 27,637.05 SQ METERS		
	i. Mowing of grass every beginning of the month or twice a month during the rainy season		
	ii. Weeding hedges every fortnight		
	iii. Daily picking of litter and emptying of litter bins		
	iv. Watering of flower gardens twice per week		
	v. Manicuring of grass lawns twice per week		
	vi. Trimming of hedges once per week		
	vii. Sweeping of pathways/parking daily		
	viii. Scrubbing with soap concrete benches once per week		
	ix. Cleaning of drainages		
	x. Maintenance of flower beds once per week		
	xi. Daily sweeping and weekly scrubbing of the floors and walls with soap.		
	Sub – Total		

	23. CENTRAL CATERING UNIT		
	CCU BLOCK - 3 FLOORS PLINTH AREA: 5264 SQ.METERS NB: Total plinth area for floors in CCU UNIT is approximately 5264 SQ.METERS		
	The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways and cases as well as pavements		
	i. Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		

ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		
x.	Daily dusting of the guard rails on all floors and staircase		
xi.	Weekly scrubbing of the staircase		
xii.	Daily emptying of the waste paper baskets/ bins		
xiii.	Dusting of the windows twice a week		
xiv.	Weekly mopping / washing of student room floors, corridors and walls		
xv.	Washing mopping of the floors and corridors twice a day		
xvi.	Weekly scrubbing of floors and corridors		
xvii.	Monthly polishing of wooden floor tiles (including corridors)		
xviii.	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 WCs with disinfectant		
xix.	Daily cleaning of the bathroom curtains		
xx.	Daily wiping of all doors		
Sub – Total			

24. CENTRAL CATERING UNIT (CCU) PARKING, PAVEMENTS AND GROUNDS MAINTENANCE Approx. Total area = 6308 SQ METERS			
i.	Mowing of grass every beginning of the month or twice a month during the rainy season		

ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Watering of flower gardens twice per week		
v.	Manicuring of grass lawns twice per week		
vi.	Trimming of hedges once per week		
vii.	Sweeping of pathways/parking daily		
viii.	Watering of flower gardens twice per week		
ix.	Scrubbing with soap concrete benches once per week		
x.	Cleaning of drainages		
xi.	Maintenance of flower beds once per week		
xii.	Tunnel: daily sweeping and weekly scrubbing of the floors and walls With soap.		
Sub – Total			

25. STUDENT CENTRE			
STUDENT CENTRE AND CHOMA-ZONE- 1 FLOORS PLINTH AREA: 717 SQ.METERS <i>NB: Total plinth area for floors in STUDENT CENTRE is approximately 717 SQ.METERS</i>			
The areas to be cleaned for the above include the student rooms, TV rooms, Washrooms- all the fixtures, equipment and facilities therein), common areas,pavements,verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all walls and terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week including glass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		

	ix. Weekly removal of cobwebs and high dusting		
	x. Daily dusting of the guard rails on all floors and staircase		
	xi. Weekly scrubbing of the staircase		
	xii. Daily emptying of the waste paper baskets/ bins		
	xiii. Dusting of the windows twice a week		
	xxi. Weekly mopping / washing of student room floors, corridors and walls		
	xxii. Washing mopping of the floors and corridors twice a day		
	xxiii. Weekly scrubbing of floors and corridors		
	xxiv. Monthly polishing of wooden floor tiles (including corridors)		
	xxv. Daily washing with soap , mopping after every one day with disinfectant and scrubbing twice week terrazzo/ ceramic floored toilets , and daily washing of sinks and WCs with disinfectant		
	xxvi. Daily cleaning of the bathroom curtains		
	xxvii. Daily wiping of all doors		
	Sub – Total		

26. STUDENT CENTRE PARKING, PAVEMENTS AND GROUNDS MAINTENANCE Approx. Total area = 11411.2 Square meters			
i.	Mowing of grass every beginning of the month or twice a month during the rainy season		
ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Watering of flower gardens twice per week		
v.	Manicuring of grass lawns twice per week		
vi.	Trimming of hedges once per week		

vii.	Sweeping of pathways/parking daily		
viii.	Watering of flower gardens twice per week		
ix.	Mowing of grass every beginning of the month or twice a month during the rainy season		
x.	Weeding hedges every fortnight		
xi.	Daily picking of litter and emptying of litter bins		
xii.	Watering of flower gardens twice per week		
	Sub – Total		

