



UNIVERSITY OF NAIROBI

**STANDARD TENDER DOCUMENT
FOR PROCUREMENT OF SERVICES**

**TENDER FOR PROVISION OF COMPREHENSIVE GENERAL CLEANING AND GROUND
MAINTENANCE SERVICES TO THE UNIVERSITY OF NAIROBI**

TENDER NO. UON/T/123/2019-2020

DATE OF NOTICE: TUESDAY MARCH 24, 2020

CLOSING DATE: THURSDAY APRIL 9, 2020 AT 10.30AM

All correspondents to:

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(Public Procurement and Asset Disposal Act 2015)

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SECTION I – INVITATION TO TENDER

NOTICE DATE: TUESDAY MARCH 24, 2020

TENDER REF. NO: UON/T/123/2019-2020

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

The **University of Nairobi** invites sealed tenders from eligible candidates for the **Provision of Comprehensive General Cleaning and Ground Maintenance Services to the University of Nairobi.**

1. Interested eligible candidates **must** 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 (150) 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. Following directives from Government on Corona Virus (COVID -19) bidders should adhere to the following;
 - i) Leave their emails and telephone numbers for communication incase of any changes.
 - ii) Provide Original Tender document and a scanned photocopy of the same
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 **THURSDAY APRIL 9, 2020 AT 10.30AM**
7. The tenderer shall furnish an unconditional Tender security of **Ksh.500, 000.00** in form of a bank guarantee, Insurance Company guarantee approved by the Public Procurement Oversight Authority, a letter of credit or guarantee by a deposit taking Micro Finance Institution, Sacco Society, the Youth Enterprise Development fund or Women Enterprise Fund which must be attached to the tender document.
8. 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 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.500, 000.00**
- 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, **THURSDAY APRIL 9, 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 **THURSDAY APRIL 9, 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 **THURSDAY APRIL 9, 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	500,000.00
2.24	Particulars of post – qualification if applicable
2.30	To be submitted by the successful bidder
Other's as necessary	Complete as necessary

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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.

SECTION VI-DESCRIPTION OF SERVICES

PROVISION OF COMPREHENSIVE CLEANING AND GROUND MAINTENANCE SERVICES

SCHEDULE OF REQUIREMENTS

a) Services

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

b) Schedule of Cleaning

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

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

c) Staff

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

d) Terms and Conditions of Employment

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

e) General

f) Age of employees

Age between 18 and 55 years

Vetting

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

Adequate Personnel

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

g) 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.

h) Site Viewing

The service provider will entirely depend on the specifications and the square metres given to prepare the tender document. This will enable us adhere to the directives given by the Government as a result of **Corona Virus Pandemic**.

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 Contract may be awarded in parts since it covers the entire University of Nairobi and its campuses.
- v)** The service provider must quote separately for cleaning and ground maintenance service
as provided in the tender document.

Evaluation and comparison of Tenders:

The following evaluation criteria shall be applied notwithstanding any other requirement in the

THE SCOPE OF WORK COVERS THE FOLLOWING LOCATIONS

A) MAIN CAMPUS –ADMINISTATION BLOCK, GANDHI WING

B) COLLEGE OF HUMNATIES AND SOCIAL SCIENCES-EDUCATION BUIDING, HYSLOP, SCIENCE BLOCK,

8.4.4. AND PARKLANDS CAMPUS

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

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

E) UNIVERSITY OF NAIROBI TOWERS

F) KISUMU CAMPUS

G) MOMBASA CAMPUS

H) CONFICIUS INSTITUTE NB: To be quoted for separately

I) CHAIR OF THE COUNCIL OFFICES

PROVISION FOR COMPREHENSIVE CLEANING AND GROUND MAINTENANCE SERVICES 2020/2021

A) GENERAL CLEANING

	DESCRIPTION	Kshs																																																																		
	<p>i) Posting of Two Hundred and Thirty-six stewards comprises</p> <p>of: 201No. Cleaners, 18No.gardeners and 17No. Supervisors distributed as follows:</p> <table><tr><th></th><th>LOCATION</th><th>Supervis or</th><th>No.Male Cleaners</th><th>No. Female Cleaners</th></tr><tr><td>1</td><td>Administration Block</td><td>1</td><td>2</td><td>10</td></tr><tr><td>2</td><td>Gandhi Wing Block</td><td>1</td><td>4</td><td>10</td></tr><tr><td>3.</td><td>Gandhi Wing Library (Graduate)</td><td>-</td><td>1</td><td>2</td></tr><tr><td>4</td><td>Jomo Kenyatta Memorial Library</td><td>1</td><td>2</td><td>10</td></tr><tr><td>5</td><td>Education Building</td><td>“</td><td>2</td><td>7</td></tr><tr><td>6.</td><td>8.4.4.Buiding</td><td>1</td><td>2</td><td>3</td></tr><tr><td>7.</td><td>Hyslop/Science Building</td><td>“</td><td>1</td><td>4</td></tr><tr><td>8.</td><td>Parklands Campus</td><td>1</td><td>4</td><td>7</td></tr><tr><td>9.</td><td>Mombasa Uni-Plaza</td><td>2</td><td>9</td><td>9</td></tr><tr><td>10.</td><td>ADD Building</td><td>1</td><td>4</td><td>5</td></tr><tr><td>11.</td><td>Engineering Block including EBE</td><td>1</td><td>3</td><td>4</td></tr><tr><td>12.</td><td>Estates/Transport/Business Centre/Construction and Maintenance Offices &Workshops and Games dpt ,Swimming pool</td><td>“</td><td>2</td><td>2</td></tr></table>		LOCATION	Supervis or	No.Male Cleaners	No. Female Cleaners	1	Administration Block	1	2	10	2	Gandhi Wing Block	1	4	10	3.	Gandhi Wing Library (Graduate)	-	1	2	4	Jomo Kenyatta Memorial Library	1	2	10	5	Education Building	“	2	7	6.	8.4.4.Buiding	1	2	3	7.	Hyslop/Science Building	“	1	4	8.	Parklands Campus	1	4	7	9.	Mombasa Uni-Plaza	2	9	9	10.	ADD Building	1	4	5	11.	Engineering Block including EBE	1	3	4	12.	Estates/Transport/Business Centre/Construction and Maintenance Offices &Workshops and Games dpt ,Swimming pool	“	2	2		
	LOCATION	Supervis or	No.Male Cleaners	No. Female Cleaners																																																																
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12.	Estates/Transport/Business Centre/Construction and Maintenance Offices &Workshops and Games dpt ,Swimming pool	“	2	2																																																																

13.	College of Health Sciences – Administration, Nursing, Dental and Pharmacy	2	4	10					
14	Kisumu Campus Complex Towers	1	9	10					
15	University of Nairobi Towers	2	21	21					
16	Confucius Institute	1	6	9					
17	Chair Of the Council	-	1	1					
18	Gardening	2		18					
	Total	17	77	142					

- The 1st shift of cleaners starts from 6am-4pm with their Supervisors,
- ii) Night Shift**
- The Second Shift starts from 4.00 p.m and posting of strictly 4No. Men cleaners and 1No..Supervisor at Main Campus in Central Administration.
 - Duties includes washing the pathways, general cleaning i.e. toilets and watering of the flowers and grass within the University premises/Buildings.
 - The proper handing over /taking over of the two shifts to be done exactly at 4.00 p.m.in the evening while the morning handing over and taking over should be done at 6.00 a.m. on daily basis
- iii). Manual Labor on Furniture and office equipment**
- Provision of adhoc manual as provided and when required to move furniture and other office equipment's within University of Nairobi facilities on short notice

1.MAIN CAMPUS-ADMINISTRATION BUILDNG OFFICES INCLUDING TAIFA HALL, CARETAKER, SECURITY OFFICES, ODEL CAMPUS OFFCIES/EXTRA MURAL AND PRINTING SECTION

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

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

	<p>POSTGRADUATE LIBRARY WITHIN ADMINISTRATION BLOCK</p> <ul style="list-style-type: none"> ➤ Daily mopping of PVC floors tiles and staircases twice a day. ➤ Weekly scrubbing of the PVC/terrazzo floors and staircases. ➤ Washrooms: Mopping thrice a day with disinfectant and scrubbing twice a week for all the terrazzo floored toilets. ➤ Daily washing of the wall to head level. ➤ Continuous wiping of toilet seats and hourly cleaning of toilets. ➤ Supply of moth balls to all the urinals in the building twice a week ➤ Daily dusting of reading desks and book shelves. ➤ Mopping of entrance lobby twice a day, scrubbing once a week ➤ Weekly removing of cobwebs. ➤ Daily dusting of the guard rails on all floors and the staircase. ➤ Scrubbing of the staircase walls once every two months. ➤ Weekly scrubbing of the staircase. ➤ Daily emptying of the waste baskets ➤ Dusting of the windows twice a week. ➤ Daily sweeping of floors and corridors ➤ Washing, mopping of the floors and corridors twice a day. ➤ Weekly scrubbing of floors and corridors. ➤ Monthly polishing of wooden/parquet floor tiles (including corridors) ➤ Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants. ➤ Wiping of windows with window cleaning liquid inside and outside twice a week. ➤ Mopping of the Library lift lobby twice a day, scrubbing once a week. ➤ Weekly removing of cobwebs. ➤ Daily emptying of the waste baskets ➤ Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails. ➤ Weekly scrubbing of the staircase. ➤ Supply of moth balls to all urinals in the building twice a Week 		
	Sub Total Kshs.		

