



**TENDER NO: KP1/9AA-2/OT/57/HR/15-16 FOR
PROVISION OF CLEANING SERVICES COMPANYWIDE**

APRIL, 2016

**ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

(E-PROCUREMENT TENDER OPENING SYSTEM)

**All bidders including Youth, Women, and Persons with
disability**

(ENSURE TO READ THE APPENDIX TO INSTRUCTIONS TO TENDERERS)

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SECTION I - INVITATION TO TENDER

DATE: APRIL, 2016

TENDER NO: KP1/9AA-2/OT/57/HR/15-16 FOR PROVISION OF CLEANING SERVICES COMPANYWIDE

1.1 The Kenya Power & Lighting Company Ltd (KPLC) invites bids from eligible Tenderers **FOR PROVISION OF CLEANING SERVICES COMPANYWIDE.**

Interested eligible Tenderers may obtain further information from the **General Manager, Supply Chain**, The Kenya Power & Lighting Company Ltd at Stima Plaza, 3rd Floor, Kolobot Road, and P.O. Box 30099 – 00100 Nairobi, Kenya.

1.2 Tender documents detailing the requirements may be viewed at KPLC E-Procurement web portal found on the KPLC Website (www.kenyapower.co.ke) beginning on **19th April, 2016.**

1.2.2.1 Upon downloading, bidders are required to immediately send/e-mail their Names and contact details to:

1. Ag. Supply Chain Manager (Procurement) – JOchieng@kplc.co.ke
2. Senior Supply Chain Assistant – skaronei@kplc.co.ke
3. Administration Assistant – Lcheruto@kplc.co.ke

*1.3 **Submission of Tender documents**

Completed Tenders are to be **saved as PDF** documents marked

Tender No: KP1/9AA-2/OT/57/HR/15-16 FOR PROVISION OF CLEANING SERVICES COMPANYWIDE, so as to be received on or before **10th May 2016.**

1.4 Prices quoted should be net inclusive of all taxes and delivery (where applicable) must be in Kenya Shillings or a freely convertible currency in Kenya and shall remain valid for **One Hundred and Twenty (120) days** from the closing date of the tender.

1.5 Tenders will be opened promptly electronically thereafter in the presence of the Tenderer's or their representatives who choose to attend in KPLC Auditorium at Stima Plaza, Kolobot Road, Parklands, Nairobi.

1.6 There will be a mandatory pre-bid meeting on **26th April, 2016 at 10.00 a.m.** at Stima Plaza auditorium.

SECTION II - TENDER SUBMISSION CHECKLIST

The tenderer shall submit its bid document strictly in the order and arrangement listed in the table below. Tenderers shall tick against each item indicating that they have provided it.

No.	Item	Tick Where Provided
A	FOR YOUTH, PERSONS WITH DISABILITY AND WOMEN	
1	Tender Securing Declaration Form	
2	Registration Certificate with the national treasury or the respective County treasury with in which they operate	
3	Company or Firm's Registration Certificate	
4	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
5*	PIN Certificate	
6*	Valid Tax Compliance Certificate	
B	OTHER BIDDERS	
1	Tender Security – Bank Guarantee or Letters of Credit (issued by Banks Licensed by the Central Bank of Kenya), Guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or the Women Enterprise Fund	
2	Copy of Company or Firm's Registration Certificate	
3 *	PIN Certificate or its equivalent	
4 *	Valid Tax Compliance Certificate	
C	GENERAL REQUIREMENTS (FOR ALL BIDDERS)	
1	Declaration Form	
2	Duly completed Tender Form	
3	Confidential Business Questionnaire (CBQ)	
4	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)	
5	Names with full contact as well as physical addresses of previous customers of similar service and reference letters from at least three (3) previous customers	
6	Price Schedule and/or Bill of Quantities	
7	Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of	

	the tender document for LOT 1 BIDDERS. <i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i> FOR LOT II BIDDERS.	
8	Any other document or item required by the Tender Document. (The Tenderer shall specify such other documents or items it has submitted)	
9	Site Visit Form dully filled and signed	

***NOTES TO TENDERERS**

1. Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan registered Tenderers must provide a valid Tax Compliance Certificate.
2. All Kenyan registered Tenderers must provide the Personal Identification Number Certificate (PIN Certificate).
3. Foreign Tenderers must provide equivalent documents from their country of origin as regards Tax Compliance and PIN certificates OR statements certifying that the equivalent documentation is not issued in the Tenderer's country of origin. The Statement(s) that equivalent documentation is not issued by the Tenderer's country should be original and issued by the Tax authorities in the Tenderer's country of origin.

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SECTION III - INSTRUCTIONS TO TENDERERS (ITT)

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.*
- b) *“Date of Tender Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the Tender Document.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“PPOA” wherever appearing means The Public Procurement Oversight Authority or its successor(s) and assign(s) where the context so admits.*
- f) *Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- g) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- h) *“The Tenderer” means the person(s) submitting its Tender for the provision of services in response to the Invitation to Tender.*
- i) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
- j) *words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- k) *words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*
- l) *Citizen contractors-a firm shall be qualified as a citizen contractor if its owners and shareholders are Kenyan citizens*

- m) *Local contractors- a firm shall be qualified as a local contractor if it is registered in Kenya.*

3.2 Eligible Tenderers

- 3.2.1 This Invitation to Tender is open to all Tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful Tenderers shall provide the services in accordance with this tender and the ensuing contract. Agreements between undertaking to directly or indirectly fix purchase or selling prices or any other trading conditions . Where this is discovered, the undertakings involved will not be eligible for award and all undertakings involved shall be disqualified.
- 3.2.2 Notwithstanding any other provisions of this tender, the following are not eligible to participate in the tender:-
- a) KPLC's employees, its Board or any of its committee members.
 - b) Any Minister or Assistant Minister of the Government of the Republic of Kenya (GoK)
 - c) Any public servant of GoK.
 - d) Any member of a Board or Committee or any department of GoK.
 - e) Any person appointed to any position by the President of Kenya.
 - f) Any person appointed to any position by any Minister of GoK.
- 3.2.3 For the purposes of this paragraph, any relative i.e. spouse(s) and child(ren) of any person mentioned in sub-paragraph 3.2.2 is also ineligible to participate in the tender. In addition, a Minister shall include the President, Vice-President or the Attorney General of GoK.
- 3.2.4 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 KPLC 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 to Tender.
- 3.2.5 Tenderers shall not be under declarations of ineligibility for corrupt, fraudulent practices and are not amongst persons mentioned in sub-paragraphs 3.2.2 and 3.2.3 above.
- 3.2.6 Tenderers who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XIII.
- 3.2.7 Those that are under the Declaration for corrupt and fraudulent practices whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.3 Joint Venture

3.3.1 Tenders submitted by a joint venture of two or more firms, as partners shall comply with the following requirements: -

- a) the Tender Form and in case of a successful tender, the Contract Agreement Form, shall be signed so as to be legally binding on all partners of the joint venture.
- b) one of the partners shall be nominated as being lead contractor, and this authorization shall be evidenced by submitting a Power of Attorney signed by legally authorized signatories of all the partners.
- c) The Power of Attorney which shall accompany the tender, shall be granted by the authorized signatories of all the partners as follows:-
 - (i.) for local bidders, before a Commissioner of Oaths or a Notary Public or Magistrate of the Kenyan Judiciary.
 - (ii.) for a foreign bidder, before a Notary Public, or the equivalent of a Notary Public, and in this regard the bidder shall provide satisfactory proof of such equivalence.
- d) the lead contractor shall be authorized to incur liability and receive instructions for and on behalf of any and all the partners of the joint venture and the entire execution of the contract including payment shall be done exclusively with the lead contractor.

3.3.2 All partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms, and a relevant statement to this effect shall be included in the authorization mentioned in paragraph 3.3.1 (b) above as well as in the Form of Tender and the Contract Agreement Form (in case of the accepted tender).

3.3.3 A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

3.4 Cost of Tendering

3.4.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender. KPLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.4.2 The price to be charged for the Tender Document shall be as indicated in the Invitation to Tender but in any case not exceeding KSh 5,000/=.

3.5 Contents of the Tender Document

3.5.1 The Tender Document comprises the documents listed below and Addendum (where applicable) issued in accordance with paragraph 3.7 of these Instructions to Tenderers: -

- a) *Invitation to Tender*

- b) Tender Submission Checklist*
- c) Instructions to Tenderers*
- d) Appendix to Instructions to Tenderers*
- e) Schedule of Requirements*
- f) Price Schedule for Services*
- g) Evaluation Criteria*
- h) General Conditions of Contract*
- i) Special Conditions of Contract*
- j) Tender Form*
- k) Confidential Business Questionnaire Form*
- l) Tender Security Forms*
- m) Principal or Manufacturer's Authorization Form*
- n) Declaration Form*
- o) Contract Form*
- p) Performance Security Forms*
- q) Details of Service*
- (i.) General Requirements*
- (ii.) Specific Details of Services*

3.5.2 The Tenderer is expected to examine all instructions, forms, provisions, terms and specifications in the Tender Document. Failure to furnish all information required by the Tender Document or to submit a tender not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.

3.5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "Private and Confidential".

3.6 Clarification of Documents

A prospective Tenderer requiring any clarification of the Tender Document may notify the Procurement Manager in writing or by post at KPLC's address indicated in the Invitation to Tender. KPLC 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 KPLC. Written copies of KPLC's response (*including an explanation of the query but without identifying the source of inquiry*) will be sent to all prospective Tenderers that have duly received the Tender Document.

3.7 Amendment of Documents

- 3.7.1 At any time prior to the deadline for submission of Tenders, KPLC, 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 amendment.
- 3.7.2 All prospective Tenderers that have received the tender documents will be notified of the amendment(s) (*hereinafter referred to or otherwise known as addendum*) in writing and will be binding on them.
- 3.7.3 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, KPLC, at its discretion, may extend the deadline for the submission of Tenders.

3.8 Language of Tender

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender, exchanged between the Tenderer and KPLC, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language provided that 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. The English translation shall be on the Tenderer's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Tenderer's stamp.

3.9 Documents Comprising the Tender

The Tender prepared and submitted by the Tenderers shall include but not be limited to all the following components: -

- a) *Declaration Form, Tender Form and a Price Schedule completed in compliance with paragraphs 3.2, 3.10, 3.11 and 3.12.*
- b) *Documentary evidence established in accordance with paragraph 3.13 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.*
- c) *Documentary evidence established in accordance with paragraph 3.14 that the services and any ancillary thereto to be provided by the Tenderer conform to the tender documents, and,*
- d) *Tender Security furnished in accordance with paragraph 3.17*
- e) *A detailed list of previous customers as prescribed for similar services on tender and their contact addresses shall be submitted with the Tender for the purpose of reference, or for evaluation where the Details of Service so dictate.*
- f) *And all other documents indicated in Section II (Tender Submission Checklist)*

3.10 Tender Form

The Tenderer shall complete and sign the Tender Form and all other documents furnished in the Tender Document, indicating the services to be performed, a brief description of the services, quantity (where applicable), and prices amongst other information required.

3.11 Tender Prices

- 3.11.1 The Tenderer shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total tender price of the services it proposes to provide under the contract.
- 3.11.2 Prices indicated on the Price Schedule shall be of all costs for the services including insurances, duties, Value Added Tax (V.A.T) and other taxes payable. No other basis shall be accepted for evaluation, award or otherwise.
- 3.11.3 Tender prices to be submitted (quoted) by the Tenderer shall remain fixed for the contract duration.
- 3.11.4 A price that is derived by a disclosed incorporation or usage of an international accepted standard formula shall be acceptable within the meaning of this paragraph.

3.12 Tender Currencies

- 3.12.1 For services that the Tenderer will provide from within or outside Kenya, the prices shall be quoted in Kenya Shillings, or in another freely convertible currency in Kenya. The currency quoted must be indicated clearly on the Price Schedule of Services.
- 3.12.2 The exchange rate to be used for currency conversion for evaluation purposes shall be the Central Bank of Kenya selling rate ruling on the Tender closing date. *(Please visit the Central Bank of Kenya website).*

3.13 Tenderer's Eligibility and Qualifications

- 3.13.1 Pursuant to paragraph 3.2, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the contract if its Tender is accepted.
- 3.13.3 The Tenderer will furnish KPLC with a copy of the accreditation or recognition certificate as applicable. KPLC reserves the right to subject the certificate to authentication.
- 3.13.4 Tenderers with a record of unsatisfactory or default in performance obligations in any contract shall not be considered for evaluation or award. For the avoidance of doubt, this shall include any Tenderer with unresolved case(s) in its obligations for more than two (2) months in any contract.

3.14 Conformity of Services to Tender Documents

- 3.14.1 The Tenderer shall furnish, as part of its tender, documents establishing the conformity to the Tender Document of all services that the Tenderer proposes to perform under the contract.
- 3.14.2 The documentary evidence of conformity of the services to the Tender Document may be in the form of literature, drawings, and data, and shall (where applicable) consist of: -
- a) *a detailed description of the essential technical and performance characteristics of the services whether in brochures, catalogues, drawings or otherwise,*
 - b) *a list giving full particulars, including available source and current prices of spare parts, special tools and other incidental apparatus necessary for the proper and continuing performance of the services for a minimum period of two (2) years following commencement of the provision of the services to KPLC, and,*
 - c) *duly completed Statement of Compliance to KPLC's Details of Service demonstrating substantial responsiveness of the service to those Details or, a statement of deviations and exceptions to the provisions of the Details of Service.*
- 3.14.3 For purposes of the documentary and other evidence to be furnished pursuant to sub-paragraphs 3.14.1, 3.14.2 and paragraph 3.15, the Tenderer shall note that standards for workmanship, material, and equipment, designated by KPLC in its Details of Service are intended to be descriptive only and not restrictive. The Tenderer may adopt higher standards in its Tender, provided that it demonstrates to KPLC's satisfaction that the substitutions ensure substantial equivalence to those designated in the Details of Service.

3.15 Demonstration(s), Inspection(s) and Test(s)

- 3.15.1 Where required in the tender, all Tenderers shall demonstrate ability of performance of the required service in conformity with the Details of Services.
- 3.15.2 KPLC or its representative(s) shall have the right to inspect/ test the Tenderer's capacity, equipment, premises, and to confirm their conformity to the tender requirements. This shall include the quality management system. KPLC's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection/ test.
- 3.15.3 KPLC shall meet its own costs of the inspection/ test. Where conducted on the premises of the Tenderer(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KPLC.
- 3.15.4 Demonstration, Inspection/ Test Report(s) shall be completed upon conclusion of the inspection/ tests. This Report will be considered at time of evaluation and or award.

3.16 Warranty

- 3.16.1 Where required in the Tender, all Tenderers must also provide a Warranty that warrants that the services to be provided under the contract are new, unused and or are of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender. The Warranty shall also warrant that the services in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use or application of the services under the conditions obtaining in Kenya.
- 3.16.2 The Warranty will remain valid for one (1) year after the services, or any part thereof as the case may be, have been used or provided or performed as indicated in the contract.

3.17 Tender Security

- 3.17.1 The Tenderer shall furnish, as part of its Tender, a tender security for the amount specified in the Appendix to Instructions to Tenderers.
- 3.17.2 The tender security shall be either one or a combination of the following:-
- a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Tender Security Form (Bank Guarantee) in the Tender Document.
 - b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - c) For Foreign bidders, Standby Letters of Credit (LC) confirmed by a bank in Kenya. All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - d) An original Guarantee by a deposit taking Microfinance Institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund, that is strictly in the form and content as prescribed in the Tender Security Form
- 3.17.3 The tender security is required to protect KPLC against the risk of the Tenderer's conduct which would warrant the security's forfeiture pursuant to paragraph 3.17.10.
- 3.17.4 The Tender Security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be issued by a commercial bank located in Kenya and licensed by the Central Bank of Kenya or a deposit taking Microfinance
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Institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund. The bank or institution must be located in Kenya.

- 3.17.5 The Tender Security shall be valid for thirty (30) days beyond the validity of the tender.
- 3.17.6 KPLC shall seek authentication of the Tender Security from the issuing bank or insurance company. It is the responsibility of the Tenderer to sensitize its issuing bank or insurance company on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the bank/institution within this period, such Tenderer's Tender Security may be deemed as invalid and the bid rejected.
- 3.17.7 Any Tender not secured in accordance with this paragraph will be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.
- 3.17.8 The unsuccessful Tenderer's Tender Security will be released as promptly as possible, in any of the following circumstances: -
- a) *the procurement proceedings are terminated*
 - b) *KPLC determines that none of the submitted Tenders is responsive*
 - c) *a contract for the procurement is entered into*
 - d) *the Tenderer does not qualify for Financial Evaluation in accordance with paragraph 3.31.*
- 3.17.9 The successful Tenderer's Tender Security will be released upon the successful Tenderer's signing the contract, pursuant to paragraph 3.39 and furnishing an authentic Performance Security, pursuant to paragraph 3.40.
- 3.17.10 The Tender Security shall be forfeited –
- a) *if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid*
 - b) *if the Tenderer rejects a correction of an arithmetic error*
 - c) *if the Tenderer fails to enter into a written contract in accordance with paragraph 3.39*
 - d) *if the successful Tenderer fails to furnish the performance security in accordance with paragraph 3.40*
 - e) *if the Tenderer fails to extend the validity of the tender security where KPLC has extended the tender validity period in accordance with paragraph 3.18.*

3.18 Validity of Tenders

- 3.18.1 Tenders shall remain valid for ninety (90) days after the date of tender opening as specified in the Invitation to Tender or as otherwise may be prescribed by KPLC,

- pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by KPLC as non-responsive.
- 3.18.2 In exceptional circumstances, KPLC may extend the Tender validity period. The extension shall be made in writing. The tender security provided under paragraph 3.17 shall also be extended. A Tenderer shall not be required nor permitted to modify its tender during the extended period.

3.19 Alternative Offers

Only main offers shall be considered, as alternative offers are not acceptable.