27. STUDENT WLEFARE AUTHORITY HEADQUARTERS			
SWA HQ- 3 FLOORS PLINTH AREA: 970.26 SQ.METERS NB: Total plinth area for floors in SWA HQ is approximately 970.26 SQ.METERS			
The areas to be cleaned for the above include the student rooms, TV rooms, ablution block-all the fixtures, equipment and facilities therein), common areas corridors, lobbies, stairways ,pavements, Verandas and pathways			
i.	Daily mopping of wooden/ ceramic/ terrazzo floor tiles and staircases twice daily		
ii.	Weekly scrubbing of the terrazzo bathroom floor tiles and staircases		
iii.	Washrooms: mopping thrice a day with disinfectant and scrubbing twice a week for all wallsand terrazzo floors, shower cubicles, and bathrooms.		
iv.	Daily wiping of the wall to ceiling level and daily washing of sinks and WCs with disinfectant.		
v.	Continuous wiping of toilet seats and hourly cleaning of toilets		
vi.	Supply of moth balls to all urinals in the hall twice a week		
vii.	Wiping of windows with window cleaning liquid inside and outside twice a week includingglass and wooden ones.		
viii.	Mopping of the entrance lobby twice a day , scrubbing once a week		
ix.	Weekly removal of cobwebs and high dusting		
x.	Daily dusting of the guard rails on all floors and staircase		
xi.	Weekly scrubbing of the staircase		
xii.	Daily emptying of the waste paper baskets/ bins		
xiii.	Dusting of the windows twice a week		
xiv.	Weekly mopping / washing of student room floors, corridors and walls		
xv.	Washing mopping of the floors and corridors twice a day		
xvi.	Weekly scrubbing of floors and corridors		
xvii.	Monthly polishing of wooden floor tiles (including corridors)		
xviii.	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 WCs with disinfectant.		
xix.	Daily cleaning of the bathroom curtains		
xx.	Daily wiping of all doors		
xxi.	Scrubbing with soap concrete benches once per week		
xxii.	Cleaning of drainages		
xxiii.	Maintenance of flower beds once per week		
xxiv.	Tunnel: daily sweeping and weekly scrubbing of the floors and walls with soap		
	Sub – Total		

	28. STUDENT WELFARE AUTHORITY HEADQUARTERS, PAVEMENTS AND GROUNDS MAINTENANCE Approx. Total area = 2143 Square Metres		
i.	Mowing of grass every beginning of the month or twice a month during the rainy season		
ii.	Weeding hedges every fortnight		
iii.	Daily picking of litter and emptying of litter bins		
iv.	Watering of flower gardens twice per week		
v.	Manicuring of grass lawns twice per week		
vi.	Trimming of hedges once per week		
vii.	Sweeping of pathways/parking daily		
viii.	Watering of flower gardens twice per week		
ix.	Scrubbing with soap concrete benches once per week		
x.	Cleaning of drainages		
	xi. Maintenance of flower beds once per week		
	xii. Tunnel: daily sweeping and weekly scrubbing of the floors and walls with soap.		
	Sub- Total		

SUMMARY TABLE

No.	Location	Amount Per month	Amount per Annum
1	Upper State House Road Strategic Management Unit		
2	Upper State House Road Unit – Grounds Maintenance		
3	Lower State house Road Strategic management Unit		
4	Lower State House Road Unit – Ground maintenance		
5	Womens Hall Strategic management Unit		
6	Womens Hall Unit – Grounds , Parking and Pavements		
7	Tana Complex		
8	Upper Kabete Strategic Management Unit		
9	Lower Kabete Strategic Management Unit		
10	Lower Kabete Student Welfare Authority – Grounds		
11	Kenyatta Medical School Hostels		
12	Kenyatta Medical School Grounds Maintenance		
13	Kikuyu Strategic Management Unit		
14	Kikuyu Grounds Maintenance		
15	Parklands SMU		
16	Parklands Grounds Maintenance		
17	Mamlaka SMU		
18	Mamlaka Parking, Pavements and Grounds Maintenance		
19	Kenya Science Strategic Management Unit		
20	Kenya Science Grounds Maintenance		
21	Chiromo Strategic Management Unit		
22	Chiromo Parking, Pavements, Fly over and Grounds		
23	Central Catering Unit		
24	Central Catering Unit (CCU) Parking, Pavements and Grounds maintenance		
25	Student Centre		
26	Student Centre parking, pavements and grounds maintenance		
27	Student Welfare Authority Headquarters		
28	Student Welfare Authority pavements and Ground maintenance		
	GRAND TOTAL (KSHS)		

SUPPLIER’S SELF DECLARATION:

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

I.....of P.O Boxbeing a resident ofin the Republic ofdo 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 of 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 deponed to hereinabove is true to the best of my knowledge information and belief.