	2.GANDHI WING-CAFETERIA LOBBYING AREA AND OFFICES FROM BASEMENT TO SIXTH FLOORS Provided on 6 no. floor with a basement covering a total plinth area approximately 9292.15 square metres		
	i) Daily sweeping of floors and corridors		
	ii) Washing, mopping of the floors and corridors twice a day.		
	iii) Weekly scrubbing of floors and corridors.		
	iv) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	v) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	vi) Mopping of the lift lobby twice a day, scrubbing once a week.		
	vii) Lift to be kept clean at all times.		
	viii) Weekly removing of cobwebs.		
	ix) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
	x) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces.		
	xi) Daily dusting and cleaning of all benches		
	xii) Daily emptying of waste baskets.		
	xiii) Weekly sweeping and mopping of balconies		
	xiv) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails at the Administration and Gandhi Wing.		
	xv) Weekly scrubbing of the staircase.		
	xvi) Watering and maintenance of 10No. Flower pots at the Reception of Gandhi Wing.		
	xvii) Supply of moth balls to all urinals in the building twice a week.		
	3.SPORTS AND GAMES-NEAR CENTRAL CATERING UNIT		
	i) General cleaning of offices daily, Swimming pool cleaning of washrooms /Changing rooms daily, Washing of swimming pool terraces every fortnight		

	ii) Daily sweeping of floors and corridors		
	iii) Washing, mopping of the floors and corridors twice a day.		
	iv) Weekly scrubbing of floors and corridors.		
	v) Monthly polishing of wooden floor tiles (including corridors)		
	vi) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	vii) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	viii) Mopping of entrance lobby twice a day, scrubbing once a week.		
	ix) Weekly removing of cobwebs.		
	x) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		
	xi) Daily mopping of PVC/ceramic office floors and dusting of tables and other surfaces.		
	xii) Daily emptying of waste baskets.		
	xiii) Weekly sweeping and mopping of balconies		
	xiv) Daily dusting and cleaning of all benches		
	xv) Weekly scrubbing of the staircase		
	xvi) Supply of moth balls to all urinals in the building twice a week.		
	CAR PARKS		
	i) Daily sweeping using soft broom		
	ii) Clearing of the mono-pitched roof over the education building		
	4.JOMO KENYATTA MEMORIAL LIBRARY Provided on 5 floors-covering a total plinth area of approximately 18012 square metres.		
	i) Daily mopping of PVC floors tiles and staircases twice a day.		

	ii)	Weekly scrubbing of the PVC/terrazzo floors and staircases.		
	iii)	Washrooms: Mopping thrice a day with disinfectant and scrubbing twice a week for all the terrazzo floored toilets.		
	iv)	Daily washing of the wall to head level.		
	v)	Continuous wiping of toilet seats and hourly cleaning of toilets.		
	vi)	Supply of moth balls to all the urinals in the building twice a week.		
	vii)	Daily dusting of reading desks and book shelves.		
	viii)	Wiping of windows with window cleaning liquid inside and outside twice a week.		
	ix)	Mopping of entrance lobby twice a day, scrubbing once a week.		
	x)	Weekly removing of cobwebs.		
	xi)	Daily dusting of the guard rails on all floors and the staircase.		
	xii)	Scrubbing of the staircase walls once every two months.		
	xiii)	Weekly scrubbing of the staircase.		
	xiv)	Daily emptying of the waste baskets		
	xv)	Dusting of the windows twice a week.		
	xvi)	Daily sweeping of floors and corridors		
	xvii)	Washing, mopping of the floors and corridors twice a day.		
	xviii)	Weekly scrubbing of floors and corridors.		
	xix)	Monthly polishing of wooden floor tiles (including corridors)		
	xx)	Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	xxi)	Wiping of windows with window cleaning liquid inside and outside twice a week.		
	xxii)	Mopping of the lift lobby twice a day, scrubbing once a week.		
	xxiii)	Weekly removing of cobwebs.		
	xxiv)	Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning.		

	xxv) Daily emptying of the waste baskets		
	xxvi) Weekly sweeping and mopping of balconies		
	xxvii) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails		
	xxviii) Weekly scrubbing of the staircase.		
	xxviii) Daily dusting and cleaning of all benches		
	xviii) Supply of moth balls to all urinals in the building twice a week		
	5. ESTATES BUILDING BLOCK/TRANSPORT/BUSINESS CENTRE AND CONSTRUCTION AND WORKSHOP, CONSTRUCTION AND MAINTENANCE OFFICES –3No.Floors including the basement covering a total plinth area of approximately 762.06 square metres.		
	i) Daily sweeping of floor and corridors		
	ii) Washing, mopping of the floors and corridors twice a day		
	iii) Weekly scrubbing of floors and corridors		
	iv) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored tiles and daily washing of sinks and WCs with disinfectant		
	v) Weekly removing of cobwebs		
	vi) Wiping windows with window cleaning liquid both inside and outside twice a week		
	vii) Daily mopping of offices and dusting tables and other surfaces		
	viii) Daily emptying of waste baskets.		
	ix) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of guard rails		
	x) Weekly scrubbing of the staircase		
	xi) Daily dusting and cleaning of all benches		
	xii) Supply of moth balls to all urinals in the buildings twice a week		

	<p>All Parking Areas</p> <ul style="list-style-type: none"> ❖ Daily sweeping using soft broom parking and driveways ❖ Clearing of the flat roof over Estates Parking and Ablution block and Transport areas. 		
	SUB TOTAL MAIN CAMPUS 1-5 KSHS		
	<p>6.COLLEGE OF ARCHITECTURE AND ENGINEERING (CAE)</p> <p>Covering a plinth area of approximately 10557 square meters Posting of 15NO.Stewards 2No.Groundsmen who shall be spread at the School of Built Environment ,School of Engineering and EBE(Upper Kabete) as follows;</p>		
	<p>SCHOOL OF BUILT ENVIRONMENT BUILDING</p> <p>Posting of 8No.Cleaners, 2No.groundsmen and I No. Supervisor</p> <p>i)Level one (Basement)</p> <ul style="list-style-type: none"> ➤ Daily Cleaning of space 108 and monthly stripping and polishing of the same room ➤ Daily cleaning and dusting terrazzo corridors and stairs ➤ Daily cleaning of ladies and gents washroom on the basement, periodically scrubbing the terrazzo floors ➤ Daily removal of the cobwebs and also removing stains on the walls 		
	<p>ii)Level two (Ground Floor)</p> <ul style="list-style-type: none"> ➤ Daily cleaning of the ADD hall and monthly stripping and polishing of the hall and weekly buffing of the wooden floor ➤ Daily removal of cobwebs in the ADD hall ➤ Daily cleaning of the gents' washroom scrubbing the terrazzo floors ➤ Daily cleaning of the disabled washroom scrubbing the ceramic tiles and removing cobwebs and stains on the walls ➤ Daily cleaning of the DURP corridor and monthly stripping and polishing the wooden floor and weekly buffing of the floor ➤ Daily cleaning of classrooms 201, 203 and 219, periodically stripping and polishing the wooden floors and removing the cobwebs and stains on the walls ➤ Daily cleaning of the balcony outside the DURP chairman's office 		
	<p>iii)Level 3 (1st floor)</p> <ul style="list-style-type: none"> ➤ Daily cleaning of classrooms 314A and 314B mopping the ceramic tiles ➤ Daily cleaning of classes 312, 313, 315, and 316 monthly stripping and polishing the wooden floors ➤ Daily scrubbing of the cabro fitted balcony ➤ Daily scrubbing of the staff gents' washroom which has a terrazzo floor ➤ Daily cleaning of the corridors and the stairs 		

<ul style="list-style-type: none"> ➤ Daily cleaning of the Design studios which are 3 in number, removing all the cobwebs and monthly stripping and polishing the wooden floors ➤ Daily cleaning of the ladies washroom scrubbing the terrazzo floor ➤ Daily cleaning of the balcony ➤ Daily cleaning of the corridors and the stairs 		
iv)Level 4 (2nd floor) <ul style="list-style-type: none"> ➤ Daily cleaning of the Architecture studios, removing the cobwebs, monthly stripping and polishing the wooden floors ➤ Daily cleaning of the large seminar room, stripping and polishing the wooden floor ➤ Daily cleaning of the gent's student's washroom scrubbing the terrazzo floors ➤ Daily cleaning of the corridors and the stairs, removing all the cobwebs and the stains 		
v)Level 5 (3rd floor) <ul style="list-style-type: none"> ➤ Daily cleaning of the students' ladies washroom scrubbing the ceramic tiles ➤ Daily cleaning of classes 520 and 521, Level 5(1) and 5(2) ➤ Daily cleaning of the gents students' washrooms scrubbing the ceramic tiles ➤ Daily cleaning of the stairs and the corridors, removing all the cobwebs and stains on the walls. 		
vi)Level 6 (4th floor) <ul style="list-style-type: none"> ➤ Daily scrubbing of terrazzo in the ladies washroom ➤ Daily cleaning of the architecture studio 6(2) and Design studio 6(1) ➤ Daily scrubbing and cleaning the gents' students' washroom ➤ Daily cleaning of the stairs and the corridors removing all the cobwebs and the stains on the walls. 		
vii)Around the building <ul style="list-style-type: none"> ➤ Daily cleaning and monthly scrubbing of the space behind space 108 ➤ Daily cleaning and monthly scrubbing of the space behind the dean's office ➤ Daily cleaning and monthly scrubbing of the space behind the workshop ➤ Daily cleaning and monthly scrubbing of the space at the main entrance of the building (Front of the building) 		
viii) School of Built Environment Grounds <ul style="list-style-type: none"> ❖ Daily sweeping of the HABRI area and trimming grass around that area ❖ Cutting grass along the Mamlaka road ❖ Cutting grass along state house road opposite YMCA ❖ Cutting grass and collecting garbage behind the building facing the generator ❖ Daily sweeping of the lower and the upper parking 		