3.20 Number of Sets of and Tender Format

- 3.20.1 The Tenderer shall prepare three complete sets of its Tender, identifying and clearly marking the “ORIGINAL TENDER”, “COPY 1 OF TENDER”, and “COPY 2 OF TENDER” as appropriate. Each set shall be properly bound. The copies shall be a replica of the Original. Each copy will be deemed to contain the same information as the Original.
- 3.20.2 The Tender shall be bound and divided clearly in descending order as listed in the Tender Submission Checklist. The divisions are for clear identification and marking of the respective documents or information that are serially numbered in the Checklist.
- 3.20.3 The order and arrangement as indicated in the Tender Submission Checklist will be considered as the Tender Formats.
- 3.20.4 Any Tender not prepared and signed in accordance with this paragraph, in particular sub-paragraphs 3.20.1, 3.20.2 and 3.20.3 shall be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

3.21 Preparation and Signing of the Tender

- 3.21.1 The Original and all copies of the Tender shall be typed or written in indelible ink. They shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the contract.
- 3.21.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-
- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
 - b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*
- In either case above, the Power of Attorney shall accompany the Tender.
- 3.21.3 All pages of the Tender, including un-amended printed literature, shall be initialled by the person or persons signing the Tender and serially numbered.
- 3.21.4 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 initialled by the person or persons signing the Tender.

- 3.21.5 KPLC will assume no responsibility whatsoever for the Tenderer's failure to comply with or observe the entire contents of this paragraph.
- 3.21.6 Any Tender not prepared and signed in accordance with this paragraph may be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

3.22 Sealing and Outer Marking of Tenders

- 3.22.1 The Tenderer shall seal the Original and each Copy of the Tender in separate envelopes or packages, duly marking the envelopes or packages as "ORIGINAL", "COPY 1 OF TENDER" and "COPY 2 OF TENDER". The envelopes or packages shall then be sealed in outer envelopes or packages.
- 3.22.2 The inner and outer envelopes or packages shall -
- a) *be addressed to KPLC at the address given in the Invitation to Tender,*
 - b) *bear the tender number and name as per the Invitation to Tender and the words, "**DO NOT OPEN BEFORE** as specified in the Invitation to Tender.*
- 3.22.3 All inner envelopes or packages shall also indicate the name and full physical, telephone, e-mail, facsimile and postal contacts of the Tenderer to enable the Tender to be returned unopened in circumstances necessitating such return including where Tenders are received late, procurement proceedings are terminated before tenders are opened.
- 3.22.4 If the envelopes or packages are not sealed and marked as required by this paragraph, KPLC will assume no responsibility whatsoever for the Tender's misplacement or premature opening. A tender opened prematurely for this cause will be rejected by KPLC and promptly returned to the Tenderer.

3.23 Deadline for Submission of Tenders

- 3.23.1 Tenders must be received by KPLC by the time and at the place specified in the Invitation to Tender.
- 3.23.2 KPLC may, at its discretion, extend this deadline for submission of Tenders by amending the tender documents in accordance with paragraph 3.7, in which case all rights and obligations of KPLC and the Tenderer previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.24 Modification and Withdrawal of Tenders

- 3.24.1 The Tenderer may modify or withdraw its Tender after it has submitted it, provided that written notice of the modification, including substitution or withdrawal of the Tender is received by KPLC prior to the deadline prescribed for submission of tenders.
- 3.24.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraphs 3.20, 3.21 and 3.22. A withdrawal notice may also be sent by facsimile, electronic mail,

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cable or telex but followed by an original signed confirmation copy, postmarked not later than the deadline for submission of Tenders.

- 3.24.3 No Tender may be modified after the deadline for submission of Tenders.
- 3.24.4 No Tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period during which the Tender must remain valid. Any withdrawal of a Tender during this interval shall result in forfeiture of the Tenderer's Tender Security.

3.25 Opening of Tenders

- 3.25.1 KPLC shall open all Tenders promptly after the tender closing date and time, at the location specified in the Invitation to Tender or as may otherwise be indicated.
- 3.25.2 The Tenderer's names, tender modifications or withdrawals, the presence or absence of requisite Tender Security, the number of sets of tender documents duly received and such other details as KPLC, at its discretion, may consider appropriate, will be announced at the opening.
- 3.25.3 At the Tender opening, tender prices, discounts, and such other details as KPLC, at its discretion, may consider appropriate will be read out.
- 3.25.4 The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

3.26 Process to be Confidential

- 3.26.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Tenderer or other person(s) not officially concerned with such process until conclusion of that process.
- 3.26.2 Any effort by a Tenderer to influence KPLC or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Tenderer's tender.

3.27 Clarification of Tenders and Contacting KPLC

- 3.27.1 To assist in the examination, evaluation and comparison of Tenders KPLC 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 of the Tender shall be sought, offered, or permitted.
- 3.27.2 The Tenderer is required to provide timely clarification or substantiation of the information that is essential for effective evaluation of its qualifications. It is the responsibility of the Tenderer to provide in writing the clarification or substantiation which should reach KPLC within five (5) days from the date of KPLC's query. Such writing may include by electronic mail, facsimile or postal

- mail. Should there be no conclusive response within this period, it shall result in the Tenderer's disqualification.
- 3.27.3 Save as is provided in this paragraph and paragraph 3.26 above, no Tenderer shall contact KPLC on any matter related to its Tender, from the time of the tender openings to the time the contract is awarded.
- 3.27.4 Any effort by a Tenderer to influence KPLC in its decisions on tender evaluation, tender comparison, tender recommendation(s) or contract award may result in the rejection of the Tenderer's Tender.

3.28 Preliminary Evaluation and Responsiveness

- 3.28.1 Prior to the detailed Technical and Financial evaluation, KPLC will determine the substantial responsiveness of each Tender. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation. KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.28.2 KPLC will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in Section VI Evaluation Criteria.
- 3.28.3 Notwithstanding the contents of the foregoing sub-paragraphs, if a Tender is not substantially responsive, it will be rejected at the earliest stage of evaluation by KPLC and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.

3.29 Minor Deviations, Errors or Oversights

- 3.29.1 KPLC may waive any minor deviation in a Tender that does not materially depart from the requirements of the goods and or services set out in the Tender Document.
- 3.29.2 Such minor deviation -
- 3.29.2.1 shall be quantified to the extent possible,*
 - 3.29.2.2 shall be taken into account in the evaluation process, and,*
 - 3.29.2.3 shall be applied uniformly and consistently to all qualified Tenders duly received by KPLC.*
- 3.29.3 KPLC may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.30 Technical Evaluation and Comparison of Tenders

- 3.30.1 KPLC will further evaluate and compare the Tenders that have been determined to be substantially responsive, in compliance to the Details of Services set out in the Tender Document and as per the prescribed Evaluation Criteria.
- 3.30.2 The Operational Plan is a critical aspect of the Tender. KPLC requires that the Services shall be performed at the time specified in the Schedule of Requirements. KPLC's evaluation of a tender will also take into account the

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Operational Plan proposed in the Tender. Tenderers offering to perform longer than KPLC's required delivery time will be treated as non-responsive and rejected.

3.31 Financial Evaluation

- 3.31.1 The financial evaluation and comparison shall be as set out in the Summary of Evaluation Process. The comparison shall be
- a) 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.
 - b) deviations in Payment Schedule from that specified in the Special Conditions of Contract
- 3.31.2 Where other currencies are used, KPLC will convert those currencies to the same currency using the selling exchange rate ruling on the date of tender closing provided by the Central Bank of Kenya.
- 3.31.3 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 there is a discrepancy between words and figures, the amount in words will prevail.
- 3.31.4 The Tenderer will be notified of the correction of the arithmetical error(s). If the Tenderer does not accept the correction of the error(s), its Tender will be rejected, and its Tender Security forfeited.

3.32 Preferences

- 3.32.1 In the evaluation of tenders, exclusive preference shall be given to citizen contractors where the amount of the tender as evaluated is below KShs. 50 Million in respect of services.
- 3.32.2 For purposes of this paragraph the Tenderer shall submit with its Tender, a valid copy of certificate of Confirmation of Directorships and Shareholding issued **and signed** by either the Registrar of Companies or Registrar of Business Names. This certificate must not be more than three (3) months old from the Date of the Tender Document. Kenya Power reserves the right to subject the certificate to authentication.

3.34 Debarment of a Tenderer

A Tenderer who gives false information in the Tender 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.

3.35 Confirmation of Qualification for Award

- 3.35.1 KPLC may confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 3.35.2 The confirmation will take into account the Tenderer's financial, technical, and performance capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to paragraph 3.13 as well as confirmation of such other information as KPLC deems necessary and appropriate. This may include factory, office and other facilities inspection and audits.
- 3.35.3 An affirmative confirmation will be a prerequisite for award of the contract to the Tenderer. A negative confirmation will result in rejection of the Tenderer's Tender, in which event KPLC will proceed to the next lowest evaluated responsive tender to make a similar confirmation of that Tenderer's capabilities to perform satisfactorily.

3.36 Award of Contract

- 3.36.1 KPLC will award the contract to the successful Tenderer whose Tender has been determined to be substantially responsive, compliant with the evaluation criteria and has been determined to be the lowest evaluated tender, and further, where deemed necessary, that the Tenderer is confirmed to be qualified to perform the contract satisfactorily.
- 3.36.2 Award will be done as indicated in the Appendix to Instructions to Tenderers.

3.37 Termination of Procurement Proceedings

- 3.37.1 KPLC may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 3.37.2 KPLC shall give prompt notice of the termination to the Tenderers, and, on request from any Tenderer, give its reasons for termination within fourteen (14) days of such request.

3.38 Notification of Award

- 3.38.1 Prior to the expiration of the period of tender validity, KPLC shall notify the successful Tenderer in writing that its Tender has been accepted.
- 3.38.2 The notification of award shall not constitute the formation of the contract until one is finally signed by both parties.
- 3.38.3 Simultaneously, and without prejudice to the contents of paragraph 3.27, on issuance of Notification of Award to the successful Tenderer, KPLC shall notify each unsuccessful Tenderer.
- 3.38.4 A notification of the tender outcome does not reduce the validity period for any tender security whether the Tenderer is successful or not, except where such

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tender security is officially released to the Bank and/or the Tenderer and such Bank discharged of all its obligations by KPLC prior to the expiry of its stated validity period..

3.39 Signing of Contract

- 3.39.1 At the same time as KPLC notifies the successful Tenderer that its Tender has been accepted, KPLC will send the Tenderer the Contract Agreement provided in the Tender Document together with any other necessary documents incorporating all agreements between the Parties.
- 3.39.2 Within seven (7) days of the date of notification of award, the successful Tenderer shall only sign the Contract Form and all the documents specified in that Form and return them to KPLC within that period of seven (7) days.
- 3.39.3 KPLC shall sign and date the Contract in the period between not earlier than seven (7) days from the date of notification of contract award and not later than thirty (30) days after expiry of tender validity. Further, KPLC shall not sign the contract until and unless the authentic performance security is received in accordance with paragraph 3.40.
- 3.39.4 Failure of the successful Tenderer to sign the Contract, the award shall be annulled and its tender security forfeited in which event KPLC shall notify the next lowest evaluated Tenderer that its Tender has been accepted.
- 3.39.5 Paragraph 3.38 together with the provisions of this paragraph 3.39 will apply with necessary modifications with respect to the Tenderer notified under sub-paragraph 3.39.4.

3.40 Performance Security

- 3.40.1 Within fourteen (14) days of the date of notification of award from KPLC, the successful Tenderer shall furnish KPLC with a Performance Security which shall be either one or a combination of the following:
- a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.
 - b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - c) For Foreign bidders, Standby Letters of Credit (LC) confirmed by a bank in Kenya. All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.

- 3.40.2 The Performance Security shall be issued by a commercial bank licensed by the Central Bank of Kenya. The bank must be located in Kenya.
- 3.40.3 The successful Tenderer shall furnish a Performance Security being the sum of ten percent (10%) of the contract price.
- 3.40.4 KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the successful Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such successful Tenderer's Performance Security may be deemed as invalid.
- 3.40.5 Failure of the successful Tenderer to furnish an authentic Performance Security, the award shall be annulled and the Tender Security forfeited, in which event KPLC may notify the next lowest evaluated Tenderer that its Tender has been accepted.
- 3.40.6 Paragraph 3.38, 3.39 together with the provisions of this paragraph 3.40 will apply with necessary modifications, and as far as circumstances permit, with respect to the Tenderer notified under sub-paragraph 3.39.4.

3.41 Corrupt or Fraudulent Practices

- 3.41.1 KPLC requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present Regulations, the following terms are defined as follows: -
- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of public official in the procurement process or in contract execution;*
 - b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPLC, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.*
- 3.41.2 KPLC 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.
- 3.41.3 Further, a Tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

3.42 Monopolies and Restrictive Trade Practices

- 3.42.1 Agreements between undertakings, decisions by associations of undertakings, decisions by undertakings or concerted practices by undertakings which have as

their object or effect the prevention, distortion or lessening of competition in trade in the goods tendered for are prohibited.

3.42.2 An agreement or a concerted practice of the nature prohibited above shall be deemed to exist between two or more undertakings if-

- a. Any one of the undertakings owns a significant interest in the other or has at least one director or one substantial shareholder in common; or
- b. Any combination of the undertakings engages in any of the below practices;
 - i. Directly or indirectly fixing purchase or selling prices or any other trading conditions, and/or
 - ii. Collusive tendering.

SECTION IV - BID DATA SHEET (Appendix to Instructions to Tenderers)

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Tenderers *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No	ITT Reference Clause	Particulars of Appendix
1.	3.2.1 Eligible Tenderers	Tender is open to all local cleaning services providers who are citizens of Kenya including youth, women and people with disability as in Lots.
2.	3.16(f) – List of Previous Customers	<i>The Tenderer shall submit at least three (3) names with full contact including telephone, email and physical addresses of previous clients of similar services and letters from the previous clients confirming satisfactory completion of the contracts and on schedule.</i>
3.	3.17 Tender Form	1) The Tenderer shall complete and sign the Tender Form and all other documents furnished in the Tender Document.
4.	3.19 Tender Currencies	For avoidance of doubt, the currency of the tender must be in Kenya shillings local bidders
5.	3.20 Documents of evidence of eligibility and qualification	<i>Confidential Business questionnaire, name or leased, copy of VAT Registration Certificate, Copy of PIN Registration certificate, KRA Tax Compliance certificate.</i>
6.	3.24 Tender security	<i>Bidders will be required to provide a tender security of Kshs.100, 000 for LOT I Only.</i>
7.	3.25 Validity of Tenders	<i>120 days</i>
8.	3.27 Number of sets of and Tender format	<i>There will be only one document submitted on the E-Procurement portal</i>
9.	3.28 Preparation and signing of the Tender	<i>There will be only one document submitted on the E-Procurement portal. Bidders shall ensure that they upload all the required documents into the portal</i>
10.	3.32 Opening of Tender	<i>The tender shall be opened electronically at Stima Plaza Auditorium on 10th May, 2016 at 10.30 a.m and bidders are encouraged to participate.</i>
11.	3.42 Award of contract	<i>The award shall be based on the criteria as per depot.</i>

12.	3.4.3 Capability of the firm to provide the service	<i>The firm will demonstrate ability to provide cleaning services in the stated depot companywide by confirming in the schedule of activities. Indicate YES or NO.</i>
13.	Areas of providing the cleaning services	<i>KPLC has assignments spread across the country</i>
14.	Attendance of pre-bid meeting	<i>There will be pre-bid meeting on 26.04.2016 at 10:00 am.at Stima Plaza Auditorium.</i>
15.	3.36.2 Mode of Award of Contract	<i>The award shall be based on the criteria as per depot.</i>

SECTION IV - SCHEDULE OF REQUIREMENTS

Part A - Brief Schedule Of Services Required

TENDER NO.KP1/9AA-2/OT/57/HR/15-16 FOR PROVISION OF CLEANING SERVICES COMPANYWIDE.

This tender covers the provision of cleaning services for offices and residential areas.

The cleaning services tender covers the period 1st June, 2016 to 31stJuly, 2018.

The contract entails provision of the following:

- Office cleaning and garbage collection
- Provision of sanitary services
- Draper/upholstery and carpet cleaning/shampooing
- External and internal window dry and wet cleaning
- Garbage collection and disposal in residential areas.