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

Bidder’s Official Stamp

TENDER-SECURING DECLARATION FORM

The Bidder shall complete in this Form in accordance with the instructions indicated

Date: ----- (as day, month and year) of Bid

Submission] Tender No. ----- [insert number of bidding process]

To: -----[insert complete name of Purchaser]

We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of -----[insert number of months or years]starting on -----[insert date],if we are in breach of our obligation(s) under the bid conditions, because we -
 - (a) have withdrawn our tender during the period of bid validity specified by us in the Tendering Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of:
 - (i) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - (ii) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/ we are in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:

Capacity title [director or partner or sole proprietor, etc]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of

Tenderer].....

Dated on day of,..... [Insert date of signing]

Seal or Stamp.

SECTION V – EVALUATION CRITERIA

STAGE I: PRELIMINARY EVALUATION CHECKLIST

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

NO	CRITERION	SUBMITTED	
		YES	NO
MR 1	Particulars of Tendering Company including the Company background, statutory registration documents i.e. Taxpayer Registration Certificate, a Valid /Current Tax Compliance certificate (TCC3), Incorporation/ Registration Certificate and Current County Single Business Permit - 2020		
MR 2	Must fill the Tender securing declaration form in the format provided		
MR3	Must fill form of tender and price schedule in the format provided		
MR4	Must fill Confidential Business questionnaire in format provided		
MR5	Must complete suppliers self declaration details in the format provided		
MR 6	Must attach Certificate of Confirmation of Directors and Shareholding, Copy of current CR12. Where one or more of the shareholders is a company (beneficial ownership), the CR12 of such a company shall be provided. This requirement is not applicable to sole proprietorships.		
MR 7	Must Attach Certificate of workplace registration OSHA Company Health and Safety Policy Statement (signed by CEO) Provide WIBA Policy Fidelity Guarantee and Public Liability Insurance		
MR 8	Valid Compliance Certificates from:		

	National Social Security Fund (NSSF) National Hospital Insurance Funds (NHIF) Ministry of Labour.		
MR9	Must attach at least three (3) recommendation letters from current or running contracts whose value exceeds 10.0 million per annum from major reputable clients'/firms		
MR10	Must submit the Audited accounts for 3 years i.e. 2017, 2018 and 2019, signed and certified by a certified public accountant showing proof of sound financial standing of an average turnover of Ksh. 10,000,000 in the last three years. Proof of access to liquid assets in form of credit or bank overdraft facilities. Attach Bank Reference letter.		
MR 11	A written undertaking signed by the Directors of the Company that they will comply with payment of minimum wage as approved by the Ministry of Labour. This must also reflect in financial bid. The Service Provider to indicate the minimum monthly Wage Rate to pay for each of the three categories of staff as per the latest Government Gazette Notice on Minimum Wage Rates		
MR 12	Letter of Compliance issued by Ministry of Labour showing compliance to labour requirements.		
MR 13	Must attach a current and valid AGPO/YAGPO Certificate from National Treasury for Enterprise Registered under the Preferences and Reservation Group.		
MR14	All the pages of the bidding document shall be serialized from the first to the last page including all the attachments.		
Bidder must comply with all the above requirements so as to proceed to the second stage of technical evaluation on capacity to provide the service.			

STAGE 2: TECHNICAL EVALUATION RESPONSE

Bidders will be evaluated on suitability and awarded marks. Assessment minimum score is 55 out of 70 points .

No	Evaluation Attributes	Weighting Score	Max Score
T.S.1	How well the bidders' documentations are presented -Table of contents and well paginated.	Well-presented bid documents and easy to reference on required supporting evidence (2 marks) Documents with no ease of reference (0)	2
T.S.2	Physical Facilities Provide details of physical address and contacts-attach evidence.	Details of physical address and contacts with copy of title, lease/agreement document or latest copy of utility bill (2 marks) Non provision of evidence (0)	2
T.S.3	Cleaning equipment and Accessories 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	9

	Note: Evidence of specific experience in relevant landscaping projects		
T.S.4	<p>Tenderers Work Experience</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)</p> <p>b) 5-7 years (5 marks)</p> <p>c) 7-10 years (9 Marks)</p>	Attach copies of certificates of incorporation	9
T.S.5.	<p>List of Personal protective equipment. (3marks)</p> <ul style="list-style-type: none"> Uniform clothes – (1mark) Protective shoes (1mark) Others - Gloves, Dust and ear masks (1 mark) <p>Detergents/Chemicals to be used for cleaning (2 marks)</p>	<p>Attach the list of and protective equipment</p> <p>Attach evidence</p>	5
T.S.6.	<p>Organization Structure</p> <p>Personnel</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>✓ Trained Housekeeper-2 marks</p> <p>Minimum Diploma in Housekeeping and or Landscaping from a recognized institution such as Kenya Utalii, Technical University of Kenya or Equivalent.</p> <p>Minimum 3 years' experience</p> <p>✓ Supervisor -2 marks</p> <p>Minimum Diploma in Housekeeping and or Landscaping from a recognized institution such as Kenya Utalii, Technical University of Kenya or Equivalent.</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>Motivation/Benefits to the staff members</p> <p>List what the Company does to</p>	12