	<ul style="list-style-type: none"> ❖ Daily sweeping of the area from up the entrance to the down entrance ❖ Daily trimming of trees and flowers ❖ Monthly cutting of grass round the building 		
	Total Sub Total Kshs(i-viii)		
	Grand Total School of Built Environment		
	School of Engineering Civil ,Mechanical and Electrical, EBE (Upper Kabete) Electrical Engineering (American Wing) of 4 floors covering a total plinth areas of approximately 799.36 square metres, Mechanical Engineering Block of a plinth areas of 4225.45 square metres, Mechanical workshop of total plinth area of 2307 square metres Posting of 7No.Cleaners/Stewards and 1No.Supervisor.		
	i) Civil Block <ul style="list-style-type: none"> ❖ Daily scrubbing of terrazzo stairs and corridors on the 1st, 2nd and 3rd floors ❖ Daily cleaning of the ladies washroom for the students and staff on the ground floor ❖ Daily cleaning of Gents washroom for staff and students on the 2nd floor ❖ Daily cleaning of the areas around the civil block, front of the building, back area of the building near the reserve tanks and the drainage behind the buildings from civil block to the dean's office SOE 		
	Total Sub Total Kshs.		
	ii)American Wing <ul style="list-style-type: none"> ➤ Daily cleaning and scrubbing of the corridors and stairs and monthly stripping and polishing the pvc tiles ➤ Daily cleaning and scrubbing the terrazzo in the gents and ladies washrooms on the ground, 1st, 2nd and 3rd floors of the building for both students and staff ➤ Daily sweeping, collecting garbage and periodically scrubbing the area behind the American wing block, generator lab and behind the INST chemical lab and the parking area 		
	<ul style="list-style-type: none"> ➤ Total Sub Total Kshs. 		
	iii) Mechanical block <ul style="list-style-type: none"> ❖ Daily scrubbing of the Terrazzo at the entrance of the building ❖ Daily cleaning and periodically stripping and polishing the PVC on the stairs and the corridors and wiping all the windows ❖ Daily cleaning and periodically scrubbing the terrazzo in all the washrooms for both students and staff and ensuring that all the washrooms are well cleaned removing all the cobwebs and any form of stain ❖ Daily sweeping and periodically scrubbing all the areas around the building and cleaning the drainage at the gate next to the Norfolk Hotel 		
	Total Sub Total Kshs		
	iv) EBE (Upper Kabete) Posting of 1No.groundman. <ul style="list-style-type: none"> ➤ Daily sweeping of the parking areas and all the areas around the buildings 		

	<ul style="list-style-type: none"> ➤ Daily cleaning of the drainages and scrubbing the areas along the building and all the pavements ➤ Periodically trimming the grass in the field at the entrance of EBE, behind the laboratories, behind and in front of the Administration block and also behind the marker space area ➤ Occasionally scrubbing the area between the Laboratory and the Marker space ➤ Periodically trimming the flowers within EBE environment and also trimming the fence 		
	Total Sub Total Kshs.		
	GRAND TOTAL FOR THE COLLEGE OF ARCHITECTURE AN ENGINEERING 6-7KSHS		
	COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)		
	8. A).EDUCATION BUILDNG <i>Provided on 5 no. floors with a total plinth area of 5020 square metres and it includes Basment,Ground Floor,Second floor,Third Floor, Sweepers floor and CCU Office/Lecture Theatre,Posting of 7No.cleaners and 1No.at CCU Building</i>		
	I) Daily sweeping of floors and corridors		
	i) Washing ,mopping of the floors and corridors twice a day		
	ii) Weekly scrubbing of floors and corridors		
	iii) Monthly polishing of wooden floor tiles including corridors		
	iv) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and Wcs with disinfectants.		
	v) Wiping of windows with window cleaning with liquid inside and outside twice a week		
	vi) Mopping of entrance lobby twice a day, scrubbing onces a week		
	vii) Weekly removing of cobwebs.		
	viii) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning		
	ix) Daily mopping of Pvc/ceramic office floors and dusting of tables and other surfaces.		

	x)	Daily emptying of waste baskets.		
	xi)	Weekly sweeping and mopping of balconies.		
	xii)	Weekly scrubbing of the staircases		
	xiii)	Daily dusting and cleaning of all benches		
	xiv)	Supply of moth balls to all urinals in the building twice a week		
	xv)	CAR PARKS-BEHIND EDUCATION BUILDING		
	i)	Clearing of mono pitched roof over the Education Building		
	ii)	Daily sweeping using soft broom.		
		8 B) 8.4.4 BUILDING ,Multipurpose hall with a lecture theatre,Offices and basement store,ground upto second floor covering a total plinth area of 602 square meters ,Posting of 5No.cleaners.		
		Daily sweeping of floors and corridors		
	i)	Washing with soap the floors and corridors twice daily		
	ii)	Weekly scrubbing of floors and corridors		
	iii)	Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	iv)	Wiping of windows with window cleaning liquid inside and outside twice a week.		
	v)	Weekly removing of cobwebs.		
	vi)	Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of lecture theatres tables and other surfaces.		
	vii)	Daily emptying of waste baskets/bins		
	viii)	Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails.		
8	ix)	Scrubbing with soap the garbage skips once they are emptied.		
	x)	Daily dusting and cleaning of all benches		
	xi)	Supply of moth balls to all urinals in the urinals twice a week.		

	CAR PARKS -8.4.4.BUILDING ,TUNNEL ON WAIYAKI WAY		
	Daily sweeping using soft broom.		
	i) Cleaning of the parking areas		
	ii) Daily cleaning and sweeping and Garbage collection		
	iii) Draining/unblocking/pumping of water during rainy season		
	8 C) HYSLOP / SCIENCE THEATRE BUILDNG		
	iii) <i>Science II Lecture Theatre is a single storeyed building with two Lecture theatres, Seminar room and Engine room with total plinth area of approximately 348 square metres while Hyslop building is 5No.floors –Basement to Fourth floor covering a total plinth areas of 3663.32 Square meters -Posting of 6No.cleaners/Stewards</i>		
	Daily sweeping of floors and corridors		
	i) Washing with soap the floors and corridors twice daily		
	ii) Weekly scrubbing of pvc tiles floors and corridors		
	iii) Monthly polishing of floor tiles		
	iv) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	v) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	vi) Weekly removing of cobwebs.		
	vii) Daily vacuum cleaning of all carpeted floors, weekly shampooing and quarterly wet cleaning		
	viii) Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
	ix) Daily emptying of waste baskets/bins		
	x) Weekly sweeping and mopping of balconies		
	xi) Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails of the Building		
	xii) Weekly scrubbing of the staircase		
	xiii) Scrubbing with soap the garbage skips once they are emptied.		

xiv)	Daily dusting and cleaning of all benches		
xv)	Supply of moth balls to all urinals in the urinals twice a week.		
xvi)	CAR PARKS		
i)	Daily sweeping using soft broom		
ii)	Cleaning of the mono-pitched roof over the all parking areas		
8 D) PARKLANDS CAMPUS-SCHOOL OF LAW			
It comprises of Administrative block A& B classrooms/Lecture Theatres covering area approximately 2,683 square metres ,and the Library of three floors with a total area of 20123.1 square metres.Posting of 11no.stewards			
i)	Daily sweeping of floors and corridors		
i)	Washing with soap the floors and corridors twice daily		
ii)	Weekly scrubbing of PVC and Terrazo in part floors and corridors		
iii)	Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
iv)	Mopping of the Entrance lobby twice a day, scrubbing onces week		
v)	Daily dusting of reading desks and book shelves		
vi)	Continuous wiping of the toilet seats and hourly cleaning of toilets		
vii)	Daily washing of the wall to head level, washrooms.		
viii)	Wiping of windows with window cleaning liquid inside and outside twice a week.		
ix)	Weekly removing of cobwebs.		
x)	Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
xi)	Daily emptying of waste baskets/bins.		
xii)	Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard		
xiii)	Weekly scrubbing of the staircase		
xiv)	Scrubbing with soap the garbage skips once they are emptied.		
xv)	Daily dusting and cleaning of all benches		
xvi)	Supply of moth balls to all urinals in the urinals twice a week.		
xvii)	CAR PARKS		

i)Daily sweeping using soft broom		
ii)Cleaning of the parking areas		
i) TOTAL CHSS 8A-8D KSHS		
9.MOMBASA UNI-PLAZA- ALONG MOI AVENUE-PLINTH AREA OF 3359.06 SQUARE METRES		
A. <u>Cleaning materials supply requirements</u>		
i) Weekly supply of 30 pkts (5 pcs in 1pkt) i.e. 120 pkts per month moth balls for the urinal toilets in the building.		
ii) Supply and Installation of 35 air freshener's dispenser to be filled with new cans twice a month.		
iii) Supply of two cans per office per month of Lavender flavor Office air fresheners for all the 35 offices at Uni-Plaza		
iv) Weekly supply of perfumed hand wash disinfectant liquid soap for all soap dispensers in all toilets in the building.		
<u>B) Cleaning personnel requirements</u>		
Posting of Eighteen (16) cleaners and two (2) supervisors in the building; 9 males,9 females.		
<u>C) Sanitary Waste Management Requirements</u>		
i) Supply of thirty four (34) pedal operated sanitary waste bins.		
ii) Collection and disposal of the sanitary waste to be done twice a week.		
iii) Outsourced company to have relevant certification from the authorities i.e. NEMA & County Government for handling and disposing the sanitary waste.		
<u>D) Cleaning services requirements</u>		
i) Weekly sweeping and mopping of rooftop's balcony.		
ii) Daily sweeping, washing with soap and mopping of 35 UoN offices from ground to 9 th floors'.		