The table below gives the minimum specifications for services to be provided. The tenderer is required to provide the clause by clause response to the specifications. The evaluation and award shall be based on a lot by lot basis

1. MINIMUM REQUIREMENTS FOR MATERIALS AND EQUIPMENTS

The materials and equipment provided must be adequate to provide the service required to the required standards and must be available and in use for the duration of the contract. The equipment must be maintained in good working order at all times. Tools and equipment shall but not limited to the following :-	
1	Materials to be used shall be submitted for approval prior to contract commencement
2	All supplies , consumables or cleaning chemicals used during the duration of the contract MUST be approved by the Kenya Bureau of Standards
3	All contractors must abide by all Kenya Labour Laws and in Particular comply with all legal regulations relating to payment of wages to their employees (regulation of wages (general) amendment order 2013or subsequent amendments to it .
4	The winning bidders shall be required to provide certificates of good conduct from the relevant agencies for employees engaged to carry out these services
Consumables - minimum requirements	
no	Item
1	Polishes
2	Detergents
3	Stain Removers
4	Lining

5	Degreasers
6	Toilet Papers
7	Hand paper towels
8	Hand cleaners /Sanitizers
9	Disinfectants
10	Litter Bins in The washrooms
11	Automated Air fresheners (Consistent scent approved by the Client)
12	Toilet Balls
Minimum Tools and Equipment	
1	Mop Buckets
2	Aluminum Mop Handles
3	Round and Kentucky mops
4	Floor shining mops
5	Window cleaners (telescopic)
6	Scrubbing / Buffing machine with a corresponding number of extension cables
7	Wet and dry Vacuum Cleaner
8	Broom/Hand brooms/ Makuti Brooms
9	Dustpan /Dust broom
10	Long handled brush
11	Yellow duster and white cleaning cloths
12	Ordinary dusters
13	Ladders
14	Feather Dusters
15	helmets , gloves and dust masks , ear plugs /muffs, safety
16	caution Signs
17	House keeper Trolleys / Detergent Basket
18	Two(2) sets of well fitted uniforms
19	Sewer Opening Rods
20	Wheel Barrow
21	Gumboots
22	helmet

2. BILLS OF QUANTITIES

The bills of quantities for provision of cleaning services general areas should be read in conjunction with the instructions to tenderers, special conditions of the contracts and the schedule of cleaning activities for offices, residential & show ground).(section V no .3-6)

2.1 CENTRAL OFFICE

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – STIMA PLAZA PHASE 1 & 2			
Contact Person – Phyllis Koinange 0711031594 Lydia Cheruto – 0711031419			
NO.	PREMISE	LOCATION	SCOPE OF WORK
1.	Stima Plaza Phase 1 & II	<u>Kolobot Road</u>	
<p>The Stima Plaza comprises of basement floor, mezzanine floor and seven floors with approximate area of 80,000square feet. Of which 80% of the floor finish is a granite tiles and the remaining 15% comprises of carpet and terrazzo.</p> <p><u>WASHROOMS</u></p> <ul style="list-style-type: none"> • It consists of 8 floors, each floor consists of 3(no) ladies and 3(no) gents. The mezzanine floor consists of two washrooms and two bathrooms which are to be cleaned 24/7 . The floor is finished terrazzo floors and ceramic tiles in walling. Basins, sinks, urinals, cisterns, w.cs, worktops, lamp boxes and mirrors. ▪ The walls inside the offices are partitions. ▪ The doors are of glass finish with metallic handles. Windows are of glass finish – ▪ The staircase, entrance and lift lobby finish is Granite steps, glass balustrade and timber handrails. ▪ The lift car is contains mirrors with the tube light compartment and air conditioning. ▪ Paved areas around the building have cement finish. ▪ generator room, refuse chute etc. Clean thoroughly and disinfect. ▪ The parking in front of the substation, motorbike parking and the basement parking is made of cabro and cement finish ▪ The floor at the auditorium is carpet finish. ▪ To be done in the presence of the office / facility user. This must not inhibit the frequency and manner of cleaning and therefore all necessary arrangements must be made to ensure that the same is not interfered with. 			
Minimum number of workers required 35			

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS STIMA MALL			
Contact person :- Phyllis Koinange – 0711031594 / Lydia Cheruto – 0711031419			
2.	Stima Mall plaza	Mushembi Rd next to Stima	Offices
			This refers to office area on 2 nd floor, 3 rd floor,4 th floor,5 th floor,6 th floor and 7 th floor

		Sacco Plaza		measuring approximately 194sq per floor meters and washrooms (Gents and Ladies)on each floor and a kitchen on each floor The floor finish is ceramic tiles in the office area.
Minimum number of workers required 7				
3	Stima Investment plaza	Mushembi Rd next to Stima Sacco Plaza	Offices	This refers to office area on 2 nd floor, 3 rd floor &4 th floor measuring approximately 300sq per floor meters and two washrooms (Gents and Ladies). The floor finish is ceramic tiles and granito in the office area. Each floor contains gents and ladies washrooms.
Minimum number of workers required 4				

<u>SPECIFICATIONS AND SCOPE OF CLEANING WORKS. ELECTRICITY HOUSE NAIROBI</u> (Contact Person –Dinah Khachina - 0721-457013)				
4.	Electricity House	Along Harambee Avenue	Offices	The house compromises of two wings i.e. Uchumi wing and Harambee wing. Uchumi wing - This is an office area with 9 floors and a basement and,with 16(no)washrooms for gents and ladies. Harambee Avenue wing has 1st floor to 14th floor measuring approximately 10,543 square meters with 28(no) washrooms for both genta and ladies. Demonstration centre has (no)washrooms for both gents and ladies. Banking hall has 2(no)washrooms. All the washrooms have terrazzo floors. All KPLC offices are tiled floor. All the offices and common areas on Uchumi wing to be cleaned
Minimum number of workers 38				

<u>SPECIFICATIONS AND SCOPE OF CLEANING WORKS. HIGHRIDGE STAFF QUARTERS</u> (Contact Person – Phyllis Koinange 07110315494/ Lydia Cheruto – 0711031419)	
LOCATION	SCOPE OF WORK
HIGHRIDGE STAFF HOUSES (PARKLANDS) L.R.-209/3463	This is the area measuring approximately 2.66 acres. Development comprises; 1.Block 1 – 6 no. 2 bedrooms maisonettes flat 2.Block 2 – 8 no. 3 bedrooms maisonettes flat

SPECIFICATIONS AND SCOPE OF CLEANING WORKS. HIGHRIDGE STAFF QUARTERS

(Contact Person – Phyllis Koinange 07110315494/ Lydia Cheruto – 0711031419)

**Along 6th Avenue
Parklands**

3. Block 3 – 4 no. 3 bedrooms maisonettes flat
 4. Block 4 – 1 no. 3 bedrooms bungalow.
 5. Block 5 - 2no. 2 bedrooms Bungalows
 The parking area is grass and carbo paved

Recommended number of workers 3 (no)**2.2 KENYA POWER INTERNATIONAL****CLEANING DETAILED SPECIFICATIONS****KENYA POWER INTERNATIONAL**

Contact Person:- Agustine Amboka- 0713634999, Charles Nzioka-072297925, Kevin Omondi-. No. 0721207259

LOCATION – Ruaraka next to Utalii Hotel along Thika road

It comprises of Hostels with 307 rooms, 4 halls and a dining hall, 2 Administration blocks , 1 library, 3 Ablution blocks
 Classrooms, 5 Workshops, Senior & Junior Staff quarters, on a compound of approximately 10 acres

NO	LOCATION	DESCRIPTION	SIZES
NB :- THE FOLLOWING INFORMATION SHOULD BE READ IN CONJUNCTION WITH SECTION V NO 6)			
1.	Dining Hall	Consists of a dining Hall , 2 no. of washrooms, Sinks, 2 no. of offices. The Floor finish is terrazzo.	160ft x 90ft
2.	Assembly Hall	This consist of a Hall , the floor finish is PVC tiles	90ft x55ft
3.	_New Administration block:	This consists of of 8 offices, 2 conference rooms, 1 store, 1 resource center, 6 washrooms, 1 urinal, and 2 kitchenettes. The floor finish is Terrazzo & Ceramic	(90ftx65ft)
4.	Old Administration Block	Consist of 6 offices, and 2 no. of washrooms. Floor finish is ceramic tiles.	(48ftx15ft)
5.	Hostels	Two blocks of Hostels: Block A: Consist of 4 floors with 20 bath rooms and 20 washrooms. Block B: Consist of 3 floors with 15 birth rooms and 15 washrooms. All blocks have terrazzo floor finish.	(210ftx195ft)
6.	Parking/Drive ways	The finish in the parking area is Cabro paving. And the driveways are paved	
7.	Pavements and Walkways	Floor finish is concrete slab.	
8.	All ablution blocks	2 no. of ablution, sinks. Terrazzo floor finish with standard ceramic fixtures	35ftx20ft)
9.	Junior Staff Quarters;	2 no. bathrooms 1no. urinal, 2 no. toilet, Vacant units	

CLEANING DETAILED SPECIFICATIONS**KENYA POWER INTERNATIONAL**

Contact Person:- Agustine Amboka- 0713634999, Charles Nzioka-072297925, Kevin Omondi-. No. 0721207259

LOCATION – Ruaraka next to Utalii Hotel along Thika road

It comprises of Hostels with 307 rooms, 4 halls and a dining hall, 2 Administration blocks , 1 library, 3 Ablution blocks Classrooms, 5 Workshops, Senior & Junior Staff quarters, on a compound of approximately 10 acres

NO	LOCATION	DESCRIPTION	SIZES
	Ablution block.		
10.	Senior Staff Quarters compound	Consists of 10 units	
11.	General Compound	Grass, flowers, trees, walkways, hedge,	
12.	Dispensary	This consists of 2 no. offices,1 no. store. The floor finish is PVC tiles.	40ftx10ft
13.	Classrooms	This consists of 9 class rooms .The floor finish is PVC & Wood Parquet Floors	70ftx60ft)
14.	Library	This consists of a library and the floor finish is PVC tiles, .	110ftx90ft
15.	All workshop and offices	This consists of 6 no of workshops and offices. PVC floor finish.	
16.	Duty Master's office	Floor finish is PVC tiles.	18ftx10ft
17.	Gates	2No Gatehouses, 1No. washroom The floor finish is PVC tiles.	8ftx8ft
18.	Main Store.	Floor finish is PVC tiles	20ft x 16ft
19.	Rehabilitated Block	This consists of 6 no rehabilitated offices and 2 classrooms. The floor finish is PVC tiles.	
20.	Computer lab	This consists of 3 computer labs, 1no. office, the floor finish is PVC tiles	

Minimum no of workers -25

2.3 NAIROBI NORTH REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI NORTH REGION**

Contact Person –Gladys Achesa – tel 0722-801953

	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
1.	Ruaraka Complex	Off Thika Road	Offices , Workshop &	This is an expansive area that covers the Transport workshop, several office blocks, cyber cafe compound, parking and scrap

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PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI NORTH REGION

Contact Person –Gladys Achesa – tel 0722-801953

			park	<p>yard covering an estimated area of 8 acres with PVC floor tiles, ceramic floor tiling floorboards and terrazzo in offices, workshop and stores. The surface finishes in Parking Yard are bitumen and cabro paving. The fence existing is chain link fence and boundary wall.</p> <p>The area has a park that measures 6500 M² the total paved walkways (Cabro)- 600M² with 200m Drainage channels- 10 (no)Palm trees- 10 and 15(no) Other trees and 10(no) Metallic benches-10</p> <p>NB: The grass must be watered , maintained (addition of recommended manure)and well-trimmed at all times .</p>
Minimum number of workers 15				
2.	Juja Control	Dandora Area - Nairobi	Offices, Staff Quarters, Substation	<p>This refers to an area covering approximately 25 hectares comprising Office Blocks, Control Room, residential staff quarters (42 houses), parking lot, communal toilets and a police post. The office block include 8 toilets and 2 urinals, 3 blocks of communal toilets and bathrooms. The finishes include wood parquet, terrazzo, ceramic tiling and screed and PVC tiles. The compound has a perimeter wall and a live electric fence. The surface finishes in Parking Yard are bitumen and cabro paving</p>
Minimum number of workers 15				
3.	Royambu	Office Thika Road	Office	<p>This refers to the 1 office block, 2 stores blocks, substation 2 No. control rooms and battery room. Aand the expansive yard of approximately 10 hectares of land. The floor finishes in the offices is PVC tiles, cement screed and Terrazzo in the control Rooms. The Masonry stone wall. Office blocks 7toilets and a Urinal while the control rooms have 2 No. toilets</p>
Minimum number of workers 12				
4.	Sarit Centre	Westlands – Sarit Centre	Office – Pay point	<p>This is an office pay point area at second floor of Sarit Centre measuring approximately 620 square feet of which</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI NORTH REGION

Contact Person – Gladys Achesa – tel 0722-801953

				the floor is PVC tiles and walls are painted. The partitions to the counters are mainly UPVC
Minimum number of workers 1				
5.	Forest Road Staff Quarters	At the Junction of Forest Road and Limuru Road	Staff Quarters	The area is about 2 acres . This refers to one high-rise block of 3 floors, gate house and 1 single storey block of staff quarters with 22 houses. The common areas have precast plain slabs finish and cement screed.. The parking area has ballast finish.
Minimum number of workers 1				
6.	Eastleigh office	Eastleigh at Eastleigh shopping mall	Office	This is an office pay point measuring approximately 1100 square feet . The floor is of Ceramic tiles, walls are plastered and painted internally..
Minimum number of workers 1				
7.	Pangani Staff Quarters	Pangani Off Muranga rd next to Police Station	Staff Quarters	This refers to a block of staff quarters. The floor finish is cement screed. Fencing is chain link, the gate house is wooden, no. of house 15no. Compound is made of murrum
Minimum number of workers 1				
8.	Baba Dogo Records Center	Winsford Industrial Park. 100m off Baba Dogo Rd. Opposite Chandaria Industries	Office & Godown	The area is 3000 square feet. This refers to 1 godown, one washroom,
Minimum number of workers 2				
9.	Hamza Staff Quarters	Off Jogoo Road Hamza Area	Staff Quarters	This area covering about 1 acre of land of 18 (no) residential staff quarters with 6 (no) communal toilets and bathrooms. The floor in the common area is cement screed.
Minimum number of workers 2				
10.	Makadara Pay Point	Off Jogoo Road, KCB Building	Office	This is an office pay point area measuring approximately 700 square feet . The floor is of terrazzo finish and walls are plastered and painted internally.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI NORTH REGION

Contact Person – Gladys Achesa – tel 0722-801953

Minimum number of workers 1

2.4 NAIROBI SOUTH REGION - OFFICES AND STAFF QUARTERS

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS

Contact Person – LUCY KAMAU-0722682869

1.	Mbotela Staff Quarters	Mbotela - Off Jogoo Road	Staff Quarters	This area includes 5 communal toilets and bathrooms, 4 Storey staff houses and a compound of approximately 1.5 acres, with a perimeter fence. There are 78 single houses and a flat with 20 houses. The parking area is dusty.
Minimum no of workers 6				
2.	Machakos Office	Machakos Town off Machakos Rd on the ground floor of the Red Cross building.	Office	This refers to an office area on the ground floor measuring approximately 2000 square feet and comprise of main office, 3 No. Smaller offices store 4No. WC, 2 urinals, 2 WHB shed, kitchen and parking slots (8). The floor finish in the office and washroom is tiled.
Minimum no of workers 2				
3.	Nairobi South	Along LungaLunga Rd next to Ibera Africa	Offices , Control Room & Staff Quarters	This is an area covering approximately 6 acres and comprises office blocks; emergency office and staff quarters across the road. The main office has a modern washroom with 19 rooms The floor finish is ceramic tiles and the compound is dustycabro paved. The staff quarters has 51 houses with 2 blocks of communal toilets .The area has a perimeter wall. . Provision of exhausting services when required.
Minimum no of workers 18				
4.	Umoja A83	Umoja Inner Core Area	Staff Quarters	This premise occupies an area of 0.5. acres . It consists of one single block of staff quarters with two bed-roomed units. The block has 11 houses
Minimum no of workers 1				

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS				
<i>Contact Person – LUCY KAMAU-0722682869</i>				
5.	Likoni Go down	Along Lusaka Road	Offices	The area is 56,000sqft . This refers to 7 godowns, 15 washrooms, cabro paving and gate house. The Floor finish is cement and Washrooms floor finish is terrazzo
Minimum no of workers 5				
6.	Mlolongo Stores	Mlolongo	Offices & Godown	The area is 1 ½ acre This refers to three go downs each measuring approximately 9,000 square feet totalling to 27,000 square feet , 6 washrooms, compound and three offices. Half of parking area is cabro paved and the other dusty. Finish in the washrooms is ceramic tiles and the floor finish in the godown is cement screed Exhausting of septic tank when required
Minimum no of workers 4				
7.	Mlolongo office	Within Mlolongo Town adjacent to Anthena Hotel and to the East of Solomon School and Mulley's Supermarket	Office	The area is approximately 5,402sq. ft on the Ground floor of the building and has 4 washrooms plus urinal. The floor finish is ceramic tiles and the Finish in the washrooms is granite tiles
Minimum no of workers 2				
8.	Emali New Office	Along Nairobi-Mombasa Road behind the Shell Petro Station	Office	The area is approximately 3,282 sq. ft on the first floor of the building and has 4 washrooms. The floor finish in the office ceramic tiles and the Finish in the washrooms is ceramic tiles
Minimum no of workers 2				
9.	Wote Office	Along the main Machakos – Makueni Road opposite Kenol Petrol Station	Office	The area is approximately 2,500 sq. ft on the first floor of the building and has 4 washrooms. Paved Parking /storage yard measuring 5000 sq.ft. The floor finish in the offices is ceramic tiles and the Finish in the washrooms ceramic tiles
Minimum no of workers 2				
10.	Matuu Office	Along Thika – Garissa Highway	Office	The area is approximately 924 sq. ft on the Ground floor of the building and has 2

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS				
<i>Contact Person – LUCY KAMAU-0722682869</i>				
		next to Ndallas Hotel		washrooms.Both floor and washroom finish is terrazzo
Minimum no of workers 1				
11.	Kibwezi town office	Kibwezi	Offices	<p>This refers to approximately 1254.74 square feet office space on the ground floor of California Plaza with enclosed rear parking.</p> <p>There are two offices, ablution, two stores and a kitchen. The floor finish in the offices and washrooms is ceramic tiles .</p>
Minimum no of workers 1				
12.	MtitoAndei Office	Located Off Mombasa – Nairobi highway	Office	<p>Consists of 2No offices and store that extends to approximately 1600sq.ft</p> <p>The floor finish is ceramic tiles</p> <p>It also consist 2 washrooms and the floor finish is ceramic tiles.</p>
Minimum no of workers 1				
13.	Ruai office	Along Kangundo Rd next to Ruai Girls High School	Office	<p>The area is approximately 1,650 sq. feet on the ground floor of the building and has 3 washrooms. The floor finish is ceramic tiles</p> <p>And the finish in the washrooms is ceramic tiles</p>
Minimum no of workers 1				
14.	Tala Office	Located in Tala Town along Market Road	offices	<p>This refers to office approximately 900sq ft. Ity consists of an office One washroom finished with ceramic tiles, urinal and a pit latrine Floor finish is ceramic tiles.</p> <p>Exhausting of Toilet as and when required</p> <p>-</p>
minimum no of workers 1 (no)				

2.5 NAIROBI WEST REGION - OFFICES AND STAFF QUARTERS

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –NAIROBI WEST REGION				
<i>Contact Person – Joel Too – 0716-722950</i>				
<i>Contact person-Esther Kahiu 0721-312612</i>				
NO.	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	Ragati Office and staff quarters	Ngong Rd Next to NHIF Building	Office & Staff quarters	The staff quarters is constructed on an area of approximately 1.065 acres. One block is offices and the other staff quarters – 4 (no) for operational staff Toilet and compound. The finish is Terrazzo, cement screed and PVC on the floors and partial cabro compound
Minimum no of workers 3				
2.	Isiolo rd and bulk store	Off Isiolo Road Industrial Area - Nairobi	Offices and Workshop	This area covering about 10,180 sq mts . These comprises of offices, workshops, 2 stores, 2 blocks of communal toilets and bathrooms. Kitchen, canteen and urinal. The finish is Terrazzo, cement screed and PVC on the floors. A masonry fence surrounds the area. Note the workshop is a 24 hour premises, hence the cleaning will be done 24/7. The compound is cabro paved.
Minimum number of workers 8				
3.	Karen Office	Off Ngong - Dagoretti Area off Riara Rd.	Offices	This is enclosed in a compound area measuring approximately 6,650 square metres with offices and expansive compound. The finish is cement screed and terrazzo, cabro paved compound with 8 washrooms. In the premises poles are stored and hence the area of storage is greasy and need special attention.
Minimum no of workers 16				