	<p>Minimum 3 years' experience</p> <p>✓ Manager 3 marks</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>Assistant Supervisor</p> <p>a) Certificate level (1Marks)</p> <p>b) Diploma or Higher Diploma (2 marks)</p> <p>Assistant Manager</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>motivate workers.</p>	
T.S.7	<p>Work Plan/Operation plan/schedule of cleaning /Methodology of execution.</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, 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 & fixtures. (1)</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>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 Labour</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.</p> <p>The manual should include the following;</p> <p>i) Emergency or contingency measures such as Fire Occurrences Evacuation and Unforeseen events during service delivery (1Marks)</p> <p>ii) Safety procedures such as caution signs, PPEs, Reflective Jackets, Safety Harness</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>xi) Toilet/General area checklist as well as ground Maintenance checklist</p>	Attach copy	10
	TOTAL MARKS		70
	PASSWORK		55

The minimum technical point to proceed to financial evaluation is **55** out of **70** points. Only tenderers who secure the minimum technical score will be financially evaluated.

STAGE 3: FINANCIAL EVALUATION

As deduced from the audited accounts

The purpose is to evaluate the financial strength of the bidders and the Total score is **20 Marks** with a pass mark of **14 Marks (70%)**

Criterion	Scores
Audited Accounts (2019,2018,2017)	
Annual turnover Provision of evidence full marks , no evidence provided 0	2
Total /Gross revenue Provision of evidence full marks , no evidence provided 0	2
Net Profit Provision of evidence full marks , no evidence provided 0	2
Total assets / Total Liabilities Provision of evidence full marks , no evidence provided 0	2
Working Capital Provision of evidence full marks , no evidence provided 0	3
Liquidity Ratio Provision of evidence full marks , no evidence provided 0	3
Gearing Ratio Provision of evidence full marks , no evidence provided 0	3
Profitability Provision of evidence full marks , no evidence provided 0	3
Total Score	20

- i) Determination of evaluated price.
- ii) The tenderer must with the lowest evaluated bid per item in a lot will be considered for award.
- iii) There shall be no correction of arithmetic errors as per the provisions of PPADA.

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.

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, we, 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
Item	Description	Quantity & quality	Duration	Unit Price	Total Price EXW per item (cols. 4x5)	Unit Price of other incidental services payable

Signature of tenderer _____

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20____ between.....name of procurement entity+ ofcountry of Procurement entity+(hereinafter called “the Procuring entity”) of the one part andname of tenderer+ ofcity 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.....
Location of Business
Premises.....PlotNo.....
Street/Road..... Postal address Tel No.
Email.....Nature of Business.....
Registration Certificate No.....
Tax Compliance Certificate No.....
PINNO.....Expiry Date.....
Business Permit No.....Expiry Date.....
Maximum value of business which you can handle at any one time – Kshs.....
Name of your bankers

Branch.....

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

(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

FORM RB

1

**REPUBLIC OF
KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW
BOARD**

APPLICATION

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

BETWEEN

.....A

PPLICANT AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....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)

Datedon.....dayof

...../...20...

**FOR OFFICIAL USE
ONLY**

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

SIGNE

D

Board Secretary

SITE VISIT SCHEDULE DAYS

No.	LOCATION	DATE	CONTACT PERSON
1.	Student Welfare Authority (SWA) Headquarters, Chiromo, Parklands	Monday December 7 th 2020 at 10.30 am	Estates Manager Halls Officer
2.	Upper Kabete, Lower Kabete, Parklands	Tuesday December 8 th 2020 starting at 9.00am	College Custodians/ Caretaker
3.	Kenyatta Campus , Kenya Science, kikuyu Campus	Wednesday December 9 th 2020 starting at 9.00am	College Custodians/ Caretaker

SITE VISIT FORM

TO WHOM IT MAY CONCERN

**RE: SITE VISIT FOR TENDER FOR THE PROVISION OF COMPREHENSIVE
GENERAL CLEANING AND GROUND MAINTENANCE SERVICES AT STUDENT
WELFARE AUTHORITY (SWA)**

This is to confirm that

Mr./Mrs./Miss..... of

M/s.....

has visited the site for the purpose of getting details on tender for the proposed Provision
of Comprehensive Cleaning and Ground Maintenance Services at student Welfare
Authority (SWA)

FOR THE UNIVERSITY OF NAIROBI

Name:.....

Signature.....

Date & Stamp.....