iii)	Daily sweeping, washing with soap and mopping of inner tiled corridor floors twice a day from ground floor to 9 th floors. Scrubbing and them once a week.		
iv)	Daily washing with soap, mopping twice a day with disinfectant and scrubbing thrice a week toilets -43 gents cubicles, 21 ladies cubicles and 10 ceramic urinals with ceramic wash hand basins and ceramic toilets pans.		
v)	Daily washing of 9 Nos. kitchenettes with sinks, terrazzo floor & work top from mezzanine to 8 th floors' with soap & disinfectant thrice a day.		
vi)	Wiping and shining floors inside and outside of ~230 nos. aluminum bronze sliding windows each measuring ~3mtrs x 1.6mtrs from ground floor to 9 th floors' once a day.		
vii)	Daily sweeping, washing with soap and mopping of lift lobbies floors' from ground to 8 th floors' thrice a day. Polishing them once a week.		
viii)	Daily sweeping, washing with soap and mopping of the staircases floors and guard rails from basement to rooftop thrice a day.		
ix)	Daily sweeping, washing with soap and mopping of the terrazzo floor fire exit staircases twice a day.		
x)	Daily sweeping and mopping of the outside balconies from Mezzanine – 8 th floors' and washing them with soap twice a week.		
xi)	Daily sweeping and mopping with soap of the ground floor's outside front reception area, back/rear cafeteria are and side students studying area floors'.		
xii)	Daily sweeping and mopping with soap of the ground floor's inner reception area, libraries in ground and mezzanine floors, ICT labs in mezzanine floor, UNES bookshop in ground floor and Msa Campus clinic in 9 th floor.		
xiii)	Daily sweeping and mopping with disinfectant liquid soap of the ground floor's back entrance garbage chute room and cafeteria kitchen floors and walls scrubbing them with scrubbing machine		

	twice a week.		
xiv)	Daily sweeping and washing of the students parking area.		
xv)	Daily sweeping and scrubbing with scrubbing machine twice a week washing with soap of the basement parking area floor consisting of 33 parking bays, generator/pump room, electricity mains switch room, transformer switch rooms, internet data switch room, store, Maintenance and Mombasa Campus store, Muslim female students prayer room and lift machine room in 9 th floor.		
xvi)	Daily sweeping and washing with soap, wiping desks and tables thrice a day of the Moot court, board room, seminar room and 24 lecture rooms in the building.		
E) <u>Ground maintenance requirements</u>			
i)	Watering, soiling and maintenance of 45 nos. flower plants in pots in the front entrance reception area and outside back entrance, 5 nos. plants planted at the outside front entrance cabro floor, hedge plant fence surrounding the students parking and pruning of overgrown trees' branches around the students' parking area.		
TOTAL MOMBASA UNI-PLAZA NO.9(KSHS)			
10.COLLEGE OF HEALTH SCIENCES (CHS)-NGONG ROAD/VALLEY ROAD Posting of 14no.stewards and 2 no. Supervisors			
a) SCHOOL OF MEDICINE,ADMINISTRATION BLOCK INCLUDING THE PRINCIPAL'S OFFICE (ANNEX) AND THE LECTURE THEATRES I,II AND III Posting 6No.Stewards within the premises.			

	Daily sweeping of floors, staircases and corridors		
	i) Washing, mopping of the floors and corridors twice a daily		
	ii) Weekly scrubbing of floors, staircases and corridors		
	iii) Monthly polishing of wooden floor tiles (including corridors)		
	iv) Weekly scrubbing terrazo ceramic floored tiles		
	v) Thrice a week dusting all the areas outside the buildings		
	vi) Thrice a week removing of cobwebs		
	vii) Thrice a week washing ,dusting ,mopping lecture Theatres I,II and III		
	viii) Weekly scrubbing Lecture Theatre I,II and III		
	ix) Twice a week supply of moth balls to all washrooms		
	x) Daily cleaning and mopping the washrooms with disinfectants and thereafter maintaining its cleanliness throughout the day		
	Sub total (Kshs)		
	b) SCHOOL OF NURSING SCIENCES		
	Posting of 2No.stewards within the premises.		
	Daily sweeping of floors and corridors		
	i) Twice daily washing, mopping of the floors and corridors		
	ii) Weekly scrubbing of floors, staircases and corridors		
	iii) Monthly polishing of wooden floor tiles (including corridors)		
	i) Weekly scrubbing terrazzo ceramic floored tiles that are in the corridors and the washrooms.		
	ii) Thrice a week dusting all the areas inside and outside the School of Nursing Building.		
	iii) Twice a weekly removing of cobwebs		
	iv) Daily wiping of all windows in the School of Nursing (outside and inside) Lecture theatres (Inside and outside) including the washrooms and all to be done using the window cleaning liquid		
	v) Daily mopping ,dusting lecture halls in the School of Nursing		
	vi) Twice weekly supply of moth balls to washrooms		
	vii) Sub total (Kshs)		

	c) SCHOOL OF PHARMACY Posting 3No.stewards within the premises		
	Daily sweeping of floors and corridors		
	i) ii) Twice daily washing, mopping of the floors and corridors		
	iii) Daily cleaning and mopping the washrooms with disinfectant and thereafter maintaining its cleanness throughout the day.		
	iv) Weekly scrubbing terrazo ceramic floored tiles that are in the corridors and the washrooms		
	v) Daily wiping of all windows in the School of Pharmacy (outside and inside) Lecture theatres (Inside and outside) including the washrooms and all to be done using the window cleaning liquid		
	Daily dusting all the areas outside and inside the School of Pharmacy Building		
	v) Twice weekly removal of cobwebs		
	vi) Daily mopping ,dusting lecture halls in the School of Pharmacy		
	vii) ix) Twice weekly supply of moth balls to washrooms		
	Sub Total Kshs.		
	d) SCHOOL OF DENTAL SCIENCES Posting 3No.stewards within the premises		
	Daily sweeping of floors and corridors		
	i) Twice daily washing, mopping of the floors and corridors		
	ii) Daily cleaning and mopping the washrooms with disinfectant and thereafter maintaining its cleanness throughout the day.		
	iv) Weekly scrubbing terrazo ceramic floored tiles that are in the corridors and the washrooms		
	v) Daily wiping of all windows in the School of Pharmacy (outside and inside) Lecture theatres (Inside and outside) including the washrooms and all to be done using the window cleaning liquid		
	vi) Daily dusting all the areas outside and inside the School of Dental Sciences		

v)	Twice weekly removal of cobwebs		
vi)	Daily mopping ,dusting lecture halls in the School of Dental Sceinces		
vii)	ix) Twice weekly supply of moth balls to all washrooms		
Sub total Kshs.			
TOTAL NO 1-10 PER MONTH (KSHS)			
TOTAL NO 1-10 PER MONTH (KSHS)			

F) UNIVERSITY OF NAIROBI TOWERS

	DESCRIPTION	Kshs	
1	<p>General Brief Description of the University of Nairobi Towers</p> <ul style="list-style-type: none"> ➤ The University of Nairobi Towers is a 22 storey building briefly described as follows: ➤ 2 basements with 30 parking slots, water storage tanks, pump room, waste treatment plant and related accessories ➤ Ground floor – Large lobby area with three entrances/exits, a reception desk/information Centre, banking hall, refuse chute collection area ➤ First floor has two lecture theatres with capacity of 500 and 300 persons respectively ➤ Second floor – one lecture theatre with capacity of 300 persons, three small offices and storage areas ➤ Third floor – two lecture theatres with a capacity of 500 and 300 persons ➤ 4th floor –5 seminar rooms with a capacity of 60 persons each and a lecture theatre with capacity of 300 persons ➤ 5th floor –restaurant area of approximately 686 square metres, changing rooms for the auditorium and break away areas ➤ 6th floor – Auditorium covering two levels i.e. level five and six with a capacity of 500 persons, an equipment room and storage areas ➤ 7&8th floor – Confucius Institute ➤ 9, 10,11 & 13th floor – offices and classrooms ➤ 12th &14th floor – executive offices for commercial leasing ➤ 15th to 19th floor – executive offices for internal use ➤ 20th floor – service floor with stand alone AC's, overhead tanks and their related accessories, Building Maintenance Unit ➤ 21st floor – open to the air with solar panels and ventilators ➤ 22nd floor – aviation room and a helipad 		

- A security gate house along Harry Thuku Road

GENERAL INFORMATION

The bidder is expected to post Forty Two (42) Cleaners (2) Supervisors during the day to the University of Nairobi Towers.