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –NAIROBI WEST REGION

Contact Person – Joel Too – 0716-722950

Contact person-Esther Kahiu 0721-312612

4.	Nairobi West Depot	Off Mombasa Road near Bridge to South C	Office, Staff Quarters and Control Room	<p>This is an area covering approximately 2 acres of land and comprises an office block, residential staff quarters – 3 (no), communal toilets and bathrooms and a control room. The finish in the areas is cement screed, wood parquette and terrazzo. The office block has 2 office blocks communal toilet, and a urinal, 2 offices and a Control room.</p> <p>The staff quarters have 1 block communal bathrooms and toilets. And cabro paved compound</p>
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Minimum no of workers 5

5.	Wilson Airport	Wilson Airport Office	Office	<p>This is an office space covering about 987square feet carpeted all through. With one toilet <i>and small kitchenette</i></p>
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Minimum no of workers 1

6.	Adams Arcade Pay Point	Adams Arcade building off Ngong Rd next to Total Petrol Station.	Office	<p>This is an office area measuring approximately 640 Square feet and the floor finish is of PVC. Walls are plastered and painted internally, with external toilet</p>
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Minimum no of workers 1

7.	Namanga office and yard	Namanga Town	Office	<p>This refers to an office block approximately 632square feet with 1 tiled toilet and partial cabro paved compound and a yard of a compound of approximate 3 acres that requires regular grass cutting and weeding of flowers</p>
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Minimum no of workers 3

8.	Kitengela office(EPZ Plaza)	Kitengela Town..	Office	<p>This is an office area measuring approximately 3610 square feet on the ground floor, with toilet having (2) WC's and urinal.</p>
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Minimum no of workers 3

9.	Loitoktok Office and Stores.	Osotua Plaza - Loitoktok		<p>Office</p> <p>Comprises an office space, store and 3 toilets tiled (male & female).</p>
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PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –NAIROBI WEST REGION

Contact Person – Joel Too – 0716-722950

Contact person-Esther Kahiu 0721-312612

				<ul style="list-style-type: none"> The floor is finished in red oxide cement screed. <p>The office extends to approximately 1,510sq.ft.</p> <p>The yard extends to approximately 1,590sq.ft.</p>
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Minimum No. of workers required - 3

10.	Rongai office (Masai Mall)	New office on L.R. Ngong/36814-17(2 nd floor of Masai Mall)	Offices	This refers to an office block approximately 4200 square feet .the floor is mainly tiled and 4 communal toilets The yard contains metal containers and a compound approximate 5000 square feet with grass and flowers.
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Minimum no of workers 3

11.	Kibera customer service office	Kibera (nyayo high-rise)	offices	3 Metal containers approximately 3450 square feet
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Minimum no of workers 3

12.	Nairobi Showground Stand	Ngong Rd situated on Jamhuri ASK Grounds	Show ground	The Offices stand on an area of approximately 1500sq ft. This refers to three floors which include 5 washrooms, boardroom, lounge, two balconies, Staircases, and two kitchens. The floor finish is mainly tiles; we have flower bed which requires trimming and watering a month before the trade fair. The cleaning is done on ‘ as and when required ’ basis. This will be during the A.S.K show time in the month of September/October (i.e. 15 days)
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Minimum No. of workers required 7workers

2.6 NORTH RIFT REGION - OFFICES AND STAFF QUARTERS

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
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PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1	KVDA Plaza	Oloo Street	Offices	<ul style="list-style-type: none"> ▪ The ground floor measuring 2211 sq ft refers to the banking hall i.e. 4 cashiers cubicles, inquiry counters, supervisors' offices, kitchen, 2 toilets and 3 No. Wash hand basins. The floor is finished in polished terrazzo. The wall has white ceramic wall tiles. 1gents and 1 ladies toilet ▪ Mezzanine floor measuring 1449 sq ft refers to 2 offices (records and computer in put) and the rest of the office area is open plan, with a floor finish similar to ground floor. ▪ The 2nd floor measuring 5241 sq ft refers to 4 offices of varying sizes; one of which is carpeted. There is also one kitchenette within the floor. The uncarpeted area is PVC floor. ▪ 3rd Floor measuring 3610 sq ft refers one carpeted office and the rest of the area is open plan. the uncarpeted area is PVC tiles
The minimum no of workers for this premise is 8 (no)				
2	NATIONAL BANK BLD OFFICES	Along Oloo Street	Offices	This refers to offices measuring 5300 sq ft It consists of 2 offices (records and mail room), and the rest of the office area is open plan. The floor finish is PVC tiles
The minimum no of workers for this premise is 6(no)				
3	ELDORET DEPOT AND RESIDENTIAL QUARTERS	Along Arap Kitongo Rd	Offices and Residential quarters	<p>This refers to:</p> <ul style="list-style-type: none"> ▪ The transport offices and workshop is under one roof. There are 3 offices with a smooth screed finish floor while the workshop floor is roughly finished Measuring 1200sq ft ▪ The E/Plant workshop has 4 offices and a store. The Main workshop area has a large workshop and 4 rooms. The entire floor is in screed but oil spillage is common. Measuring 3500 sq ft

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<ul style="list-style-type: none"> ▪ O& M Offices houses two offices and 2 stores. Projects Office comprises of 3 Offices. The floor finish is screed finish and plaster painted walls Measuring 900 sq ft ▪ The yard measures app. 5 acres and is partly under grass while some sections are levelled in ballast, which appears eroded. There is an open drain cutting across the compound. There are 5 toilets, a urinal and 4 wash hand basins. The entire compound is surrounded with a keiapple fence. Toilets are furnished with ceramic. ▪ The residential quarter's measure 0.5 acres .The entire compound is surrounded with a keiapple fence. Comprises of 2(no) self-contained residential quarters each on its own compound, 2 (no) blocks of 4 houses with Communal toilets and Bathrooms.
The minimum no of workers for this premise is 8				
4	OLOO STREET OFFICES	OLOO STREET	Offices	<p>The offices are of granite floor finish. Behind, there is an open yard measuring $\frac{1}{8}$ of an acre approx. There are 3 No. Toilets, 2 wash hand basins and 1 kitchen sink Measuring 4366 sq ft</p> <ul style="list-style-type: none"> • Washrooms Furnished with PVC tiles.
The minimum no of workers for this premise is 2(no)				
5	MUYODI RESIDENTIAL QUARTERS	Along Uganda Highway	Residential quarters	<p>The estate comprises of 16 No. two bedroom flats and 16 No. Bed-seaters with two communal ablutions block each with 3 toilets and 3 bathrooms with some washing area. Toilets are furnished with ceramic.</p> <p>The estate is served with a parking area that is paved. The rest of the area of approx. 1-acre is covered in grass. The fence is of chain-link</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
The minimum no of workers for this premise is 3 (no)				
6	KPLC STORE	Along Arap Kitongo Road	offices	This is the main store that comprises 2 big storage areas and 2 offices of varying sizes and a small meeting room. There are 2 toilets and a small kitchen. The Ground floor has terrazzo finishing while the upstairs has tile floor finishing. the total area measures 9150 sq ft. Toilets are furnished with ceramic.
The minimum no of workers for this premise is 5 (no)				
7	KITALE OFFICE	Ambwere Plaza	Offices	The area measures 5000 sq ft and refers to office area with ceramic tile floor finish. The ablutions are 4 in number with a urinal and 2 No. WHB. There is 1 store. Toilets are furnished with ceramic
The minimum no of workers for this premise is 3(no)				
8	KITALE DEPOT	Peponi Road next to Cereals Office	Offices and Residential quarters	<ul style="list-style-type: none"> ▪ The depot building houses Emergency Office and Store with some room for darts. The area measures 1157 sq ft. ▪ The yard is partly covered in grass while the driveway is levelled in ballast (eroded). The entire compound is surrounded with a live fence. The location has 2 toilets and 2 communal pit latrines. 2 Washrooms Furnished with PVC tiles. ▪ Residential quarters consists of 9 (no) bed sitters and 2 communal toilets and 2(no) communal toilets ▪ Washrooms Furnished with PVC tiles.
The minimum no of workers for this premise is 3 (no)				

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
9	KAPSABET OFFICE	Located KCB Building 2nd floor and Ground Floor	offices	Comprises of 5 offices on the 2nd floor and a store on the ground floor .The floor is of PVC tiles. Measuring 2096 sq ft on the 2 nd floor and 770 sq ft on the ground floor. Toilets are furnished with ceramic
The minimum no of workers for this premise is 4 (no)				
10	LOKORI OFF GRID POWER STATION	Turkana County	Offices, Workshop, Guest House and entire compound	This office comprises of an office block 17m * 9m, workshop and a store each 7m * 18m, Pump House 8m * 4m, Guest House 13m * 18m and Compound length approximately 200m * 200m.. The office is furnished in polished terrazzo floor and Guest House are of PVC tiles, a Kitchen and a washroom. There are two toilets – 1 for ladies and 1 for gents, 1 urinal and 4 No. Wash hand basins. Toilets are furnished with ceramic
The minimum no of workers for this premise is 2 (no)				
11	LODWAR DEPOT OFFICES AND POWER HOUSE	Lodwar Town	Offices and Power House	There are 2 offices with one toilet. Measuring 800sq ft The floor is in screed The yard is mainly sandy with a few trees.1 shower and 1 toilet The power house measures 1900 sq ft <ul style="list-style-type: none"> • Furnished with PVC tiles. Toilets are furnished with ceramic •
The minimum no of workers for this premise is 4(no)				
12	LESSOS CONTROL DEPOT	Lessos	Offices and Residential quarters	<ul style="list-style-type: none"> ▪ There are offices within the Sub-Station Building and a Control room, 1 toilet, 1 bathroom and urinal. Measuring 1800sq ft. The floor type is Screed ▪ The staff-housing compound is comprised of 8 NO. two bed- roomed houses, 2 NO. three bed-roomed houses, and other smaller units. The whole area is covered in grass with

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>paved walk- ways.</p> <ul style="list-style-type: none"> ▪ The Compound also has 3 pit latrines, about ½ the perimeter is of live fence and the rest is in barbed wire. –exhauster services needed. ▪ There is an additional office at the substation comprising of 3 units upstairs and a kitchen with a meeting room downstairs. It measures 8540 sq ft.
	The minimum no of workers for this premise is 3(no)			
13	ITEN	Iten Town	Offices	The area measures 2000 sq ft and refers to office area with pvc tile floor finish. The Offices has ceramic toilets.
	The minimum no of workers for this premise is 2(no)			
14	RIVATEX	Rivatex sub-station	Offices	The offices comprises of two blocks one as a store and the other one as staff housing for E/Plant employees. The floor finish is terrazzo. The area measures 8645 sq ft. The area has toilets in the compound.
	The minimum no of workers for this premise is 3 (no)			
15	LOKICHOGIO		Offices	<p><u>Main Office Block that includes:</u></p> <p>Ladies and gents washrooms that are 40ft by 34ft each.</p> <p>Workshop block 46.5ft by 18ft</p> <p>Security Office 11.5ft by 11.5ft</p> <p>Pump house 11.5ft by 22ft</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH RIFT REGION

Contact Persons – - Paul Chepkuto 053-2033012/0722 943 591 Jestmore Manyu -Mobile NO. 0720 324 495

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				Control room 8ft by 20ft <u>Guest house that includes:</u> Sitting room 14ft by 11ft Kitchen 7ft by 8ft Bathroom 3.5ft by 3.5ft Toilet 3.5ft by 3.5ft 2 bedrooms of 10.5ft by 10.5ft each 1 bedroom 14ft by 10ft
	The minimum no of workers for this premise is 2(no)			

2.7 MT KENYA REGION - OFFICES AND STAFF QUARTERS**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	Stima House, Nyeri	Kamakwa Street	Offices	Stima House: Main offices consisting of: The ground floor of the front office including the banking hall, Cashiers cubicles and 4No. Offices and tea room. 2No. WCs The rear side of the ground floor consists of 2No. offices, 2 No. WC, pavement 1st floor consist the conference hall, 9No. Offices, 2No. WCs Back side comprising the yard, various offices, ablution block and the transport yard. 7 No WCs, 3 No. bathrooms and 5 No. Bowl urinal Offices floor finish is PVC tiles, banking hall and wet area floor finish is ceramic tiles. The approximate area of the plot is 1.16 acres
	Minimum no of workers required 6(no)			

2.	Diana Centre Nyeri	Gakere Rd	Offices	Comprises 1 st , 2nd, 3rd and 4 th floors all are similar in accommodation details including several offices, kitchen, 2 No. WCs, urinals and WHB, per floor. Office space is 14606 sq.ft. <ul style="list-style-type: none"> • Office floor finish is PVC • Total 16 No. WC toilets (4 No. Per floor) • 4 No. Urinal of 2 No. bowls (2No. Bowl Per floor)
Minimum no of workers required 6(no)				
3.	Nanyuki Office	Nanyuki Town next to Fina Bank on Kenyatta Highway	Offices	Comprises, Ground floor has a banking hall of ceramic tiles floor. Underground space comprises 6 No offices, stores space and one Kitchen. Floor finish is ceramic tiles floor. 3No. WCS and 3 No. bowls urinal Also a Yard. Total area for the office is 2230sqft and 3000sq ft for the yard
Minimum no of workers required is 3(no)				
4.	Isiolo Office	Within Isiolo Town	Offices	Comprises, an office space and WC. Floor finish is ceramic tiles. Area 2500sq.ft, The offices have 4 WCs.
Minimum no of workers required is 2				
5.	Meru Office	Meru Town next to Cooperative Bank Makutano	Offices	Comprises, office-covering 5500sq.ft, Motor vehicle repairing shed 4000sq.ft, Open yard 8000sq.ft, 6Nos. WCs and urinal. The ground floor finish in the offices is terrazzo while 1 st and 2 nd floor finish is ceramic tiles. Floor finish in wet area is ceramic
Minimum no of workers required is 5 (no)				
6.	Chuka Office	Chuka Town Next to Kenya Commercial Bank	Offices	Comprises, the main front office space 900 sq. ft with ceramic tiles floor, and a back office space 750 sq. ft with screened cement floor. 3 wash rooms. The back office houses the emergency office, stores, meter reading, veranda and kitchen. The office has 2 WCs. Floor finish in the WCs screed finish
Minimum no of workers required is 2 (no)				

7.	Embu Office & godown	Sparko House next to the Embu Market	Offices	Comprises, of Ground floor accommodating the offices and customers' banking hall. Underground space comprises 5Nos. offices, 2No. WCs a ,pit latrine and parking space. Office floor finish is ceramic tiles. The Office space is 2622 sq.ft
Minimum no of workers required is 5 (no)				
8.	Kiganjo 132 kv Substation(offices)&pole yard	Off Nyeri / Nanyuki Rd	Substation offices /offices/transformers yard	This is a restricted area and cleaning should be done under supervision. It comprises of a yard, 2WC, kitchen, lobby, Control rooms, a store and a feeder rooms. Floors are finished in ceramic tiles. Office space is 1200 sq.ft.
Minimum no of workers required is 4 (no)				
9.	Maua Office	Along Maua Kanuni Rd Nyambene Lodge Building next to E.A.P.C Church	Offices	This refers to office space of about 650 sq.ft Floor finish is cement screed. 1No, WC
Minimum no of workers required is 2 (no)				
10.	Kerugoya Office	At Professional plaza	Offices	Comprises, The 1st floor office space plus WC and kitchen. The floor finish is terrazzo The office space is 2880 sq.ft. Parking space for motorbikes.
Minimum no of workers required is 2 (no)				
11.	Blue Valley compound in Nyeri	Nyeri Town	Staff Quarters	Comprises 8 (no) residential houses occupied by staff. The fence is K-apple and there is a pit latrine on site. The compound is about 2.5 acres
Minimum no of workers required is 2(no)				
12.	Nanyuki Leave House	Near Sports arm Hotel next to Likki Hill School	Staff Quarters	Comprises a three bedrooms leave house and a servants' quarter. The fence is K-apple. The compound is about 4 acres .There is septic tank for the main house and staff quarters and a separate pit latrine

	Minimum no of workers required is 1(no)			
13.	Nanyuki Town staff Quarters	Godown Street next to Cereal Board	Staff quarters	LR. NO2787/485, 486, 487 & 448 4No. blocks of residential maisonettes (9 maisonettes near KCC) and a pit latrine The compound is approximately 1.017 acres These are residential units comprising 1bedroom each Plot 485, 486,487 & 448 each measure 0.1148 acres
	Minimum no of workers required is 1 (no)			
14.	Kamburu Energy Transmission offices	Kamburu 132 Kv Substation	Offices/Control and relay room	Comprise offices, a control room 2 WCs, 1 No. Bathroom and urinal. The compound is about approximately 1800sq ft. Floor finish is terrazzo at the entrance and cement screed in the offices
	Minimum no of workers required is 2 (no)			
15.	Kivaa office	KivaaMkt	Offices	This refers to office approximately 2405sq ft. with 2 NO. pit toilets and bathrooms/stores the Floor finish is ceramic tiles
	Minimum no of workers required is 1 (no)			
16.	Marimanti Office	Kathima building near Tharaka district hospital	Offices	Comprises main office block 450 sq. ft screened cement floor , 2 washrooms and 1 urinal
	Minimum no of workers required is 1 (no)			
17.	Merti Office	Merti town	Offices	Comprises, the main front office space 784 sq. ft. the Floor finish is cement screed and there is 1 No. pit toilet
	Minimum no of workers required is 1 (no)			
18.	Othaya Office	Along othaya – Nyeri Road	Offices	This refers to offices approximately 2600 sq ft. the Floor finish is ceramic tiles and there are 4 No. WCs
	Minimum no of workers required is 1 (no)			
19.	Mwea Office	Mwea Town	Offices	This refers to office approximately 204.3 sq ft. the Floor finish is ceramic tiles and 4 No. WCs and urinal

