



*The Kenya Power & Lighting Co. Ltd.
Central Office – P.O. Box 30099, Nairobi, Kenya
Telephone – 254-02-3201000
Fax No. 254-02-3201889
Stima Plaza, Kolobot Road*

Our Ref:

29th May, 2017

M/s

Dear Sir,

**ADDENDUM NO. 1 TO THE TENDER NO. KP1/9AA-2/OT/83/HR/16-17 FOR
PROVISION OF CLEANING SERVICES FOR SUBSTATIONS COMPANYWIDE**

The following amendments are made to the specified provisions of the Tender document.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect.

The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

2. Additional Substations.

Please check on the attached addenda for additional substations to be cleaned.

1. DEADLINE FOR SUBMISSION OF TENDER

The tender shall be closed on **Tuesday, 20th June, 2017 at 10.00am**. Tender opening shall be done on the same day at 10:30 am at the auditorium, Stima Plaza.

All the other terms and conditions remain as per the tender document.

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY LIMITED.


JOYCE OCHIENG
SUPPLY CHAIN MANAGER, PROCUREMENT

ADDENDUM 1: FOR PROVISIONS OF CLEANING SERVICES IN SUBSTATIONS COMPANYWIDE

ADDITIONAL SUBSTATIONS UNDER MOUNT KENYA REGION:

The below substations are the additional premises added under Mount Kenya region:

No.	PREMISES	LOCATION	SUBSTATION TYPE	FREQUENCY OF CLEANING
1	Kiganjo 33/11 KV Substation	Within Gamerock estate, Nyeri. Off Nyeri- Kiganjo road	Manned distribution	Daily
2	Nanyuki 33 KV Substation	Off Nyeri-Nanyuki rd along Nanyuki- Mt Kenya safari club rd	Manned distribution	Daily
3	Nanyuki 132 KV Substation	Along Nyeri-Nanyuki rd	Manned distribution	Daily
4	Embori 33 KV Substation	Along Nanyuki-Meru road,Timau	Manned distribution	Daily
5	Kanyekine 33 KV Substation	Along Chuka –Meru road	Manned distribution	Daily
6	Kinoru 33 KV Substation	Within Meru town,Near Kinoru Stadium	Manned distribution	Daily
7	Kaithe 132 KV Substation	Off Meru-Maua road	Manned distribution	Daily
8	Kianjai 33 KV Substation	Along Meru-Maua road	Manned distribution	Daily
9	Marania 33 KV Substation	Along Timau –Kiirua road,off Nanyuki –Meru road	Manned distribution	Daily
10	Sagana fall 33 KV Substation	Off Karatina-Nyeri road,within Muruguru village,Nyeri	Manned distribution	Daily
11	Ngáraria 66 KV Substation	Off Thika-Kangari road,within Ngáraria township	Manned distribution	Daily

NAIROBI NORTH MANNED SUBSTATION

No.	PREMISES	LOCATION	SUBSTATION TYPE	FREQUENCY OF CLEANING
12	Ndenderu Substation	Ndenderu	Manned transmission	Daily

IV)SCHEDULE OF REQUIREMENTS

1. SCHEDULE OF CLEANING ACTIVITIES – MANNED TRANSMISSION AND DISTRIBUTION SUBSTATIONS CONTROL ROOMS.

SCHEDULE OF CLEANING ACTIVITIES - MANNED SUBSTATIONS			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
	DAILY ACTIVITIES		
1	Cleaning, mopping, wiping and sweeping of the switch rooms of concrete screed and paved areas. To be included are the panels, fence pillars, low-level walls, embankments, lower ground floor, external gate house, pavement parking, covered parking, etc.	once everyday	
2	Dusting and wiping of all office furniture including desks, telephone headset, computer monitor, keyboards, CPUs, printers, fax machines, dustbins etc. and all window sills and low level partitions	once every day	
3	Mopping of all PVC/screed/terrazzo / ceramic floors	Twice everyday	
4	Cleaning and washing of fire exit	once everyday	
5	Chairs – Dust every morning	once every day	
6	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.	once every day	
7	Standard Ceramic fixtures: Basins Sinks and Urinals-Clean and disinfect twice daily including flush handles and taps.	once every day	
8	provision of 2 ply premium quality toilet paper rolls in each closet	replenish as and when required	
9	Emptying of dustbins	Empty dustbins daily	
10	Washing of toilets areas, ie toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
11	Collection and disposal of all wet and dry garbage from offices to designated collection area	Twice a day	
12	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	