Day Shift

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

Night Shift

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

iii).Manual Labour on Furniture and office equipment

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

a) Cleaning Services Requirements

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

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

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

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

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

iv) High & low dusting of walls

v) Early morning vacuum cleaning of carpeted offices (level 6 auditorium, 15-19 floors)

	vi) Daily emptying of waste baskets/bins and ferrying of unshredable waste from refuse chute areas located on each and every floor to the waste bins at the chute collection area on ground floor		
	vii) Continuous buffing of common areas after mopping		
	viii) Dusting and cleaning inside lifts		
	ix) Dusting the glazed areas i.e. the walk through human scanners		
	x) Dusting of furniture (wooden furniture i.e.in the lecture theatres to be cleaned with pledge and no water		
	xi) Continuous thorough cleaning and disinfecting of washrooms and depositing of air fresheners and toilet moth balls in all urinals		
	xii) Dusting the glass parts and glazed arrears		
	ix) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	i) Daily sweeping using soft broom i.e. parking areas in basement and driveways		
	ii) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces using pledge on wooden surfaces and leather creams on leather seats in the management offices		
	iii) Daily dusting of the guard rails on all floors and the staircase		
	iv) Cleaning of drainages		
	v) The Chandaria Hall carpet will be hoofed often and vacuum cleaning to be done when necessary depending on the cleanliness of the carpet		
	vi) The auditorium roof on level 7 shall be kept cleaned all times, sweeping maybe done once in a while and all drainages unblocked		
	xiii) All drainages to be unblocked especially on the open area on level 5 and auditorium roof on level 7		
	vii) Mopping of ground entrance lobby twice a day and continuous buffing to avoid dust		
	viii) Parking entry off the security guard gate at Harry Thuku road shall be through cleaned every weekend and sweeping to be done daily		
	Note :The lecture theatres have seats and tables that wiped with pledge (no wet wiping)		
	WEEKLY ACTIVITIES		
	i) Special thorough cleaning including scrubbing of floors		

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

NOTE:

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

TOTALS PER MONTH (KSHS)**TOTAL PER YEAR (KSHS)**

G) KISUMU CAMPUS COMPLEX

COMPREHENSIVE GENERAL CLEANING

	DESCRIPTION				Kshs	
	Posting of 19NO.Cleaners and One supervisor to the Kisumu Campus Complex and the detached Office building formerly British Council, to be 9No. Male, 10No.female cleaners and 1No. Supervisors starting from 6.am-4p.m					
	LOCATION	No. Male Cleaners	No. of Female Cleaners	Total		
1	Administration Block 1 st Floor	2	1	3		
	Kisumu Complex Towers					
1	Basement	1		1		
2	Ground floor	1	1	2		
3	First floor	2	1	3		
4	Second floor	2	1	3		
5	Third floor	1	1	2		
6	Fourth floor	1	1	2		
7	Fifth floor	1	1	2		
8	Sixth floor	1	1	2		
	Total	12	8	20		

	<p>-The first shift of cleaners starts from 6am-4 pm with their Supervisors</p> <p>While the second shifts starts from 5.00 .p.m and should be strictly men to be washing the pathways, general cleaning i.e. toilet and watering of the flowers and grass within the premises.</p> <p>-Proper handing over /taking over of the shifts should be done exactly at 5.00 p.m. in the evening while the morning handing over and taking over be done at 6.00 .am</p> <p>-The total number of cleaners required are 19No.cleaners comprises of 9No.males and 10.No. ladies and 1No.Supervisor.</p> <p>iii).<u>Manual Labour on Furniture and office equipment</u></p> <p>Provision of adhoc manual as provided and when required to move furniture and other office equipment's within Kisumu Campus Complex and the Old Building (British Council) Facilities on short notice.</p>		
	<p>a) CLEANING PERSONNEL REQUIREMENTS</p> <p>Posting of twenty (19) cleaners and 1No.Supervisor in the building ,9No.Males and 10No.Females</p>		
	<p>b) QUALITY CLEANING MATERIALS AND MACHINES SUPPLY REQUIREMENTS</p> <p>i) Weekly supply of the 30 pkts (5 pcs in 1pkt) i.e. 120 pkts per month balls for the urinal toilets in the building.</p>		
	<p>ii) Supply and Installation of air refresherens dispensers to be refilled with new cans twice a month</p>		
	<p>iii) Supply of two cans per office per month of lavender flavor office air refresher for all the offices at Kisumu</p>		
	<p>c) CLEANING SERVICES REQUIREMENTS</p> <p>1) FORMER BRITISH COUNCIL (OLD BUILDING)- ADMINISTRATION OFFICES INCLUDING ROAD SIDE AREA</p> <p>The area comprises of: Reception area, Security area, 2No. Offices, Administrator office, Co-ordinator SDCE office, SWA Store and</p>		

	waiting area		
	i) Daily cleaning of floors and corridors		
	i) Washing with soap the floors and corridors twice daily		
	ii) Weekly scrubbing of floors and corridors		
	iii) Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	iv) Polishing of the wooden floor after every two months		
	v) Internal and external high level wiping of windows with window cleaning liquid inside and outside twice a week.		
	vi) Weekly removing of cobwebs.		
	vii) Daily mopping of ceramic office floors (Monday -Friday) and dusting of tables and other surfaces.		
	viii) Daily emptying of waste baskets/bins		
	xvii) Daily sweeping and scrubbing with scrubbing machine twice a week the road side slabs.		
	ix) Daily mopping of the terrazzo floor staircases and dusting of timber guard rails at the Administration		
	x) Weekly scrubbing of the staircase		
	xi) Scrubbing with soap the garbage skips once they are emptied.		
	xii) Supply of moth balls to all urinals in the urinals twice a week.		
	xiii) Weekly supply of air fresheners to all washrooms		
	xiv) Daily dusting and cleaning of all benches		
	Sub total Kshs.		
	2.KISUMU COMPLEX CAMPUS		
	It comprises of BASEMENT TO SIXTH FLOORS		
	1.BASEMENT		
	i) Daily sweeping of floors and corridors		

	ii) Weekly scrubbing of floors and corridors.		
	iii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	iv) Daily sweeping and scrubbing with scrubbing machine twice a week washing with soap of the basement parking area floor consisting of 30 parking bays, generator/pump room, electricity mains switch room, maintenance store, and drainage		
	v) Mopping of the lift lobby twice a day, scrubbing once a week.		
	vi) Lifts to be kept clean at all times.		
	vii) Weekly removing of cobwebs.		
	viii) Daily mopping of offices and dusting of tables and other surfaces.		
	ix) Daily dusting and cleaning of all rails within the premise		
	x) Daily emptying of waste baskets.		
	xi) Daily sweeping, mopping of the ceramic floor staircases and dusting of guard rails along staircases.		
	Supply of moth balls to all urinals in the building twice a week		
	2.GROUND FLOOR: Landing Area, Lecture Theatre I		
	i) General cleaning of lecture theatre I daily		
	ii) Internal and external high level windows; Daily wiping of windows with window cleaning liquid inside and externally be done after every three months		
	iii) Washing, mopping of the floors and corridors twice a day.		
	iv) Weekly scrubbing of floors and corridors.		
	v) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
	vi) Mopping of entrance lobby twice a day, scrubbing once a week.		
	vii) Twice a week removing of cobwebs.		

	viii) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	ix) Daily emptying of waste baskets.		
	x) Daily dusting and cleaning of all benches and rails		
	xi) Weekly scrubbing of the staircase		
	xii) Supply of moth balls to all urinals in the building twice a week.		
	3.MEZZANINE FLOOR: Security office, Games Tutor office, Assistant Dean of Student office, Control Room, Store, Gents and Ladies		
	i) Washing, mopping of the floors and corridors twice a day		
	ii) Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	iii) Weekly scrubbing of floors and corridors.		
	iv) Internal daily wiping of windows with window cleaning liquid inside		
	v) Daily washing with soap, mopping at least five times with disinfectant and scrubbing once a week terrazo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants		
	vi) Twice a weekly removing of cobwebs		
	vii) Weekly scrubbing of the staircase		
	viii) Daily dusting and cleaning of all benches and rails		
	ix) Supply of moth balls to all urinals in the building twice a week.		
	4. FIRST FLOOR Clinic with Consultation room, Pharmacy, and Reception, lecture Theatre 2, Lecture Theatre 2, Gents and Ladies		
	i) Daily washing, mopping of the floors and corridors twice a day.		
	ii) Weekly scrubbing of the ceramic floors and staircases.		
	iii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		

	iv) Supply of moth balls to all the urinals in the building twice a week.		
	v) Daily dusting of reading desks.		
	vi) Internal daily wiping of windows with window cleaning liquid inside.		
	vii) Weekly removing of cobwebs.		
	viii) Daily dusting of the guard rails and the staircase.		
	ix) Daily emptying of the waste baskets		
	x) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants.		
	xi) Mopping of the lift lobby twice a day, scrubbing once a week.		
	5.SECOND FLOOR: It comprises of Seminar Room I, Administrator office (FOA), Student Counselor office, Library, Postgraduates Computer Room, Postgraduate Library, Extended Reading Space, Store, Gents and Ladies		
	i) Daily sweeping of floor and corridors		
	ii) Washing, mopping of the floors and corridors twice a day		
	iii) Weekly scrubbing of floors and corridors		
	iv) Weekly removing of cobwebs		
	v) Internal daily wiping of windows with window cleaning liquid inside		
	vi) Daily mopping of offices and seminar room and dusting of tables, and other surfaces		
	vii) Daily mopping of library, dusting of tables, book racks, reading areas and any other area in the library		
	viii) Daily emptying of waste baskets.		
	ix) Daily sweeping, mopping of the ceramic floor staircases and mopping of guard rails		
	x) Weekly scrubbing of the staircase		
	xi) Daily dusting and cleaning of all benches		
	xii) Supply of moth balls to all urinals in the buildings twice a week		