Minimum no of workers required is 1 (no)				
20.	Nyeri Leave Office & Record Centre	Nyeri Ring RD	2 Houses on different plots but in the same locality	Comprises 2 No. three bedrooms leave houses and a servants' quarter on two separate plots. The fence is K-apple. The compound is about 1.25 acre. There are septic tanks for the main house and staff quarters and a separate pit latrine
Minimum no of workers required is 1 (no)				
21.	Kingongo stores	Kingongo in Nyeri Municipality along Mathari HSP.RD (off Nyeri-Nyahururu rd.)	Offices and yard	This refers to offices and compound on approximately 1 acre. The Offices Floor finish is screed, there are 4 No. WC,2 No. Bathroom and urinal. There is also a Septic tank
Minimum no of workers required is 2 (no)				
22.	Laisamis office	Laisamis township along Marsabit-Isiolo highway	Offices, guard house, Guest House, Power house.	The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house The Floor finish is PVC, there are 2 No. WC toilets,2 No. bathrooms and urinal. The compound is served by a septic tank .
Minimum no of workers required is 4 (no)				
23.	Merti power station	Within Merti township	Offices, guard house Power house	The buildings area is approximately 200sq meters but the entire compound is on 5 acres. The compound comprises an office block, power station, drive ways, and guard house. The Floor finish is PVC, there are 2 No. WC toilets,2 No. bathrooms and urinal. The area is served by a Septic tank
Minimum no of workers required is 4 (no)				

24.	North Horr Power station	About 192 km from Marsabit	Offices, guard house, Guest House, Power house.	The buildings area is approximately 200sq meters but the entire compound is on 5 acres. The compound comprises an office block, power station, drive ways, guest house and guard house. The Floor finish is PVC, there are 2 No. WC toilets, 2 No. bathrooms and urinal. The area is served by a Septic tank
Minimum no of workers 3				
25.	Muthatari Pole yard (Embu)	Along Embu-Kamburu highway	Offices & pole yard and guard house	The buildings area is approximately 400sq meters but the entire compound is on 7.3 acres. The compound comprises an office block, 2 urinal, 4 WC toilets(2 ladies and gents 2 each), pit latrine and guard house. Floor finish is terrazzo and there is a septic tank
Minimum no of workers 5				
26.	Moyale Depot and Office	Moyale Town	Office & Staff Quarters & Guest houses	The area is about 10 acres comprising Town office , O&M office at the Depot , 13 No. residential staff quarters , a power house, guest House , 4(no) pit latrines, Social Hall and a compound. The fence is live. The Office floor finish is ceramic tiles and there is a septic tank.
Minimum no of workers 6				
27.	Marsabit Office and Staff Quarters	Marsabit Town	Office & Staff Quarters	The area is about 5 acres . This refers to the office block , power house, 2(no) pit latrines and 8 No. residential staff quarters The Office floor finish is PVC tiles and there is a septic tank.
Minimum no of workers 6				

28.	Nyahururu office	Opposite Nyahururu Municipal Council Offices	offices	<p>The office consist of 4 (four) offices measuring Approximately 10 ft x 8 ft, cashiers cubicles measuring 6ft x 3 ft, and 2 (two) office in open space measuring approximately 25ft x 30ft. The building has 7 (seven) toilets and 1 (one) urinal. Floor – made of red oxide cement screed</p> <p>Drainage – measuring 100ft Staircase – measuring 60ft</p> <p>Building area – measuring approximately 100ft x 200ft.</p> <p>Open space behind the office – measuring 50ft x 100ft, windows – 100ft x 5ft approximately in total.</p>
Minimum no of workers required -3 (no)				
29.	Nyahururu staff quarters & Depot	Along Nyahururu/Gil gil Rd		<p>The area measures approximately 1-1/2 acres. It consists of Six staff quarters , guard house ,ablution block and pole yard . it also has an open drainage measuring 90ft</p> <p>The ablution block floor is made of ceramic tiles and has 9- windows, 2-urinals, 5-Toilets,3-bathrooms and 3 WHB. The Floor finish is ceramic tiles</p>
Minimum no of workers required - 2 (no)				
30.	Maralal office	Within Maralal Town	offices	<p>Ground floor veranda measures Approx. 54.3 x 5ft, Customer service office Approx.19.8 x11.4ft with 2-Windows, Emergency Office Approx. 19.8 x 11.3ft with 2-Wndows, store Approx. 20 x 14ft with 1-Window. Entrance corridor with a measurement of Approx. 21.5 x 4.5ft.Toilets 2(Gents) measuring 7.6ftx10ft with one window, Ladies 1 measuring 6ft x 4ft with one window, Inner veranda measuring 54.3x 5ft and a store case measuring 21.6x6.9ft.the area has screed floor.</p>
Minimum no of workers required - 2 (no)				

31	Baragoi office & substation	Within BaragoiTown	office & substation	<p>The area consists of two new office with area approx. 7ft x 18.6fts</p> <p>.Workshop and store of area 47.16 x 17ft, two toilets.</p> <p>.Three commercial office area 43ft x10.5ft</p> <p>The Floor finish is PVC, 2 No. WC toilets,2 No. bathrooms and urinal and is served by a Septic tank</p>
Minimum no of workers required - 2 (no)				
32.	Muranga office	AFC building Muranga opposite lands office	Offices	<p>Rentable space of 2159 sq ft comprising a banking hall floor, cashiers cubicles and offices, 3No. WC ,WHB and kitchen</p> <p>Floor finish is terrazzo in wet areas and PVC tiles, cement screed in some offices.</p>
Minimum no of workers required is 3(no)				
33.	Kangari office	Kangari shopping Centre,Kigumo, Murang'a	offices	<p>This refers to office approximately 2265 Square feet (3 no ground shops, 2no rear units, 3 toilets and a urinal). Office floor finish is ceramic tiles.</p>
Minimum no of workers required is 2(no)				
34.	Muranga Pole Yard	Kongoini rd off Murang'a-Nbi rd	Office/yard	<p>This refers to office space, and Yard of appx 400square feet.</p> <p>The office space is a refurbished container of about 100 square feet, one pit latrine and a guard house.</p>
Minimum no of workers required is 2(no)				

2.8 WEST KENYA REGION - OFFICES AND STAFF QUARTERS

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION				
Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594				
NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1	ELECTRICITY HOUSE	Station Road Off OgingaOdinga Road	Offices	<p>Main offices consisting of:</p> <ul style="list-style-type: none"> ▪ The ground floor of Electricity house including the Banking Hall, & Demonstration

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>center</p> <ul style="list-style-type: none"> ▪ Most of the ground floor is finished either in PVC tiles or ceramic tiles. The toilets are in terrazzo. ▪ The First floor of E-house consists of the parking yard finished in Concrete. This covers the whole of both E house and Thabiti first floor and has within it Six small stores ▪ The Second & third floor of E house consists of open plan offices in PVC tiles floors and the toilet facilities set in the same style as the ground floor. A small kitchen is also provided and finished in Terrazzo ▪ The rooftop of E house is done in GCI sheets. of any debris at least once a month <p>The whole building measures 47050sq ft approximately and comprises 16 washrooms</p> <p>The plot measures about half an acre.</p>
2	THABITI HOUSE	Off OgingaOdinga Road.	Offices	<p>The offices consist of open plan offices of various sizes finished in PVC tiles, the gents and the ladies both consisting of two WC cubicles and urinals. The offices also have a kitchen and two stores. Total area is 3400-sq ft. approx.</p>
The minimum no of workers for this premise is 15				
3	KENSHOP OFFICES	1 st floor Kenshop cyber café Along OgingaOdinga Road.	Offices	<p>This refers to 5 No. open plan offices and the 2 No. WC toilets (gents & ladies) and kitchen facilities. The offices are finished in PVC tiles. Three rear store/ offices are also included. The premises measure 2332 sq. ft. approx.</p>
The minimum no of workers for this premise is 1				
4	KISUMU DEPOT/POWER STATION	Lake side behind United Millers	Power Station, Offices	<p>The premises consist of the main store and the stationary stores, the electrical plant and transport workshops, the Motor vehicle stores, offices and 4 No. WC toilets (gents & ladies). In total there are 13No offices and workshops of varying sizes all</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				finished in either cement screed or concrete. Motor Workshops and open storage yards all set within a one and half acre NB:-during the life of the contract the road shall be paved with cabro
The minimum no of workers for this premise is 4				
5	KARUME RESIDENTIAL QUARTERS	Karume Road. Along Karume Rd	Residential quarters	These are 16 staff houses The compounds measure about half an acre
The minimum no of workers for this premise is 1				
6	MILIMANI STAFF HOUSES	Aga Khan Rd	Residential quarters	The compound is occupied by seven maisonettes. The compound measures about one and a quarter acre
The minimum no of workers for this premise is 1				
7	MILIMANI RESIDENTIAL QUARTERS	Milimani Area	Residential quarters	Two maisonettes on own compound within Milimani area. . The compound along Got Huma Rd is 0 .3233 acres . While the one along AdalaOtoko Rd is 0.4279 acres.
The minimum no of workers for this premise is 2				
8	ONDIEK RESIDENTIAL QUARTERS	Camp Links Road off Kakamega Road	Residential quarters	The residential quarters consist of the Two main flats, a Landies and some small single units. Set within the estate is a communal ablution facility that serves the single units. .The compound measures about an acre
The minimum no of workers for this premise is 1				
9	KAKAMEGA OFFICE	Town Centre	Offices	This refers to a two-storied office block, a parking yard, an open storage yard, a wooden store and water pump house. The main office measures about 9068 sq. ft approx . And consists of 4 NO open plan offices, three sets of toilets each with at least three cubicles and urinals, a demonstration centre and stores. The floors are in ceramic tiles. Better part of the compound is done with cabro.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
The minimum no of workers for this premise is 5				
10	KATITU	Located in Katito town	office	Accommodation includes two open plan offices, 1 (no) WC. The office measures 500 sq. ft approx. The floor finish is ceramic tiles.
The minimum no of workers for this premise is 1				
11	SIAYA OFFICE (New)	Located in Siaya town	Office	The accommodation consists of) open plan office, 6 toilets for ladies and gents. It measures 2500 sq. ft approx.
The minimum no of workers for this premise is 1				
12	LUMAKANDA		Office	Accommodation includes two open plan offices, 1 (no) WC. The office measures 644 sq. ft approx. The floor finish is cement screed.
The minimum no of workers for this premise is 1				
13	BUSIA OFFICE	1 st floor of Busia Steel Building along the main Uganda Road	Offices	This refers to an open plan office, balcony/veranda, 3 (no) stores, urinal and 4 (no) WC for ladies and gents. The office measures 3392 square feet. The floor finish is ceramic tiles.
The minimum no of workers for this premise is 2				
14	UGUNJA OFFICE	Along the Ugunja Busia Rd next to the Bus station	Offices	This refers to 2 (no) open plan offices, 3 (no) WC for ladies and gents. The office measures 1058 square feet. The floor finish is ceramic tiles.
The minimum no of workers for this premise is 1				
15	BUNGOMA OFFICE	Bungoma Township	Offices	The accommodation consists an open plan office, a store and 1 (no) WC. It measures 2400 sq. ft approx.
The minimum no of workers for this premise is 2				
16	WEBUYE OFFICES	Within Webuye Town	Offices	Floor finish is a ceramic tile. It measures 820 sq. ft approximate office space, rear space 300sq.ft store, 2 No. WC and a small Kitchen space.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
The minimum no of workers for this premise is 2				
17	BONDO OFFICE	Town centre	offices	The accommodation consists of an open plan office, two stores and 2 common pit latrines. It measures 500 sq. ft approx.
The minimum no of workers for this premise is 1				
18	MAMBOLEO POLE YARD	Miwani Rd off Kisumu- Kakamega Rd	Pole yard	The accommodation consists of an open plan office and one pit latrine It measures 3 Acres approx.
The minimum no of workers for this premise is 1				
19	MBALE OFFICE <i>(old office)</i>	Along the Kakamega road(<i>oppos ite Idavaga muslim pri sch</i>)	Offices	This refers to an open plan office on first floor, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. The office measures 1024 square feet . The floor finish is ceramic,
	MBALE OFFICE	Along the Kakamega road <i>(Cherry house next to NBK bank)</i>	Offices	This refers to an open plan office on first floor, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. The office measures 1600 square feet . The floor finish is ceramic,
The minimum no of workers for this premise is 2(one for each office)				
20	MALAKISI OFFICE	Malakisi Township	Offices	This refers to an open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. The office measures 500 square feet . The floor finish is screed.
The minimum no of workers for this premise is 1				
21	KAPSOKWONY OFFICE	Within Kapsokw ony Town	offices	The accommodation consists of) open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. It measures 750 sq. ft approx.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WEST KENYA REGION

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
The minimum no of workers for this premise is 1				
20	MUMIAS	Located in Mumias town	Office	The accommodation consists of 2 (N0) open plan offices, a store and 2 common pit latrines. It measures 800 sq. ft approx.
The minimum no of workers for this premise is 1				

2.9 SOUTH NYANZA REGION - OFFICES AND STAFF QUARTERS**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN & SOUTH NYANZA REGIONS**

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	KISII OFFICE	Off Kisii Town near slaughter house, DarajaMbili area	Offices	This refers to Banking hall, an open office and 5 small offices, separate toilets consisting of 4No. WC (ladies and gents) and urinal. The office measuring 3067 sq. ft approx. The floors are ceramic tiles. The compound measures about an acre
The minimum no of workers for this premise is 4				
2	KISII DEPOT	Along KisiiMigori Highway.	Offices & Yard	The Depot or stores consist of three offices/stores measuring 3200 sq.ft approx. finished in cement screed.
The minimum no of workers for this premise is 1				
3	NEW KISII OFFICE (SANSORA BUILDING)	Located in the middle of Kisii town	Offices	Main offices consisting of ground and third floor: <ul style="list-style-type: none"> ▪ The ground floor including the Banking Hall, The Cashiers Cubicles and the various Offices. Our. ▪ Ground floor is finished with granite tiles. ▪ The third floor of this building is similar to that one of ground floor. ▪ The toilets in ground floor and the common areas is to be cleaned by the land lord while third floor toilets will be cleaned by us.

**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN & SOUTH
NYANZA REGIONS**

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<ul style="list-style-type: none"> ▪ The whole building measures 6923sq ft approximately
The minimum no of workers for this premise is 7				
4	HOMA BAY OFFICE	Town centre	Offices	The main office consists of an open plan office, kitchen, store, wash hand basins, urinal and 3(no) WC for ladies and gents .The floor of the office is finished in PVC tiles. The office measures 1400 square feet .
The minimum no of workers for this premise is 2				
5	HOMA BAY RESIDENTIAL QUARTERS	Hospital Rd and next KWS RESIDENTIAL QUARTERS	Staff quarters and compound	The compound is occupied by seven houses. The compound measures about one and a quarter acre
The minimum no of workers for this premise is 1				
6	MIGORI OFFICE	Migori Town ship Along Kisii- Migori highway	Offices	This is an office set within the town. Accommodation consists of two offices, a store and toilets.(3WCs and 2 in 1 Pit latrine) Finished in cement screed. It measures 925-sq. ft. approx
The minimum no of workers for this premise is 1				
7	NYAMIRA OFFICES	Along Main Nyamira Street	Offices	This is an office set within the town. Accommodation consists of first and second floor offices , two stores and 4WCs and 1 Pit latrine all in cement screed. It measures 5020-sq. ft. approx
The minimum no of workers for this premise is 2				
8	KEHANCHA OFFICE	Within KehanchaTown	offices	The accommodation consists of) open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. It measures 700 sq. ft approx.
The minimum no of workers for this premise is 1				
9	KENDU BAY OFFICE	Within Kendu-Bay Town	offices	The accommodation consists of) open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. It measures 1000 sq. ft approx.
The minimum no of workers for this premise is 1				
11	MFANGANO POWER	Mfangano island	Power station	The accommodation consists of an open plan office, a store and 3(NO) WC , wash hand basin and

**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN & SOUTH
NYANZA REGIONS**

Contact Person – DAVID M NDERITU 057-2020536/7 /0721737594

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
	STATION			urinal. It measures 500 sq. ft approx.
The minimum no of workers for this premise is 2				
12	SORI	Located in Sori town	Office	Accommodation includes two open plan offices, 1 (no) WC. The office measures 600 sq. ft approx. The floor finish is ceramic tiles.
The minimum no of workers for this premise is 1				
13	MBITA OFFICE	Mbita town near bus station	Offices	This refers to an open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. The office measures 1000 square feet. The floor finish is creed.
The minimum no of workers for this premise is 1				

2.10 NORTH EASTERN REGION - OFFICES AND STAFF QUARTERS

**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN
REGION**

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1	KITUI OFFICE O & M and Main office	Kalungu Rd Kitui town	Offices and Yard	<p>O & M Office This refers to office space, one pit latrine and a guard house. The office space is about 740 square feet the Floor finish is Ceramic tiles. Three metal cages of appx 300 square feet and a container, refurbished as an office, of 100 Square feet.</p> <p>Main Office This refers to office space of appx 3810 square feet the Floor finish is Ceramic tiles, 1 no Kitchen and 2no WC's.</p>
Minimum no of workers required is 4(no)- 2 in each office				
2	Mwingi Office	Mwingi – Thika –Garissa Highway Mwingi Town	Offices	<p>This refers to One storey building which consists of a Ground floor with 4 rooms, 1st floor has 3 rooms, Parking area, Yard on the outside with stone wall perimeter fence, two latrines, bathroom and a urinal.</p> <p>Building size is 24ft x 34ft with 4ft canopy on 1st floor.</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN REGION

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				The Floor finish is Ceramic tiles. The plot measures 100ft x 100ft A store of 800 square feet and one container of 100 square feet.
Minimum no of workers required is 2(no)				
3	THIKA ACARDE	Kenyatta Highway Thika Town	Offices	Comprises - Ground floor accommodating the banking hall, customer services offices, and 2No. WCs, WHB, kitchen, the floor finish is Ceramic tiles to the offices and terrazzo to wash rooms measuring 2992 sq ft - 2 nd floor accommodating various offices, WC and entrance suspended pavement. Floor finish is Ceramic tiles to the offices and terrazzo to wet room's .measuring 5558 sq ft. - 6 th floor accommodating conference room, various offices and WC. Floor finish is PVC tiles , respectively. The floor measures 1582 sq ft. - Total area is 18,688sq ft
Minimum no of workers required is 13 (no)				
4	THIKA DEPOT	Opposite Thika General Hospital	Offices and Yard	O & M office comprises 1No block with 4no rooms, 1 no Kitchen, 2no WC's, 1 no urinal and 1 No WHB 2 no external WHB, Stores & TPT offices-1 No. Block. D&C & E/Plant offices --1No. Block, 4No WCs. Cement Sand screed floor finish. The area is appx 5 acres.
Minimum no of workers required is 9(no)				
5	GATUNDU OFFICE	Next to Ministry of Public Works	Offices	This refers to office approximately 128 S/M. The floor finish is screed and 4no. WCs
Minimum no of workers required is 1(no)				
6	White sisters/ Ngoigwa	Mang'u Road off Thika Road.	Offices/Store yard	This refers to office/Store yard approximately 2000sq ft.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN REGION