SCHEDULE OF CLEANING ACTIVITIES - MANNED SUBSTATIONS			INDICATE YES OR NO
13	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
	THREE TIMES A WEEK		
14	Cleaning and washing of garbage disposal room/ area	three times a week	
15	Dusting and disinfecting of all office furniture including desks, telephone headset, computer monitor, keyboards, CPUs, printers, fax machines, dustbins etc. and all window sills and low level partitions	once every two (2) days	
	WEEKLY		
16	Cleaning and disinfecting all dustbins	Once every week	
17	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week	
18	Roofs: Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.		
19	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the substation)	once every week	
20	Soak toilets and sinks with approved detergent	Once a week	
21	Applying urinal moth balls to all urinals	Four balls per urinal per week	
22	Door Mats -To be cleaned weekly in dry weather and daily in wet season ensuring they are dry and dust free.	once per week	
23	Ensure oil and grease stains are removed using special detergents ie in the workshops	once weekly	
24	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once weekly	
25	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once weekly	
26	Clean all direction signs, signage, notice boards	once weekly	
27	Cleaning of windows	once weekly	
	MONTHLY		

SCHEDULE OF CLEANING ACTIVITIES - MANNED SUBSTATIONS			INDICATE YES OR NO
28			
29	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month	
30	Hand pulling of weeds before weeds spray.	Once a month	
31	Remove weeds from inside the yard and fence	Once a month	
32	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly	
33	Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.	Once a month	
34	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month	
ONCE EVERY THREE MONTHS			
35	shampoo Chairs with appropriate detergent the fabric covered seats once every three months	once every three months	
36	Cleaning and washing of external walls	once every three months	
37	Emptying of septic tanks - where applicable	minimum 3 times a year	
MANDATORY CONDITION			
38	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		
39	Contractor MUST provide protective clothing to the workers such as: - gloves, overalls, helmets and gumboots.		
40	The staff shall at all times while within the premises of KPLC, be clean and in well maintained uniforms in order to preserve the values and good image of KPLC.		
41	The contractor shall ensure that the staff is properly identifiable by badges at all times		
42	The contractor shall provide warning signs, approved by KPLC alerting KPLC employees and customers of impending danger where appropriate slippery, wet floor and cleaning in		

SCHEDULE OF CLEANING ACTIVITIES - MANNED SUBSTATIONS			INDICATE YES OR NO
	progress		
43	All washrooms should be manned continuously through the day		
44	Premises that have operations of 24/7 should be manned 24/7 and provision of detergents and materials availed 24/7		
45	All washrooms should be manned continuously through the day		
46	<i>* Before taking over the work, all working tools mentioned will be checked.</i>		
TIME SCHEDULED TO BE ADHERED TO			
47	All offices and control rooms should be ready by 7;30am		
48	2 nd mopping of offices should be done between 12.30pm and 1.45pm		

SECTION V - SUMMARY OF RATES AND PRICES

NO	ASSIGNMENT	NO OF WORKERS	RATE (KSH) PER MONTH VAT INCLUSIVE
MOUNT KENYA REGION			
1	Kiganjo 33/11 KV Substaion	2	
2	Nanyuki 33 KV Substation	2	
3	Nanyuki 132 KV Substation	2	
4	Embori 33 KV Substation	2	
5	Kanyekine 33 KV Substation	2	
6	Kinoru 33 KV Substation	2	

7	Kaithe 132 KV Substation	2	
8	Kianjai 33 KV Substation	2	
9	Marania 33 KV Substation	2	
10	Sagana fall 33 KV Substation	2	
11	Ngáraria 66 KV Substation	2	
12	Ndenderu Substation	4	