	xiii) Daily washing with soap, mopping after every one day with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
	xiv) Mopping of the lift lobby twice a day, scrubbing once a week.		
	6. THIRD FLOOR- It comprises of Deputy Resident Lecturer, lecturer's Lounge, ICT Office, Computer Lab, ICT Server Room, Lecture Room (2No), Seminar Rooms (2No), Lecturer's office, Ladies and Gents		
	i) Daily sweeping of floor and corridors		
	ii) Washing, mopping of the floors and corridors twice a day		
	iii) Weekly scrubbing of floors and corridors		
	iv) Internal daily wiping of windows with window cleaning liquid inside.		
	v) Daily washing with soap, mopping after every two hours with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets, and daily washing of sinks and WC's with disinfectants		
	vi) Supply of moth balls to the urinal and gents in the buildings twice a week		
	vii) Scrubbing of staircases and corridors weekly.		
	viii) Daily mopping of guard rails		
	ix) Daily dusting and cleaning of all benches		
	x) Daily emptying of waste baskets		
	7. FOURTH FLOOR: SCHOOL OF LAW It comprises of Seminar Room (2No), Examination Officer Rm, Lecture Rms (3No), Judges Chamber Rm, Moot Court Rm, Administrator Office, Assistant Dean's Office, Lecturer's Officer (3No), Ladies & Gents		
	i) Daily sweeping of floors and corridors		
	ii) Washing ,mopping of the floors and corridors twice a day		
	iii) Weekly scrubbing of floors and corridors		
	iv) Daily washing with soap, mopping at least five times with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and Wcs with disinfectants.		

	v)	Supply of moth balls to the urinal and gents in the buildings twice a week		
	vi)	Internal daily wiping of windows with window cleaning liquid inside		
	vii)	Weekly removing of cobwebs.		
	viii)	Daily emptying of waste baskets.		
	ix)	Weekly scrubbing of the staircases and daily dusting of guard rails		
	x)	Daily dusting and cleaning of all benches		
	xi)	Supply of moth balls to all urinals in the building twice a week		
	8.FIFTH FLOOR			
	It comprises of Seminar Rooms (2No), Coordinator Office SOB, Assistant coordinator office, Administrator office, and Lecturer's offices SOB (1No), Lecture Rooms (3No), Teleconference Room.			
	i)	Daily sweeping of floors and corridors		
	ii)	Washing with soap the floors and corridors twice daily		
	iii)	Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants		
	iv)	Internal daily wiping of windows with window cleaning liquid inside		
	v)	Weekly removing of cobwebs		
	vi)	Daily mopping of ceramic office floors and dusting of tables and other surfaces.		
	vii)	Daily emptying of waste baskets		
	viii)	Weekly scrubbing of the staircases and daily dusting of guard rails		
	ix)	Daily dusting and cleaning of all benches		
	x)	Scrubbing of staircases and corridors weekly.		
	9 SIXTH FLOOR			
	It comprises of cooking area and <i>Student Welfare Authority Cafeteria</i>			
	i)	Daily mopping of interlocking tiles		

ii)	Weekly scrubbing of floors and corridors		
iii)	Daily washing with soap, mopping at least four times daily with disinfectant and scrubbing twice a week terrazzo/ceramic floored toilets and daily washing of sinks and WCs with disinfectants.		
iv)	Internal daily wiping of windows with window cleaning liquid inside.		
v)	Daily mopping of PVC/ceramic office floors (Monday -Friday) and dusting of lecture theatres tables and other surfaces.		
vi)	Daily emptying of waste baskets/bins		
vii)	Daily sweeping, mopping of the terrazzo floor staircases and monthly polishing of timber guard rails.		
viii)	Scrubbing with soap the garbage skips once they are emptied.		
ix)	Supply of moth balls to all urinals in the urinals twice a week.		
B) Sanitary Waste Management Requirements			
i)	Supply of Twenty Eighty (28) pedal operated sanitary waste bins		
ii)	Collection and disposal of the sanitary waste to be done 8 times per month i.e. twice a week.		
xii)	The cleaning of the bins and disposal of the sanitary ware should be done 8 times per month (twice a week)		
xiii)	Outsourced Company to have relevant certification from the authorities i.e. NEMA & County Government for handling and disposing the sanitary waste.		
Total (,No.1 and 10) (Kshs)			
Ground Maintenance Requirements			
Watering ,soling and maintenance of flower plants in pots in front of the Campus.			
TOTALS NO 1-9 PER MONTH (KSHS)			
GRAND TOTAL NO 1-9 PER YEAR (KSHS)			

H.CONFICIUS INSTUTE ALONG ARBORETUM DRIVE

	DESCRIPTION	Kshs	
1	<p>General Brief Description of the Confucius Institute</p> <ul style="list-style-type: none"> ➤ The Confucius Institute has a site an area of 11,780 m2 and floor area of 6,400m2 ➤ It consist of the following; <ul style="list-style-type: none"> i) Guard and Security room ii) Public area-Ground and First Floor iii) Chinese Exhibition Centre –First and Second Floor iv) Teaching Building -Ground, First and Second and third Floors-East and Western Wings v) Dormitory Building –Ground, First and third floors vi) Security gate house along arboretum drive. vii) Grounds Maintenance <p>GENERAL INFORMATION</p> <p>The bidder is expected to post Fifteen (15) Cleaners (1) Supervisor</p> <p>2No.Gardener during the day to the Confucius Institute Facility.</p> <hr/> <p>Day Shift</p> <p>Cleaners to report and sign in at the security desk few minutes to 6.00 Cleaning to start at exactly 6am-4pm with close supervision by their Supervisors.</p> <p>1.GROUNDS</p> <p>Daily duties;</p> <ul style="list-style-type: none"> • Sweeping the pavements • Sweeping of the car parks • Litter collection <p>Weekly Duties</p> <ul style="list-style-type: none"> • Scrubbing the concrete pavements • Cobweb removal • High dusting and cobwebs removal • Trimming the hedges. <p>iii).<u>Manual Labour on Furniture and office equipment</u></p> <p>Provision of adhoc manual as provided and when required to move</p> <p>furniture and other office equipment are within Confucius Institute.</p> <p>Tower on short notice.</p>		

	<i>b) <u>Cleaning Services Requirements</u></i>		
	j) Cleaning all lecture theatres and wash rooms on level in preparation of evening classes. The lecture theatres have to be cleaned faster to avoid delays of classes);		
	ix) Thoroughly scrubbing all the entrances and ground floor lobby area, pathways, parking and drive way and offloading zone at the security gate off Arboretum road, general cleaning i.e. toilets and lecture theatres where we have evening classes.		
	xiv) Any other general cleaning that might be necessary especially for management meetings		
	xv) Mopping of floors, stairs and corridors at least twice a day		
	xvi) High & low dusting of walls.		
	xvii) Early morning vacuum cleaning of carpeted offices		
	xviii) Daily emptying of waste baskets/bins and ferrying of unshredable waste from refuse chute areas located on each and every floor to the waste bins at the chute collection area on ground floor		
	xix) Continuous buffing of common areas after mopping		
	xx) Dusting and cleaning inside lifts		
	xxi) Dusting the glazed areas i.e. the walk through human scanners		
	xxii) Dusting of furniture (wooden furniture i.e. in the lecture theatres to be cleaned with pledge and no water		
	xxiii) Continuous thorough cleaning and disinfecting of washrooms and depositing of air fresheners and toilet moth balls in all urinals		
	xxiv) Dusting the glass parts and glazed arrears		
	ix) Wiping of windows with window cleaning liquid inside and outside twice a week.		
	ix) Daily sweeping using soft broom i.e. parking areas in basement and driveways		
	x) Daily mopping of offices and lecture theatres and dusting of tables and other surfaces using pledge on wooden surfaces		

	and leather creams on leather seats in the management offices		
	xi) Daily dusting of the guard rails on all floors and the staircase		
	xii) Cleaning of drainages		
	xxv) All drainages to be unblocked especially on the open area		
	xiii) Mopping of ground entrance lobby twice a day and continuous buffing to avoid dust		
	xiv) Parking entry off the security guard gate at Arboretum Drive shall be through cleaned every weekend and sweeping to be done daily		
	Note : The lecture theatres have seats and tables that wiped with pledge (no wet wiping)		
	WEEKLY ACTIVITIES		
	xiii) Special thorough cleaning including scrubbing of floors		
	xiv) Scrubbing the offices / polishing of floor areas		
	xv) Dusting of Window / walls / pillars		
	xvi) Stain removing		
	xvii) Vacuum cleaning carpeted floors		
	xviii) Weekly shampooing and quarterly wet cleaning of carpeted floors or as when required		
	xix) Cobweb removal		
	xx) High/low level dusting		
	xxi) Scrubbing and cleaning of two basement parking		
	xxii) Cleaning of glass areas including the glass helmet at entry Arboretum drive		
	xxiii) Watering and maintenance of Flower pots/vessels		
	xxiv) Weekly supply of air fresheners to all washrooms		
	Monthly Duties		
	<ul style="list-style-type: none"> Polishing of the aluminum hand rails 		
	<ul style="list-style-type: none"> Wiping of accessible windows twice a week inside and outside. 		
	NB: EQUIPMENT& MATERIALS REQUIREMENTS:		
	iv) Scrubbing Machine – at least two (2)		