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				The floor finish is tiles and 2no. WCs
Minimum no of workers required is 1(no)				
7.	Limuru Town Offices and Depot	Limuru Town Ushirika Building for the offices . Depot next Bata Shoe Company.	Offices, Residential quarters and Substation	<p>This refers to office/Store yard approximately 2000sq ft.</p> <p>A big portion of the floor is tiles and the other is screed .</p> <p>There are 2no WCs in Ushirika and 6No. WCs, 2no. bathrooms, 4no. pit latrines at the depot.</p> <p>The residential quarters has 26 units</p>
Minimum no of workers required is 7(no) – 2 in town office and 5 for the depot				
8	Kiambu Office	Kiambu town	office	<p>This refers to an office area on the ground floor measuring approximately 1850 square feet and comprise main office, 3 No. Smaller offices, store 4No. WC, a urinal, 2 WHB shed, basement storage area and a parking yard. The finish is ceramic tiles.</p>
Minimum no of workers required is 5(no) – We are acquiring additional 900sq ft space (1 for old office and 4 for new)				
9	Ruiru office	Ruiru Town along the Thika / Nairobi highway (Both sides of the Road)	Offices and Staff Residential Quarters (Transmission & O&M)	<p>This refers to 2 Office blocks , , a go-down, control room , store , 2 yards and residential quarters for Ruiru Transmission and O&M depots separately located in Ruiru town and covering approximately 4 acres and 6 acres of land respectively.. The finish in the offices is cement screed. The office block consists of 5 No. ablution blocks. The fence is chain link. It has a yard.</p> <p>The staff quarter has 50 units</p>
Minimum no of workers required is 15(no)				
10	Githunguri office	Kiambu Road	Office	<p>This refers to an office area on the ground floor measuring approximately 1500 square feet and comprise main office, 3 No. Smaller offices, 4No. WC, 2 urinals, 2 WHB, shed and parking</p>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN REGION

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				yard. The finish is Ceramic tiles and cement screed in the common areas.
Minimum no of workers required is 1(no)				
11	Garissa office and Modka Store Yard			Garissa Office This refers to an office block approximately 2287 sq ft with 2no. wcs Modka Store Yard Total area is 10000sm ; with an office block 3200 sqft and the rest is the yard. abluion block with 4wcs, urinal and 2 bathrooms and a guard hse.
Minimum no of workers required is 4(no) – 2 in town office and 2 for the Store yard				
OFF GRID STATIONS				
12	Wajir Office & Residential quarters	Wajir Town	Office, Staff Residential Quarters, Guest House, Power house.	The area is 20,000sq meters. This refers to an office block, old and new power stations drive ways, guest house and residential quarters. It has a yard. Floor type is screed, 6No. washrooms, and 2no. bathrooms. Staff houses are 13 units
Minimum no of workers 4				
13	<i>Mandera Office, Power House & Residential quarters</i>	Mandera Town	Office , Power House & Staff Residential Quarters	The area is 2 acres and refers to an office block, powerhouse, pit latrine and residential residential quarters. Floor type is screed, 3No. washrooms, 1no. pit latrine and 1no.bathrooms. Staff houses are 8 unit Emptying of septic tanks quarterly.
Minimum no of workers 4				
14.	<i>Elwak Power Station and Town</i>	Off Mandera Road, Elwak Town	Sub Station, and Town office	The area is 400 sq ft . This refers to an office, a gate house, toilets, workshop and a pump

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN REGION

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
	<i>office</i>			house. Town office measures approximately 80 sq metres and floor finish is cement screed. It has a yard There are two pit latrines, in the office and 2no. WCs in the generation plant.
Minimum no of workers 2				
15	<i>Habaswen Power Station and Town office</i>	Off Mandera Road, Habaswen Town	Sub Station, Rest House, Pump house and Town office	The area is 400 sq ft . This refers to an office, a gate house, 2no. WCs, workshop and a pump house. Town office measures approximately 80 sq metres and floor finish is cement screed. The town office also has a common pit latrine.
Minimum no of workers 2				
17	Rhamu	Rhamu town, near District headquarters.	Office	Ground floor 3 shop measuring 675 square feet approximately. Floor finish is terrazzo and 2no.WCs
Minimum no of workers 1				
18.	Modogashe	Modogashe town, near District headquarters.	Office	The area is 400 sq ft . This refers to an office, a gate house, toilets, workshop and a pump house. Town office measures approximately 80 sq metres and floor finish is cement screed. The town office also has a common pit latrine. It has a yard compound. Floor finish is screed and 1no pit latrine
Minimum no of workers 1				
19	Eldas	Eldas town, near District headquarters.	Office	Ground floor 3 no. shops measuring 975 square feet approximately. Floor finish is screed and 2no WC
Minimum no of workers 1				
20	Takaba	Takaba town, near	Office	Ground floor (2 rooms) measuring 1000

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH ESATERN REGION

Contact Person –Victoria Mutunga 0720-808331

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
		District headquarters.		square feet approximately. Floor finish is screed and 1no pit latrine
Minimum no of workers 1				
21	Griftu	Griftu town near District Headquarters	Office	Ground floor (3 rooms) measuring 800 Square feet approximately. Floor finish is screed and 1no pit latrine
Minimum no of workers 1				

2.11 CENTRAL RIFT - OFFICES AND STAFF QUARTERS

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –

Contact Person Sammy Wachira Tel .0722 769562

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	ELECTRICITY HOUSE	MOI RD NAKURU	Offices	Main offices consisting of: Ground Floor <ul style="list-style-type: none"> ▪ The Banking Hall is made of terrazzo floor ,has 4 cashier cubicles, 1 reception counter, 3 counter clerk counters, 2 offices, 3 small offices, 2 corridors, 4 toilets, 1 urinal 1 store, and windows measuring 120 ft. x 5 ft. in total ▪ Demonstration Center floor made of polished wood, fixed with 40 permanent Rexene seat. ▪ Emergency Office refers to a small office, common area and a Staircase. Windows measuring 60 ft. x 6 ft. in total. Floor – screed. ▪ The Costing Office refers to1 (no) common office measuring – approx. 40 ft. x 20 ft. With p.m. tiles. Measuring 15ft x 20ft, with granite tiles. An office measuring 15 ft. x 12ft, with .2

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –

Contact Person Sammy Wachira Tel .0722 769562

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>toilets, 1 urinal, 1 small kitchen.</p> <ul style="list-style-type: none"> ▪ The RPU office refers to 2(no) offices one on a staircase 2 toilets Terrazzo floor. Window measuring 55ft x 8 ft. in total. Cleaning will include staircases. ▪ Enclosed parking: with cabro with an area of approximately 4,000 sq. with one toilet one urinal. ▪ 1st floor: This refers to open space (offices), County Managers office and a conference room both wing A and B has total sizes approx. 10300 sq. ft. It has 4 toilets (2gents with 2 urinals and 2 ladies) and 1 small kitchen and a Stare case ▪ 2NDFloor: Refers to offices measuring space approx. 4300sqft granite tiled floor, 2 toilets (Gent with urinal and ladies and a Stare case. ▪ 3RD Floor : Refers to open space approx. 4300 sq. ft. inclusive of enclosed Regional manager’s office and Staircases ,the floor has 2 toilet (Ladies and gent) <p>Rooftop of Electricity houses – done with iron sheet and have gutters and drainages.</p>
<p>No of workers required - 9 (no)</p>				
2.	MOLO OFFICE	KPLC rented office.	Offices	This refers to an offices measuring approx. 2700 sq. ft. Situated on a compound measuring Approx. 0.5acre. with a floor made of terrazzo. The washrooms has are 8 Toilets with 2 urinals with concrete floor and a Kitchen.
<p>Minimum no of workers required - 2 (no)</p>				
3.	ELDAMA RAVINE OFFICE	Baringo Teachers Sacco Building.	Offices	This refers to office space measures approximately 871 square feet, Store 150 square feet with terrazzo floor, washroom with 1 ladies and gent made of terrazzo floor, There is also an enclosed yard for storage of poles and other bulky materials direct

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –*Contact Person Sammy Wachira Tel .0722 769562*

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				opposite our office.
Minimum no of workers required - 2 (no).				
4.	NAROK OFFICE	ALONG NAIROBI/NAROK RD APPROX 300M FROM TOWN	Offices	This refers to offices in 1 st floor measuring Approx. 55ft x17ft and a storage room measuring Approx. 8ft x 9.4ft, Ground floor Reception area and customer services Approx. area is 532.3sqft (48.88 sq. m),store office 14.3ft x 9.4ft,Main store measures Approx. 13.4ft x 9ft – The floor is made of granite tiles, and has one inner toilet with tiled floor and two outer washroom ladies and gent also with terrazzo floor. The area also has a motorcycle parking with a shed.
Minimum no of workers required 2(no)				
5.	LANET SUB-STATION	Along Nairobi/ Nakuru Highway Opp. St. Georges Muthaiti School	Offices and Staff Residential quarters.	The area covers 45 acres, but only about 5 acres is to be attended to. a) OFFICES It consist of 3 offices measuring approximately 12 ft. x 10ft, within the control building measuring 12ftx80ft, open space for transformers measuring 80ft x 60ft 2 toilets, Windows – measuring 16ft x 3ft 1 urinal and a drainage – 120ft. The floor is made of granite tiles and corridor with red oxide, transmission office has concrete floor. Store offices with granite tiles and project office all in one block with total area measuring Approx.: 1667sqft, the rest of the offices consists of normal concrete floor with red oxide surface; it has 13 glass panelled windows .Transport office with two offices approx. 704 sq. ft.also with granite tiles floor. C) JUNIOR STAFF RESIDENCE Open space covering approximately ½ acre. With 4 communal toilets made of concrete D) SENIOR STAFF RESIDENCE Open space covering approximately 1½ acre. (d) ABLUTION BLOCK It Measures Approximately 12.9 x 8.2m,Washroom floor made of tile, Gents with 3-Urinals and outer three toilets and outer space ,Ladies with 3-Toilets,and outer space
Minimum no of workers required - 7 (no)				

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –*Contact Person Sammy Wachira Tel .0722 769562*

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
6	NAKURU DEPOT/SUBST ATION	INDUSTRIAL AREA TIMBER RD. OPPOSITE OIL MILLS	Offices and Depot	The area covers approximately 1 ¾ acres. This refers to 3 offices measuring 14 ft. x 12 ft., two (2) offices measuring 12ft x 10ft, a bulk stores measuring 48 ft. x 30 ft., a restricted area. It has washroom with two toilets –Ladies and a Gent with 3- Urinals all with tile floor. Also large Parking area –Covered with cabro,
Minimum no of workers required - 3 (no)				
7.	NAIVASHA OFFICE	MbariaKaniu road	Offices	This refers to an area along Mbaria Kaniu Rd measures app.13.7M X 10.1 banking and cashiers area with tiled floor, 10 windows, Ground washrooms with 3-Toilets and 3 urinals. -Emergency office and store area measures Approx. 9.7 x10.1m, is tiled, -1 st floor Main Office measures Approx. 16.9m x 12.7m,and two other office transmission and for meter readers the floor is tiled, 1 st floor washroom Gents and ladies –Gent has two urinal the floor is tiled.
Minimum no of workers required - 3 (no)				
8	SHOWGROUN D K.P.L.C STAND	<i>Within Showground</i>	Offices	It consist of tarmacked parking at the back and front of the building Concrete slabs all-round the sides. The area refers to: <ul style="list-style-type: none"> ▪ Large exhibition area with flower beds in the middle surrounding the water sprinkler. ▪ The executive wing refers to Washroom toilets ladies and Gents all tiled , Offices, Dining room, Kitchen, Verandah and Stairs ▪ The staff wing refers to Washroom with toilets ladies and gents with tiled floor, Offices, Dining room, Kitchen, Verandah and Stairs
Minimum No. of workers- 1 NO				

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –*Contact Person Sammy Wachira Tel .0722 769562*

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
9	GILGIL	<i>Within Gilgil Town</i>	Office on ground floor	New Front Office Made of screed floor measuring Approx. 21ft x 16.8ft, corridor of Approx. 11ft x 405ft, back office Approx. 11 x 11.1ft, the Office has a washroom with 2-toilets, 1-Urinal, and 2-Windows of Approx. 11ft x 10.5ft all tiled.
Minimum No of workers-1				
10	OI KALOU	<i>Nyandarua County</i>	Office	The Office comprises of 3 big rooms and one small one with an area measuring Approx.: 1750sqft, on the ground floor, along Gilgil /Nyahururu Road. The offices floor are screed, there are 2no Washrooms – Ladies and Gents with two Toilets and 1 Urinal inside at the backyard all with tiled floor. The area has a front Parking which can accommodate at least 3 Vehicle's and a backyard
Minimum no of workers required - 2 (no)				
11	Engineer office	<i>Nyandarua county</i>		This refers to 1 offices measuring Approx. 400 sq. ft., has a tiled floor and two (2) Toilets (Ladies and gent) . Also has a Parking area.
Minimum no of workers required - 1 (no)				
12	Kabarnet Office	<i>Located 1st floor KCB building</i>	Offices	The Offices are located at 1 st floor KCB Building and comprises 9 Offices and a store The floor is made of tiles. There are 6 six toilet -3 for ladies and 3 gents, 1 urinal 4 no wash hand basins measuring 4606 Sq. ft. the washroom floor are tiled. The office also has a motorcycle parking downstairs. •
Minimum no of workers required - 2 (no)				
13.	Marigat	<i>Marigat township</i>	Offices	The area measures 707 sq. ft. The floor finish is finished in polished terrazzo And has two inner washrooms ladies and gent all tiled.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –

Contact Person Sammy Wachira Tel .0722 769562

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
Minimum no of workers required - 1 (no)				
14	Kericho Office	<i>Kenyatta street opposite KBC</i>	Office	Refer to 9 (no). of offices and (2no) WC ladies and gent on 1 st floor, a banking hall with 2 no WC for ladies and gents on the ground floor and 2 separate water closet with a wash hand basins it measures about 4938 sq. ft. the floor finish is ceramic tiles.
Minimum no of workers required - 4 (no)				
15	Kericho Depot and staff quarters	<i>Off Kisii road</i>	Office and staff quarters	Refers to 5 no Open Offices and the staff quarters The power station offices consist of 3 open plan offices, two stores and a water closets The floor is cement screed. The staff quarter set a little separate from the power station building The compound measures about 3 Acres. The washroom has Gents and ladies and has tiled floor.
Minimum no of workers required - 3 (no)				
16	Bomet office and parking yard	<i>Bomet town</i>	Office and Parking	The accommodation consists of open plan office and a store on the ground floor, Washroom with 2 toilets for ladies and gents and parking space for 3 no. vehicles and 3 no. motorcycles. It measures 1400 sq. ft. approx. and an Offices at 1 st floor measuring approx.:700 sq. ft. with a washroom-Gents with 3 and urinal and Ladies with 2 toilets. The floor is made of tiles
Minimum no of workers required - 2 (no)				
17	Sotik Office	<i>Business street Sotic town</i>	Office	The office consist of open plan office 2 (no) small store and a Kitchen on the ground floor and 4 small office on the 1 st floor, 3 (no) WC for ladies and gents. The office measures approx.: 1870 sq. ft. It has external washrooms Gent with 2 toilets and ladies with 1.toiled all with tile floor.

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –*Contact Person Sammy Wachira Tel .0722 769562*

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
	Minimum no of workers required - 3 (no)			
18	Kilgoris Office	<i>Within Kilgoris town</i>	Office	This refers to an open plan office, washroom with 2 toilets for ladies and gents with tiled floor and a parking space for two (no), Lorries and 3 (no) Motorcycles. The office measures Approx:600 sq. ft. with ceramic tiles
	Minimum no of workers required - 1 (no)			
19	Sondu Office	<i>Within Sondu Town</i>	Offices	This refers to an open plan office -2 Toilets ladies and gents and parking space for two no lorries and three no motorcycles .it measures 560 sq. ft. The area has a 1No. pit latrine
	Minimum no of workers required - 1 (no)			
20.	SHABAB NAKURU	Staff quarter		The area is of dimension 2500 sq. ft. and has 20 house units.
Minimum No. of workers 1 No				

2.12 COAST REGION - OFFICES AND STAFF QUARTERS**COAST REGION****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
1	ELECTRICI TY HOUSE	Nkrumah Road	Offices	The building has 10 floors comprising of offices and the Basement parking area with pumps room, 40No. Parking bays, Generator room, store, Power room and extractor machine room.