	ii) Vacuum cleaner/Hoover machines – at least (two)		
	x) Adjustable ladder – three legged (5M high); and atleast 20M high steel ladder for low and high level dusting		
	xi) Feather Dusters – several but at least one to be 10M long to remove dust from high walls		
	xii) Squeezers		
	xiii) Mob buffers – at least two for each floor		
	xiv) Dry Fumigation of offices as need be and in liaison with the Estates department		
	<p>NOTE:</p> <p>I) The Successful Bidder will be expected to adhere to the University of Nairobi Environmental Sustainability Policy. The waste from the building will be expected to be handled with care to avoid blockage of drainages and refuse chutes. Segregation of different types of waste to be maintained from the source to the collection and disposal points. Water should not be wasted during cleaning; the successful bidder will be expected to have the cleaners use water efficiently without wastage. The green plants/flowers in the building will be expected to be attended to and kept healthy at all times so as to keep our environment safe, healthy and conducive learning.</p> <p>II) The building has several wet areas including refuse chute areas, washrooms, kitchens, cleaners stores/rooms. These areas will be expected to remain clean all times and clear from any blockages. Refuse chutes are located on all floors and cleaners will be expected to dump shredded papers only and the rest of the waste that cannot be shredded will be ferried from the chute area in waste papers to the ground floor chute collection area.</p>		
	TOTALS PER MONTH (KSHS)		
	TOTAL PER YEAR (KSHS)		

I	CHAIR OF THE COUNCIL OFFICE ALONG NGONG ROAD		
	2no.identical bungalows offices and Servant Quarters of a plinth area of 486 square meters		
	Posting of 1No.Cleaner,One Gardener and a Visiting Supervisor		
	i) Weekly supply of the pkts per month balls for the urinal toilets in the premises		
	ii) Supply and Installation of air freshener's dispenser to be filled with new cans twice a month.		
	iii)Supply and Installation of air refresher's dispensers to be refilled with new cans twice a month		
	v) Daily cleaning and disinfecting of washrooms		
	i) Daily cleaning of corridors and balconies		
	ii) Daily dusting of the furniture in the offices		
	Weekly Duties		
	i) Monthly polishing of the wooden floors		
	ii) Wiping of windows twice a week inside and outside		
	Gardening		
	i) Watering the flowers daily		
	ii) Wedding of the flowers		
	iii) Daily sweeping and ranking the compound		
	iv) Trimming the hedges		
	v) Manicuring of car park and pathway		
	Materials and tools		
	vi) Woodwax,detergents,moppingbucket,dusting clthes,pledge,disinfectant,gloves among others		
	vii) Weekly access of machine buffing pad, scrubbing pads		

	viii) Slashers,rakes pipes and sweeping brooms, lawn mowers		
	SUB TOTAL PER MONTH KSHS.		
	SUB TOTAL PER MONTH KSHS.		

J) PROVISION FOR COMPREHESIVE GROUND/GARDENING MAINTENANCE SERVICES AT THE UNIVERSITY OF NAIROBI 2020/2021

DESCRIPTION			UNIT	RATE (KSHS)
Posting of Twelve number (15) ground men and Two (2) supervisor in the following areas to be distributed as follows;				
	Location/Area	No. of Ground men		
1	Estates, Engineering Block ,Transport /Maintenance Workshop and its Environs	3		
2.	Central Administration i.e. Gandhi Wing, Great Court, Areas around Fountain of Knowledge ,Hyslop, Jomo Kenyatta Memorial Library, Education Building, 8.4.4.parking,Areas around Central Police, Main Campus perimeter wall (,University Way and Slip Road)	5		
3.	Chancellor's Court Playfields, Swimming Pool, Games Dep't area, Area around Central Catering Unit	6		
4.	Parklands Campus –School of Law	2		
		15		
i) GREAT COURT AND ITS SURROUNDINGS-MAIN CAMPUS				
i)	Trimming the hedges once a week and trimming /pruning trees where necessary			

ii)	Weeding the lawns twice a week		
iii)	Manicuring of grass lawns twice per week		
Sub Total Kshs.			
JOMO KENYATTA MEMORIAL LIBRARY-MAIN CAMPUS			
i)	Water of gardens - twice per week		
ii)	Tendering of the flower gardens – once a week		
iii)	Weeding of lawns – once a week		
iv)	Manicuring of lawns – twice per week		
v)	Scrubbing with soap – once per week		
Sub-total Kshs.			
ii)	CHANCELLOR’S COURT AND ITS SURROUNDING INCLUDING PLAY GROUNDS ,SWIMMING POOL ,PARKING AREAS NEAR CENTRAL CATERING UNIT		
i)	Mowing of grass every beginning of the month, or twice a month during the rainy season to the Football,Tennis,,Handball,Rugby,Track and Netball Fields, trimming /Pruning of trees where necessary		
ii)	Marking of fields every beginning of the month i.e.FootballI, Tennis, Handball, Rugby,Track and netball fields,.		
iii)	, Spraying of Herbicide and rolling at the beginning of the every quarter to the Tennis Court, Track fields and Hockey Field		
iv)	Mowing of grass, trimming and weeding of hedges every fortnight in Games office and its compound		
v)	Mowing of grass, trimming and weeding of hedges at the Swimming pool, mowing of grass, weeding and trimming of hedges every fortnight to the Games Department offices		
vi)	Daily picking of litter and Emptying of litter and emptying of litter bins to the all sports grounds		
vii)	Watering of flower gardens twice per week,		
viii)	Manicuring of grass lawns twice per month		
ix)	Trimming of hedges once per week		
x)	Maintenance of gardens twice per week		
xi)	Sweeping of pathways/parking daily NOTE: Area around the Dias and public toilet at Graduation square should be		

washed during graduation period and some events that may arise time to time.		
Sub-total Kshs.		
GANDHI WING GROUNDS-MAIN CAMPUS		
i) Watering of flower gardens twice per week		
ii) Weeding/maintenance of flower gardens once per week.		
iii) Trimming of hedges once per week., trimming /pruning of trees where necessary		
iv) Manicuring of grass lawns twice per month		
v) Scrubbing with soap concrete benches once per week		
Sub-total Kshs.		
V) ESTATES /TRANSPORT /ENGINEERING PARKING–MAIN CAMPUS		
i) Trimming of hedges once per week., trimming/pruning of trees where necessary		
ii) Weeding of lawns once per week		
iii) Manicuring the lawns once per week.		
iv) Sweeping of Car Parks and pathways daily		
v) Watering of gardens twice per month		
vi) Scrubbing concrete benches with soap once per week		
vii) Cleaning of drainages		
Sub-total Kshs.		
VI) AREAS BEHIND EDUCATION BUILDING/JKLM NEXT TO 8.4.4.BUILDING–MAIN CAMPUS		
i) Trimming of hedges onces per week, trimming of trees where necessary		
ii) Weeding of Lawns onces per week		
iii) Sweeping of pathways/walkways daily		
iv) Maintenance of flower beds onces a week.		
v) Scrubbing with soap concrete benches once per week.		

	Sub-total Kshs.		
VII)	8.4.4.PARKING-MAIN CAMPUS		
i)	Daily sweeping of the parking		
ii)	Maintenance of gardens onces per week		
iii)	Manicuring of lawns onces per week		
iv)	Trimming of hedges onces per week, trimming of trees where necessary		
vi)	Scrubbing with soap concrete benches once per week.		
	Sub-total Kshs.		
VIII)	HYSLOP PARKING AND ITS SURROUNDING I.E.UNSA OFFICES-MAIN CAMPUS		
i)	Watering of the gardens Once per week		
ii)	Trimming of hedges once per week, trimming of trees where necessary		
iii)	Trimming of hedges once per week		
iv)	Maintenance of flower beds once per week		
v)	Scrubbing with soap all concrete benches once per week.		
	Sub Total Kshs.		
IX)	ALONG MAIN CAMPUS PERIMETER /BOUNDARY WALLA- UNIVERSITY WAY EXTENDING TO SLIP ROAD UPTO 8.4.4.BUIDING BEHIND THE LIBRARY—FENCE –EXTERNAL AND INTERNAL		
i)	Watering of flowers		
ii)	Tendering of flowers		
iii)	Cleaning and Dusting of the metal grilles twice a month		
	Sub Total Kshs.		
X)	ADMINISTRATION BLOCK-MAIN CAMPUS		
iv)	Watering of Gardens twice a week		
v)	Trimming of hedges once a week, trimming of trees where necessary		
vi)	Manicuring/weeding of gardens		
vii)	Maintenance/Weeding of Gardens once per week		

viii)	Daily Sweeping of the car parks		
Sub Total Kshs.			
XI)	AREA AROUND CENTRAL POLICE STATION-HURRY THUKU ROAD-MAIN CAMPUS		
i)	Trimming of hedges once per week		
Sub Total Kshs			
XII)	AREA AROUND THE FOUNTAIN OF KNOWLEDGE-MAIN CAMPUS		
xv)	Tendering of flower beds once week		
ii)	Cleaning of foundation once a week		
iii)	Cleaning of the pathways/walkways once per week.		
iv)	Scrubbing with soap concrete Benches once per week		
v)	Watering of Gardens twice a week		
vi)	Trimming of trees where necessary		
Sub Total Kshs.			
XIII)	PARKLANDS CAMPUS-SCHOOL OF LAW		
iii)	Tendering of flower beds once week		
iv)	Cleaning of the pathways/walkways once per week.		
v)	Scrubbing with soap Benches once per week		
vi)	Manicuring/weeding of gardens		
vii)	Trimming of hedges once a week		
viii)	Trimming of trees where necessary		
Sub totals i-xiii Kshs.			
AMOUNT PER MONTH			
AMOUNT PER YEAR (KSHS)			