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
				<p>We have 43 toilets in the building The roof to the mezzanine and main offices wing are flat roof and should be cleared of any debris and open up any clogged drains. The whole building measures approximately 119,444sq.ft. The floor to the building is finished in terrazzo to the toilets, lift lobby areas, in cement screed to the basement and in ceramic floor tiles to the offices. The Manager's office and conference rooms in 8th floor of approx. 1,132sq.ft are carpeted.</p> <p>Cleaning of 3No. lift cars</p>

Minimum No. of workers required – 15

2	MBARAKI DEPOT	Off Mbaraki Road in Mbaraki Area	Offices & Residential quarters	<p>The compound is occupied by a 3 storied office block, Transport workshop/Electrical Plant workshop, Intra-net kiosk (cyber café), cafeteria, 8No. Semi-detached units of one bedroom, 1 no. Double storey block of 1-bedroom units, 4 no. 4 storied blocks of 2 bedroom units, 3 No. Double storied blocks of double rooms, 2 No single storied blocks of 1-bedroom units, single storied block of 2 No. Single rooms and a store. Single storied house with single rooms built around an internal yard, single storied house of 2 no. Bed roomed bungalow with a servant quarter. A single storied block of 6 No. Single rooms with communal cooking area and washrooms, 2 No. Similar bungalows each provided with 3 No. Bedrooms, 1 No. Large bungalow comprising 4 No. Bedrooms, a Sub-station and 3 storied block of 1 and 2 bedroom units.</p> <ul style="list-style-type: none"> • Mbaraki Office: Is a 3 – storied block with side extensions. The main Floor is finished in ceramic tiles, cement screed to the stores
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COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M’mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
				<p>offices and partly in ceramic tiles while the emergency office is finished in ceramic tiles and the hall in 2nd floor finished in terrazzo. Washrooms are finished in terrazzo. The office has 5No. Toilets and a urinal. The block extends to approx. 27,848sq.ft.</p> <ul style="list-style-type: none"> The floor to the newly constructed/refurbished E-plant/transport workshops and offices has granolithic floor finish. <p>The whole plot measures 10.6 acres.</p>

Minimum No. of workers required – 15

3	UKUNDA DEPOT & STORE	601& 602 Diani for commercial office and 1025/Diani Beach Block for stores and yard Located on Ukunda – Diani road	Office & stores yard	<ul style="list-style-type: none"> Commercial office extends to approximately 4090sq.ft while the stores and the back yard measures 1573.sq.ft. & 6157 sq.ft respectively Has commercial office Has store and yard The floor finish is Ceramic tiles The floor is Ceramic tiles for the 2no. washrooms
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Minimum No. Of workers required – 5

4	VOI OFFICE, STORE	Located within Ekklesia building in	Offices & Yard	Comprises of commercial offices, emergency offices, a store office, plus toilets (gents and Ladies). The office measures approximately
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COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
	& YARD	Voi Town Yard- Next to Tsavo Park opposite Total Petrol Station on Voi – Msa Road		3,149sq.ft. The floor is finished in terrazzo, carpet and cement screed. Store Measures 724 sq.ft Yard Yard measures about 4 acres. <ul style="list-style-type: none"> • There is a pit latrine at the yard with screed finish on the floor
Minimum No. of workers required – 5				
5	WUNDANYI OFFICE	Located within Tatecoh Building	Offices	Comprises of an office with a store and separate The office extends to approximately 525 sq.ft. <ul style="list-style-type: none"> • The floor finish is Ceramic tiles • The washroom is outside not within the building with screed floor finishing
Minimum No. of workers required – 2				
6	TAVETA YARD & OFFICE	Walking Distance from Taveta Market within Taveta Town 2 Taveta- Along Chala Hotel Road	Offices & Yard	Comprises of commercial offices and toilets (gents and Ladies). The office measures approximately 1,036sq.ft. The yard measures about 0.1 acres <ul style="list-style-type: none"> • The office extends approximately 1089sq.ft. • The floor finish is Ceramic Tiles • The finish in the washroom is screed

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
Minimum No. of workers required – 4				
7	KILIFI OFFICE	5054/333 Kilifi. Located within Kilifi Teachers Sacco Building	Offices	<ul style="list-style-type: none"> • We have additional space of with the same finishing of 1053 sq. ft. <p>Offices The offices measure approximately 1450sq.ft.</p> <p>NB: we have a proposal of changing the floor to granito tiles.</p> <ul style="list-style-type: none"> • The finish in the washroom is ceramic tiles
Minimum No. of workers required – 2				
8	KILIFI STORES YARD	Adjacent to the Kilifi substation	STORES/POL EYARD	The yard measures approximately 0.75 acres and is under grass complete with a guard house. The yard has a boundary wall. We have a pit latrine with screed floor.
Minimum No. of workers required – 3				

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
9	RABAI CONTROL STATION	Located off Mazeras- Kaloleni Road	Offices & Residential quarters	<ul style="list-style-type: none"> • The office block extends to approx. 8,525sq.ft. • The floor is Granite tiles • The Washrooms finish is ceramic tiles • Additional office measuring approximately 15,000 sq.ft • Residential staff quarters The compound extends to approximately 30.6 acres.
Minimum No. of workers required – 10				
10	LAMU COMMERCIAL OFFICE	807/1/Lamu- Located along Kenyatta road overlooking the ocean	Offices	<p>The commercial office measures approximately 1,200sq.ft.</p> <ul style="list-style-type: none"> • The floor finish is Ceramic tiles • The floor finish in the washroom is Ceramic tiles
Minimum No. of workers required – 2				
11	LAMU EMERGENCY OFFICE /STORE	Located within Lamu town adjacent to Kengen premises	Offices	<p>The emergency office which is 30 meters from Kengen power generation measures approximately 747 sq.ft. The stores which is adjacent to the emergency office measures approximately 702 sq. feet and an enclosed</p>

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
				yard measuring 2,295 sq.ft. The floor is finished in cement screed. <ul style="list-style-type: none"> • The finish in the washroom is Ceramic tiles

Minimum No. of workers required – 3

12	MALINDI DEPOT	Situated within Malindi Township behind the new Malindi Bus/Matatu terminus	Offices	<ul style="list-style-type: none"> • Developed with an office block comprising of offices of approx. 542sq.ft. Ablution block with bathrooms approx. plinth of 218sq.ft. And residential blocks. Each block has a plinth of approx. 1177sq.ft. Next to the residential units is a poles storage yard. • The floor is finished in red oxide cement screed. <p>The plot extends to approximately 2.33acres.</p> <ul style="list-style-type: none"> • The finish in the washroom is ceramic tiles
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Minimum No. of workers required – 3

13	MALINDI COMPLEX OFFICES	Located within Malindi Complex Building	Offices	<ul style="list-style-type: none"> • Comprises of a banking hall with <p>The office measures approximately 3,400sq.ft. in total.</p> <ul style="list-style-type: none"> • The floor finish is Terrazzo • The toilets finish is ceramic tiles 2(no)
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Minimum No. of workers required – 2

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
14	NYALI OFFICE	Located within the Nyali Nakumatt premises	Offices	Measures approximately 5270sq.ft. <ul style="list-style-type: none"> The floor finish is ceramic tiles
Minimum No. of workers required – 1				
15	GANJONI RESIDENTIAL QUARTERS	Located on Sauti Ya Kenya Road off Moi Avenue.	Residential 1	The property consists of 26 three-bedroom flats. Cleaning of 2No. lift cars <ul style="list-style-type: none"> Cabin panels, mirrors and car doors Cleanig of common areas and the lift lobby
Minimum No. of workers required – 1				
16	SHOW GROUND PAVILLION	Located in Nyali ASK grounds, Mombasa	Offices	<ul style="list-style-type: none"> This is a 3-storey building. It measures approximately 23,949sq.ft. <ul style="list-style-type: none"> The floor finish is Ceramic tiles The washroom finish is ceramic tiles
Minimum No. of workers required – 2				
17	NYALI LEAVE HOUSES	Located in Nyali Estate, Mombasa	Residential quarters	Mn/1/525 Located on Mama Ngina Road adjacent to Mombasa academy in Nyali The compound extends to 2.1 acres Mn/1/1190 Located on Nyoka road Opposite Nyali Post office The land extends to approximately one acre

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M’mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
Minimum No. of workers required – 2				
18	LIKONI COMMERC IAL OFFICE SUBSTATIO N	Located on Shelly Beach Rd Likoni a short distance from Likoni Ferry	Offices & Subsation	<ul style="list-style-type: none"> • The commercial office measure approximately 1,220sq.ft • Has 5 no. toilet with washroom and overhead shower, . • The substation compound extends to about 2 acres. • It has commercial office • The screed finish but we plan to change to ceramic tiles • The floor finish in the washroom - screed finish but we plan to change to ceramic tiles
Minimum No. of workers required – 4				
19	HOLA OFFICE	located at Hola town		<ul style="list-style-type: none"> • Has 3No. toilets with wash rooms <p>The office measure approximately 1,130sq.ft</p> <ul style="list-style-type: none"> • The floor finish is Ceramic tiles • The floor finish in the washroom is Ceramic tiles

COAST REGION				
PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION				
Contact Person – David Opero 041-2225564/ 0720131866 & Joy M’mbone 041-2225564/ 0722622204				
NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
Minimum No. of workers required – 2				
20	MPEKETONI COMMERCIA L OFFICE	Located in Mpeketoni town		<p>Located in Mpeketoni town</p> <ul style="list-style-type: none"> • The floor is finished in screed cement floor. • Has 3No. toilets with wash rooms • The washroom floor is screed finish <p>The office measure approximately 1400sq.ft</p>
Minimum No. of workers required – 1				
21	KIPEVU CONTROL OFFICE.	Located next to Kengen kipevu offices		<p>The compound extends to approximately 10.4 acres.</p> <ul style="list-style-type: none"> • The floor finish is screed although we are moving to the new control building soon which has ceramic tile finish • The new washroom will have ceramic tiles finishing
Minimum No. of workers required – 3				
22	MTWAPA OFFICE	Mombasa – Malindi rd in Mtwapa mall	Office	<p>Office</p> <p>The office extends to approximately 1,223sq.ft.</p> <ul style="list-style-type: none"> • The floor finish is screed although we plan to have ceramic finishing soon • The washroom floor is Ceramic finish

COAST REGION**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION**Contact Person – **David Opero 041-2225564/ 0720131866 & Joy M'mbone 041-2225564/ 0722622204**

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
Minimum No. of workers required – 1				
23	MARIAKANI OFFICE	Off Mombasa – Nairobi highway next to Co-operative bank	Offices	<ul style="list-style-type: none"> Comprises of 2No office spaces, and 2No toilets (male & female). The floor is finished in screed cement floor. The washroom floor is Ceramic tiles <p>The office measure approximately 1,130sq.ft</p>
Minimum No. of workers required – 1				
24.	NYALI STAFF HOUSES	Located in Nyali Estate, Mombasa	Staff quarters	<p>Mn/1/517 Located on Mama Ngina Road adjacent to Mombasa academy in Nyali The compound extends to approximately 1 acre</p> <p>Mn/1/518 The land extends to approximately one acre</p>
Minimum No. of workers required – 1				
25.	MWABUN GO STORES YARD	Diani next to Galu Primary school on lunga Lunga Rd	POLE YARD	The yard measures approximately 0.25 acres and is under grass. The yard has no boundary wall but a chain linked fence
The minimum no of workers for this premise is 2 (no)				

3. SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
	DAILY ACTIVITIES		
1	Cleaning, mopping, wiping and sweeping) of concrete screed and paved areas. To be included are the 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	vacuum cleaning of all carpeted areas (offices, meeting rooms ,waiting areas etc.)	once everyday	
5	Cleaning and washing of fire exit	once everyday	
6	Chairs – Dust every morning	once every day	
7	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.		
8	Standard Ceramic fixtures: Basins Sinks and Urinals- Clean and disinfect twice daily including flush handles and taps.		
9	provision of 2 ply premium quality toilet paper rolls in each closet	replenish as and when required	
10	Provision of hand paper tissues - applicable to Lot 1	replenish as and when required	
11	Provision of medium size waste paper baskets in all toilet lobbies -applicable to Lot 1	Empty dustbins daily	
12	Washing of toilets areas, ie toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
13	Collection and disposal of all wet and dry garbage from offices to to designated collection area	Twice a day	
14	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	
15	Inside the Lift: Clean the floor using water and appropriate soap on a daily basis and disinfect the buttons.	three times a day	
16	Cleaning and washing of main stairways and lift lobbies	three times a day	
17	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
18	Clean all leather seats using leather polish as per sample.	once everyday	

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
19	Banking Halls - should be given special attention to ensure clean and neat conditions at all times.	always	
THREE TIMES A WEEK			
20	Cleaning and washing of garbage disposal room/ area	three times a week	
21	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			
22	Cleaning and disinfecting all dustbins	Once every week	
23	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week	
24	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.		
25	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the office complex)	once every week	
26	Soak toilets and sinks with approved detergent	Once a week	
27	Applying urinal moth balls to all urinals	Four balls per urinal per week	
28	Door Mats -To be cleaned weekly in dry weather and daily in wet season ensuring they are dry and dust free.	once per week	
29	Ensure oil and grease stains are removed using special detergents ie in the workshops	once weekly	
30	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once weekly	
31	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once weekly	
32	Clean all direction signs, signage ,notice boards	once weekly	
33	Cleaning of windows	once weekly	
MONTHLY			
34	Stripping and polishing all PVC/screed/terrazzo floors	once every month	
35	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month	
36	Laundering of curtains and blinds	once every per month	
37	Shampooing of all carpet areas	twice a month	
38	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly	

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
39	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.		
40	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month	
ONCE EVERY THREE MONTHS			
41	shampoo Chairs with appropriate detergent the fabric covered seats once every three months	once every three months	
42	Cleaning and washing of external walls	once every three months	
43	Emptying of septic tanks - where applicable	minimum 3 times a year	
BI- ANNUAL , ANNUAL & OTHERS			
44	Annual timetables of weekly, monthly, and quarterly activities	once every year	
45	Mounting and removing of ceremonial flag	5 times every year	
46	Laundering of ceremonial flag and	once every 3 months	
47	Wood parquetry floor - Floor sanding and vanish	once a year	
48	Washing of windows using cradle (Ehse Mombasa & E Hse Kisumu)	twice a year	
MANDATORY CONDITION			
49	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		
50	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.		
51	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 .		
52	The contractor shall ensure that the staff is properly identifiable by badges at all times		
53	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 progress		
54	All washrooms should be manned continuously through the day		
55	Premises that have operations of 24/7 should be manned 24/7 and provision of detergents and materials availed 24/7		
56	All washrooms should be manned continuously through the day		

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS		INDICATE YES OR NO
57	<i>* Before taking over the work, all working tools mentioned will be checked.</i>	
TIME SCHEDULED TO BE ADHERED TO		
58	All offices , corridors area in offices and meeting rooms should be ready - to be ready by 7:30 am	
59	2 nd mopping of offices and dusting should be done between 12.30pm and 1.45 pm	

4. SCHEDULE OF CLEANING ACTIVITIES - STAFF QUARTERS

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS	INDICATE YES OR NO
	GENERAL COMMENTS	
	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder	
	The successful bidder will dispose of the garbage at an approved County Council dumping site	
	The successful bidder will ensure that all relevant Local Authority By-laws are adhered to in the collection and disposal of the garbage and carrying out all the works.	
	The bidder must be licensed in garbage disposal by NEMA (National Environmental Management Authority)	
2	GENERAL CLEANLINESS OF THE ESTATE	
	The Successful bidder will ensure thorough cleanliness in all area within the Estates.	
	All the manholes, foul drains, sewer drains and storm water drains will be clearly be identified and kept free of dirt and any waste, which may cause blockage.	
	All grass, hedges, trees ,flower shall be properly maintained.	
	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.	
	GARBAGE COLLECTION AND GROUND MAINTENANCE FOR KPLC STAFF QUARTERS	

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS	INDICATE YES OR NO
1	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.	
	The contractor will place five (5 no.) Refuse bins with lids in each staff quarter at designated places for the tenants to put the garbage polythene bags for collection.	
	The Contractor will provide (8no.) large plastic bags per month to each household in all the staff quarters for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.	
	The contractor will dispose of the garbage appropriately at an approved County Council dump	
	The Contractor will ensure that all relevant local Authority by- Laws are adhered to in the collection and disposal of the garbage and carrying out all other works.	
	Contractor must provide working tools and equipment such as:, wheelbarrow, spades, weed remover, lake, fence trimmers etc.	
	Contractor must provide working outfits to the workers such as :- gloves, overalls and gumboots.	
2	SWEEPING AND GENERAL CLEANLINESS OF THE STAFF QUARTERS	
	The contractor will be responsible for sweeping of all staircases (where applicable) three times a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.	
	Contractor must provide all sweeping equipment.	
	The contractor will be responsible for cleaning and sweeping of the residential area roads and compound every day of the week. Cabro paving must be washed once a week	
	All roads must be free from weeds, grass, soil or other wastes.	