	GRAND TOTAL A-J PER MONTH INCLUSIVE VAT (KSHS)	
	GRAND TOTAL A-J PER YEAR INCLUSIVE VAT (KSHS)	

**NB: THE GRAND TOTAL AMOUNT CARRIED TO THE FORM OF TENDER SHOULD NOT
INCLUDE CONFUCIUS INSTITUTE.**

SUMMARY OF STAFF/STEWARDS DISTRIBUTION WITHIN THE UNIVERSITY OF NAIROBI

<u>AREA</u>	<u>SUPERVISORS</u>	<u>CLEANERS</u>	<u>GARDENERS</u>
MAIN CAMPUS AND ITS CAMPUSES/UNITS			
MOMBASA CAMPUS			
KISUMU CAMPUS			
TOTAL			

EVALUATION CRITERIA

A: MANDATORY REQUIREMENTS

NO.	PRELIMINARY EVALUATION CRITERIA		RESPONSIVENESS	
	Tenderers are required to meet the following Mandatory Requirements which will be used during Preliminary Examination to determine responsiveness			
MR1	Must attach Certificate of Incorporation/Registration.	Evidence to be availed is Incorporation/Registration Certificate	YES	NO
MR 2	Must attach a Valid Tax Compliance Certificate	Evidence to be availed is a valid Tax Compliance Certificate		
MR 3	Must attach the current Business Permit	Evidence to be availed is a valid business permit		
MR 4	Tender Security of Kshs. 500,000.00 in form of a Banker's guarantee or an Insurance Company Guarantee issued by an insurance firm approved by the Public Procurement Oversight Authority (PPRA), or guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise, valid for 150 days from the date of tender opening.	Evidence to be availed is tender security		
MR 5	Must dully fill, sign and stamp Confidential Business Questionnaire in format provided	Evidence to be availed is a dully filled, signed and stamped confidential business Questionnaire		
MR 6	Form of Tender Must be duly filled, signed and stamped	Evidence to be availed if a fully filled, signed and stamped form of Tender		
MR 7	Must fill the price schedule in the format provided	Evidence to be availed is filling of price as per schedule format		
MR 8	Must duly fill, sign and stamped Anti-Corruption Declaration Commitment/Pledge.	Evidence to be availed is a duly filled, signed and stamped Anti-Corruption Declaration Commitment.		

MR 9	Must attach Certificate of Confirmation of Directors and Shareholding Copy of current CR12 Where one or more of shareholders is a company (beneficial ownership), the CR 12 of such company shall be provided. This requirement is not applicable to sole proprietorships.	Evidence to be availed is certificate of confirmation of Directors and Shareholding (CR12)		
MR 10	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	Evidence to be availed are certificates of workplace registration (OSHA signed by CEO)		
MR 11	Must attach Certificate of Registration as NHIF and NSSF (Evidence of remittance , Payroll of employees	Evidence to be availed is Certificates, remittance, payroll of employees		
MR 12	Litigation history in the last five (5) years in the format provided	Evidence to be availed is a litigation history.		
MR 13	Must attach at least three (3) recommendation letters for the last 3 years (2017,2018,2019 from current) or running contracts whose value are exceeding 10.0 million per annum from major reputable clients'/firms	Evidence to be availed are recommendation letters from clients indicating the values		
MR 14	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 3 three years. Proof of access to liquid assets in form of Credit or bank overdraft facilities.	Evidence to be availed are audited accounts and reference letter from bank showing access to credit.		
MR 15	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. 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.	Evidence to be availed is print out of the payroll		
MR 16	Letter of Compliance issued by Ministry of Labour showing compliance to labour requirements.	Evidence to be availed is a letter of compliance to labor requirements		
MR 17	All pages of bidding documents shall be serialized from the first page to the last page	Evidence to be availed is serialization of bid documents.		
	Responsive			
	Non Responsive			

B) TECHNICAL EVALUATION CRITERIA

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

Evaluation Criteria and will be marked out of 70. The technical score (TS) assigned is indicated below;

No	Evaluation Attributes	Weighting Score	Max Score	Marks Earned
T.S.1	How well the bidders documentations is presented -Table of contents and well paginated	Well-presented bid documents and easy to reference on required supporting evidence	2	
T.S.2	Physical Facilities Provide details of physical address and contacts-attach evidence	Details of physical address and contacts with copy of either title, lease/agreement document or latest copy of utility bill	2	
T.S.3	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 List of personal Protective equipment i.e. Uniform clothes, Protective shoes, other i.e.gloves,dust and ear masks (2marks each)	9	
T.S.4	Tenderers Work Experience Number of years that the firm has been providing cleaning and ground maintenance and gardening services a) 3-5 years (3marks)	Attach copies of certified certificates of incorporation	9	

	<p>b) 5-7 years (5 marks)</p> <p>c) 7-10 years (9 Marks)</p>			
T.S.5	<p>List of Personal protective equipment.(3marks)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform clothes – (1mark) <input type="checkbox"/> Protective shoes (1mark) <input type="checkbox"/> 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 the list</p>	5	

T.S.6.	<p>Organization Structure</p> <p>Personnel</p> <ul style="list-style-type: none"> i) Competency of Supervisors and Managers ii) Evidence of Professional qualifications iii) Experience of supervisors Managing similar scope <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>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> <ul style="list-style-type: none"> a) Certificate level (1Marks) b) Diploma or Higher Diploma (2 marks) <p>Assistant Manager</p> <p>A) Diploma Level-2marks</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 motivate workers.</p>	12	
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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> <ul style="list-style-type: none"> i) Work plan including daily duty procedure (4 marks) ii) Cleaning ,Gardening and tendering different kinds of flowers and plants (3 marks) iii) Waste handling procedures e.g. biodegradable,Hazadrdous ,Filter and oily rags,Bottles,Plastics,Polythene e.t.c. (3 marks) iv) Washroom rooms cleaning procedure etc. (3 marks) v) Handling procedures of fittings & fixtures.(1) vi) Handling procedures of office equipment (1mark) <p>Note: Tenderers must submit their signed and Stamped procedures and methodology of execution which shall forms part of the contract</p>	<p>Provide details</p> <p>To be evaluated on the quality through demonstration of measurable items that will help in simplifying the management and supervision of cleaning services</p>	15	
T.S.8	<p>Documentary evidence (Payroll at least two current sites) by the bidder on the adherence to minimum wage guidelines for the cleaners/Gardeners as provided by the Ministry of Labour</p> <p>a) Below Kshs. 10,000.00= (</p>	<p>Attach evidences</p>	6	

	b) Above Kshs. 10,000.00= (4 Marks)			
T.S.9	i) Own Company (Tenderer) Environmental Safety and Health Policy. The manual should include the following; i) emergency or contingency measures during service delivery (1Marks) ii) Waste Handling procedures (1mark) vii) First Aid Handling procedures and Emergency preparedness (1mark) viii) Safety Measures at Work(1mark) ix) Emergency call centre (1 Mark) x) Evidence of employees showing that they are Insured (5Marks) xii) Toilet/General area checklist as well as ground Maintenance checklist	Attach copy	10	
	Total Score		70	
	Passmark		55	

**NB: All pages of bidding documents shall be serialized from the first page to the last page
(from cover to cover)**

E: FINANCIAL EVALUATION CRITERIA

As deduced from the audited accounts (Total Points 15) with a Passmark of 10.5

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

F: POST - QUALIFICATION

	Observations Made	Max Scores	Marks Earned
1	Confirmation of Business Name & Physical Address	2	
2	Confirmation of originals of Attached Documents	2	
3	Composition of Staff <input type="checkbox"/> Management <input type="checkbox"/> Technical <input type="checkbox"/> Supervisory <input type="checkbox"/> Support	3	
4	Name and Qualification of Key Management & Technical Staff 1: 2: 3:	3	
5	Nature of Operations(relevant) indicated	2	
6	Size Of Business <input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small	2	
7	Customer Service Centre/After Sales Service		
	Premises <input type="checkbox"/> Owned <input type="checkbox"/> Leased	1	
	Total	15	
	Passmark	10.5	

TECHNICAL EVALUATION COMMITTEE’S RECOMMENDATIONS

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

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

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 _____

Supplier's Declaration:

I.....of P.O Boxdeclare that;

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

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20____ between.....name of procurement entity+ 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 _____

CONFIDENTIALBUSINESS 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="0"> <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="0"> <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

PPPLICANT 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