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS	INDICATE YES OR NO
	The contractor will ensure that all roads and boundary fences in all premises are properly maintained.	
3	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards and ablution blocks in the staff quarters, which may be blocked.	
	All manholes will be clearly identified and kept free of dirt and any waste that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.	
	Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains	
4	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE	
	The contractor will ensure that the whole compound are trimmed and weeded to give the required well-kept appearance. The weeding of plot fences will be done on both sides up to one meter wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.	
	Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.	
	Contractor must provide working tools and equipment such as: wheelbarrow, spades, weed remover, rake, fence trimmers, lawn mower etc.	
	The contractor must have enough work force at all times as per the requirements of the specification provided	
	<i>* Before taking over the work, all working tools mentioned will be checked.</i>	

5. SCHEDULE OF CLEANING ACTIVITIES - SHOW GROUNDS

SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
DAILY ACTIVITIES - DURING THE SHOW TIME			
1	Cleaning, mopping, wiping and sweeping) of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pavement parking, covered parking, etc.	twice 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	twice everyday	
3	Mopping of all PVC/screed/terrazzo / ceramic floors	Twice everyday	
4	vacuum cleaning of all carpeted areas (offices, meeting rooms ,waiting areas etc.)	once everyday	
5	Cleaning and washing of fire exit	once everyday	
6	Chairs – Dust every morning	once every day	
7	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.		
8	Standard Ceramic fixtures: Basins Sinks and Urinals-Clean and disinfect twice daily including flush handles and taps.		
9	provision of 2 ply premium quality toilet paper rolls in each closet	replenish as and when required	
10	Provision of hand paper tissues	replenish as and when required	
11	Provision of medium size waste paper baskets in all toilet lobbies	Empty dustbins daily	
12	Washing of toilets areas, ie toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
13	Collection and disposal of all wet and dry garbage from offices to designated collection area	Twice a day	
14	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	
15	Cleaning and washing of main stairways	three times a day	
16	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
17	Clean all leather seats using leather polish as per sample.	once everyday	
PROVISIONS DURING THE SHOW WEEK			
18	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	Once	

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SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
19	Applying urinal moth balls to all urinals	Four balls per urinal per week	
20	Cleaning and disinfecting all dustbins		
21	Provision of sanitary Bins for all female WC's		
THE WEEK BEFORE AND THE WEEK AFTER THE SHOW			
21	shampoo Chairs with appropriate detergent the fabric covered seats once every three months		
22	Laundering of curtains and blinds		
23	Cleaning and washing of external walls		
24	Stripping and polishing all PVC/screed/terrazzo floors		
MONTHLY CLEANING			
25	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	Once a month	
26	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.	Once a month	
27	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the complex)	Once a month	
28	Soak toilets and sinks with approved detergent	Once a month	
29	Door Mats -To be cleaned and to ensure that they are dry and dust free.	Once a month	
30	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	Once a month	
31	Walls: Clean all stains and dust, scrub all ceramic fitting with stain removers.	Once a month	
32	Clean all direction signs, signage ,notice boards	Once a month	
33	Clean windows	Once a month	
34	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month	
ANNUAL & OTHERS			
35	Laundering of curtains and blinds	three times a year	
36	Shampooing of all carpet areas	three times a year	
37	Emptying of septic tanks - where applicable	minimum 2 times a year	
38	Wood parquetry floor - Floor sanding and vanish	once a year	
MANDATORY CONDITION			
39	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		

SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
40	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.		
41	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 .		
42	The contractor shall ensure that the staff is properly identifiable by badges at all times		
43	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 progress		
44	All washrooms should be manned continuously through the day		
45	All washrooms should be manned continuously through the day		
	Note that during the show period the Contractor shall cater for pre-show and show tickets to facilitate entry into the show ground .		
	Intense cleaning of all washrooms in the school. This should be done daily by 7:00am and manned throughout the day		
46	<i>* Before taking over the work, all working tools mentioned will be checked.</i>		

6. SCHEDULE OF CLEANING ACTIVITIES - KPI

SCHEDULE OF CLEANING ACTIVITIES - KPI			INDICATE YES OR NO
NO.	SPECIAL REQUIREMENTS	MINIMUM FREQUENCY	
	DAILY ACTIVITIES OFFICES / SEMINAR/TRAINING ROOMS		
1	Cleaning, mopping, wiping and sweeping) of concrete screed and paved areas. To be included are the 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	vacuum cleaning of all carpeted areas (offices, meeting rooms ,waiting areas etc.)	once everyday	
5	Cleaning and washing of fire exit	once everyday	
6	Chairs – Dust every morning	once every day	

SCHEDULE OF CLEANING ACTIVITIES - KPI			INDICATE YES OR NO
7	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.		
8	Standard Ceramic fixtures: Basins Sinks and Urinals-Clean and disinfect twice daily including flush handles and taps.		
9	provision of 2 ply premium quality toilet paper rolls in each closet	replenish as and when required	
10	Provision of hand paper tissues/towels	replenish as and when required	
11	Provision of medium size waste paper baskets in all toilet lobbies	Empty dustbins daily	
12	Washing of toilets areas, i.e. toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
13	Collection and disposal of all wet and dry garbage from offices to designated collection area	Twice a day	
14	Provision of hand cleaner water based - dispenser friendly jelly type.	replenish as and when required	
15	Cleaning and washing of main stairways and main reception lobbies	three times a day	
16	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
17	Applying urinal moth balls to all urinals	Two balls per urinal daily	
THREE TIMES A WEEK			
18	Cleaning and washing of garbage disposal room/ area	three times a week	
19	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			
21	Cleaning and disinfecting all dustbins	Once every week	
22	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week	
23	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.		
24	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the office complex)	once every week	
25	Soak toilets and sinks with approved detergent	Once a week	
26	Door Mats -To be cleaned weekly in dry weather and daily in wet season ensuring they are dry and dust free.	once per week	

SCHEDULE OF CLEANING ACTIVITIES - KPI			INDICATE YES OR NO
27	Ensure oil and grease stains are removed using special detergents and ensure all clogging in the Kitchen drainages are removed to facilitate free flow of water.	once weekly	
28	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once weekly	
29	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once weekly	
30	Clean all direction signs, signage ,notice boards	once weekly	
31	Cleaning of windows	once weekly	
32	Landscaping and maintenance of flower beds, lawn mowing	once weekly	
33	Planting flowers	as and when required	
34	Cleaning of kitchen drainages and trenches and parking carbs	once weekly	
35	Clean all leather seats using leather polish as per sample.	once a week	
MONTHLY			
36	Stripping and polishing all PVC/screed/terrazzo floors	once every month	
37	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month	
38	Laundering of curtains and blinds	once every per month	
39	Shampooing of all carpet areas	twice a month	
40	General cleaning of the library should be done twice a month and this includes stripping and polishing, removing all books from the shelves to clean.	twice a month	
41	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly	
42	shampoo Chairs with appropriate detergent the fabric covered seats once every three months	monthly	
ONCE EVERY THREE MONTHS			
43	Cleaning and washing of external walls and gutters	once every three months	
44	Laundering of ceremonial and company flags	once every 3 months	
BI- ANNUAL , ANNUAL & OTHERS			
45	Annual timetables of weekly, monthly, and quarterly activities	once every year	
46	Mounting and removing of ceremonial flag	5 times every year	
47	Wood parquetry floor - Floor sanding and vanish	monthly	
MANDATORY CONDITION			

SCHEDULE OF CLEANING ACTIVITIES - KPI		INDICATE YES OR NO
48	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building	
49	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.	
50	The staff shall at all times while within the premises of KPI, be clean and in well maintained uniforms in order to preserve the values and good image of KPI .	
51	The contractor shall ensure that the staff is properly identifiable by badges at all times	
52	The contractor shall provide warning signs , approved by KPI alerting KPI employees and customers / students of impending danger where appropriate slippery , wet floor and cleaning in progress	
53	All washrooms should be manned continuously through the day	
54	Shifting furniture from one seminar/ training room, office, block or residential area to another seminar room, office, block or residential area or anywhere within the School compound or as directed by the School.	
55	The contractor shall have a lawn mower to maintain the grass	
56	<i>Cleaning in staff quarters shall be as indicated for residential areas</i>	
57	<i>* Before taking over the work, all working tools mentioned will be checked.</i>	
<i>TIME SCHEDULED TO BE ADHERED TO</i>		
58	Library- to be ready by 7:00 am	
59	Daily duties: daily duties include the following: all offices in the complex, all classrooms in the compound, library and all seminar rooms – by 7:00 am	
60	Seminar rooms- to be ready latest 7:00 am	
62	Lobby entrance and cleaning should be ready by 7:30am	
63	Hostels :Cleaning will be done thrice daily from 8.00 am-9.30 am, routine checks at 12.00-12.30pm and 2.30-3.00 pm	
64	Intense cleaning of all washrooms in the school. This should be done daily by 7:00am and manned through out the day	

SECTION VI - SUMMARY OF RATES AND PRICES**ITEMS OPEN TO OTHER BIDDERS****LOT I (CLASS A): FOR ALL BIDDERS**

The specific assignments for workers deployment are as tabulated below:-

NO	ASSIGNMENT	NO. OF WORKERS	RATE (KSH) PER MONTH VAT INCLUSIVE
CLASS A			
CENTRAL OFFICE			
1.	STIMA PLAZA PHASE 1 & 2 Indicate price separately	<i>Offices</i>	35
		<i>Common area</i>	
		<i>Total</i>	
2.	TRAINING SCHOOL	25	
3.	ELECTRICITY HOUSE	38	
NAIROBI NORTH REGION			
1	RUARAKA COMPLEX	15	
2	JUJA CONTROL	15	
3.	ROYSAMBU	12	
NAIROBI SOUTH REGION			
1	NAIROBI SOUTH	18	
NAIROBI WEST REGION			
1.	KAREN OFFICE	16	
NORTH RIFT REGION			
1.	KVDA PLAZA OFFICES	8	
2.	NATIONAL BANK BLD OFFICES	6	
MT KENYA NORTH REGION			
1.	STIMA HOUSE NYERI	6	
2.	DIANA CENTRE NYERI	6	
WEST KENYA REGION			
1.	ELECTRICITY HOUSE & THABITI HOUSE OFFICES	15	
NORTH EASTERN REGION			
1.	THIKA ARCADE	13	
2	THIKA DEPOT	9	

NO	ASSIGNMENT	NO. OF WORKERS	RATE (KSH) PER MONTH VAT INCLUSIVE
CENTRAL RIFT SUB REGION			
1.	ELECTRICITY HOUSE – NAKURU	9	
COAST REGION			
1.	ELECTRICITY HOUSE - MOMBASA	15	
2.	MBARAKI DEPOT	15	

ITEMS RESERVED FOR THE YOUTH, WOMEN AND PEOPLE WITH DISABILITY

LOT II :(CLASS B): TENDER FOR YOUTH, WOMEN AND PEOPLE WITH DISABILITIES

NO	ASSIGNMENT	NO OF WORKERS	RATE (KSH) PER MONTH VAT INCLUSIVE
CLASS B PREMISES			
CENTRAL OFFICE			
1.	STIMA MALL	7	
2.	HIGHRIDGE STAFF QUARTERS	3	
3.	STIMA INVESTMENT PLAZA	4	
NAIROBI NORTH REGION			
1.	Sarit centre	1	
2.	Forest road staff quarters	1	
3.	Eastleigh office	1	
4.	Pangani staff quarters	1	
5.	Baba Dogo records	2	
6.	Hamza staff quarters	2	
7.	Makadara Pay Point	1	
NAIROBI SOUTH REGION			
1.	Mbotela staff quarters	6	
2.	Machakos Office	2	
3.	Umoja A83	1	
4.	Likoni Go down	5	
5.	Mlolongo stores	4	
6.	Mlolongo Office	4	
7.	Emali New Office	2	
8.	Wote Office	2	
9.	Matuu Office	1	
10.	Kibwezi town Office	1	
11.	Mtito Andei Office	1	
12.	Ruai Office	1	

13.	Tala Office	1	
NAIROBI WEST REGION			
1	Ragati Office&staff quarters	3	
2.	Isiolo Rd&Bulk Store	8	
4.	Nairobi west depot	5	
5.	Wilson Airport	1	
6.	Adams paypoint	1	
7.	Namanga office &yard	3	
8.	Kitengela Office(EPZ plaza)	3	
10.	Loitoktok Office and stores	3	
11.	Rongai Office(Masai mall)	3	
12.	Kibera customer service Office	3	
13.	Nairobi Showground	7	
NORTH RIFT SUB REGION			
1	Eldoret depot and staff quarters	8	
2	Oloo street	2	
3	Muyodi staff quarters	3	
4	Kplc store	5	
5	Kitale Office	3	
6	Kitale Depot	3	
7	Kapsabet Office	4	
8	Lokori Off grid power station	2	
9	Lodwar depot offices and powers house	4	
10	Lessos control	3	
11	Iten	2	
12	Rivatex	3	
13	Lokichoggio	2	
MOUNT KENYA REGION			
1.	Nanyuki Office	3	
2.	Isiolo Office	2	
3.	Meru Office	5	
4.	Chuka Office	2	
5.	Embu Office&Godown	5	
6.	Kiganjo 132 kv Office &poleyard	4	
7.	Maua Office	2	
8.	Kerugoya Office	2	
9.	Blue valley compound	2	
10.	Nanyuki leave house	1	
11.	Nanyuki town staff quarters	1	
12.	Kamburu energy transmission offices	2	
13.	Kivaa office	1	
14.	Marimanti Office	1	
15.	Merti Office	1	
16.	Othaya Office	1	
17	Mwea Office	1	
18	Nyeri leave office&record centre	1	
19	Kingongo stores	2	
20	Laisamis office	4	
21	Merti power station	4	
22	North Horr power station	3	
23	Muthathari Poleyard	5	

24	Moyale depot and office	6	
25	Marsabit office&staff quarters	6	
26	Nyahururu Office	3	
27	Nyahururu staff quarters	2	
28	Maralal office	2	
29	Baragoi office&substation	2	
30	Murang'a Office	3	
31	Kangari Office	2	
32	Murang'a poleyard	2	
WEST KENYA SUB REGION			
1.	Kenshop offices	1	
2.	Kisumu depot/PowerStation	4	
3.	Karume staff quarters	1	
4.	Milimani staff houses	1	
5.	Milimani staff quarters	2	
6.	Ondiek staff quarters	1	
7.	Kakamega Office	5	
8.	Katitu	1	
9.	Siaya Office	1	
10.	Lumakanda Office	2	
11.	Busia Office	2	
12.	Ugunja Office	1	
13.	Bungoma Office	2	
14.	Webuye Office	2	
15.	Bondo Office	1	
16.	Mamboleo poleyard	1	
17.	Mbale Office	2	
18.	Malakisi Office	1	
19.	Kapsokwony office	1	
20.	Mumias	1	
SOUTH NYANZA REGION			
1.	Kisii old office	1	
2.	Kisii depot	1	
3.	New kisii office	7	
4.	Homa Bay office	2	
5.	Homa bay staff quarters	1	
6.	Migori Office	1	
7.	Nyamira Offices	1	
8.	Kehancha Office	1	
9.	Kendu bay Office	1	
10.	Mfangano Power station	2	
11.	Sori	1	
12.	Mbita Office	1	
NORTH EASTERN REGION			
1.	Kitui O&M and main office	4	
2.	Mwingi Office	2	
3.	Gatundu Office	1	
4.	White sisters /Ngoigwa	1	
5.	Limuru town offices and Depot	7	
6.	Kiambu Office	5	
7.	Ruiru office	15	

8.	Githunguri Office	1	
9.	Garissa Office and Modka Store Yard	4	
10.	Wajir office and staff quarters	4	
11.	Mandera office,poer house &staff quarters	4	
12.	Elwak power station and town office	2	
13.	Habaswen power station and town office	2	
14.	Rhamu	1	
15.	Modogashe	1	
16.	Eldas	1	
17.	Takaba	1	
18.	Griftu	1	
CENTRAL RIFT REGION			
1.	Molo Office	2	
2.	Eldama Ravine	2	
3.	Narok Office	2	
4.	Lanet substation	7	
5.	Nakuru depot/substation	3	
6.	Naivasha office	3	
7.	Showground Kplc stand	1	
8.	Gilgil	1	
9.	Ol Kalou	2	
10.	Engineer Office	1	
11.	Kabarnet office	2	
12.	Marigat office	1	
13.	Kericho office	4	
14.	Kericho depot and staff quarters	3	
15.	Bomet office and parking yard	2	
16.	Sotik	3	
17.	Kilgoris office	1	
18.	Sondu office	1	
19.	Shabab Nakuru	1	

COAST REGION			
1	Ukunda depot and store	5	
2	Voi office,store and yard	5	
3	Wundanyi office	2	
4	Taveta yard office	4	
5	Kilifi office	2	
6	Kilifi stores yard	3	
7	Rabai control station	10	
8	Lamu commercial office	2	
9	Lamu emergency office/store	3	
10	Malindi depot	3	
11	Malindi complex offices	2	
12	Nyali office	1	
13	Ganjoni staff quarters	1	
14	Show ground pavilion	2	
15	Nyali leave houses	2	

16	Likoni commercial office	4	
17	Hola Office	2	
18	Hola substation	1	
19	Mpeketoni substation	1	
20	Kipevu control	3	
21	Mtwapa office	1	
22	Mariakani office	1	
23	Nyali Staff Quarters	1	
24	Mwabungo Store Yard	2	

***NOTES**

1. KPLC Procurement and User Departments, please indicate which Performance is applicable i.e. whether it is the Period or the Start and End date.
2. Items reserved for the youth, women and persons with disability are open for citizens of Kenya who fall within youth, Women and Persons with disability category and are duly registered as such by either the National Treasury or any County Treasury

Date:

Tender Number and Name:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

Dear Sirs and Madams,

Having read, examined and understood the Tender Document including all Addenda, receipt of which we hereby acknowledge, we, the undersigned Tenderer, offer to provide*(insert services description)* for the sum of.....*(total tender price in words and figures)* or such other sums as may be ascertained in accordance with the schedule of prices inserted by me/ us above.

Name of Tenderer

Name and Capacity of authorised person signing the Tender

Signature of authorised person signing the Tender

Stamp of Tenderer

SECTION VI - EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted along the following stages: -

6.1 Part 1 - Preliminary Evaluation Under Paragraph 3.28 of the ITT. These are mandatory requirements. This shall include confirmation of the following:-

6.1.1 Submission and considering the following:-

6.1.1.1 For Local Tenderers

- a) Tender Security - Checking its validity, whether it is Original; whether it is issued by a local bank; whether it is strictly in the format required in accordance with the sample Tender Security Form(s).*
- b) Company or Firm's Registration Certificate*
- c) PIN Certificate.*
- d) Valid Tax Compliance Certificate.*
- e) Names with full contact as well as physical addresses of previous customers of similar services and reference letters from at least three (3) previous customers.*

6.1.1.2 For Foreign Tenderers

- a) Tender Security - Checking its validity, whether it is Original; whether it is issued by a local bank; whether it is strictly in the format required in accordance with the sample Tender Security Form(s).*
- b) Company or Firm's Registration Certificate*
- c) PIN Certificate or its equivalent in the country of bidder or a statement from the tax authorities in the Tenderer's country of origin indicating that such certificate or its equivalent is not issued.*
- d) Valid Tax Compliance Certificate or its equivalent in the country of bidder or a statement from the tax authorities in the Tenderer's country of origin indicating that such certificate or its equivalent is not issued.*
- e) Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least four (4) previous customers.*

6.1.1.3 For Youth, Women & Persons with Disability

- a) *Tender Securing Declaration Form in the prescribed format.*
- b) *Registration with the national treasury or the respective County treasury with in which they operate*
- c) *Company or Firm's Registration Certificate*
- d) *PIN Certificate.*
- e) *Valid Tax Compliance Certificate*
- f) *The youth, persons with disabilities and women to provide the three referees from their previous customers.*

REQUIREMENTS FOR ALL BIDDERS

- 6.1.2 *Submission of Declaration Form(s) duly completed and signed.*
- 6.1.3 *Submission and considering Tender Form duly completed and signed.*
- 6.1.4 *That the Tender is valid for the period required.*
- 6.1.5 *Submission and considering the Confidential Business Questionnaire:-*
 - a) *Is fully filled and signed.*
 - b) *That details correspond to the related information in the bid.*
 - c) *That the Tenderer is not ineligible as per paragraph 3.2 of the ITT.*
- 6.1.6 *Submission and considering the Certificate of Confirmation of Directors and Shareholding if any one of the undertakings owns a significant interest in the other or has at least one director or one substantial shareholder in common as per paragraph 3.2 and 3.41 of the ITT.*
- 6.1.7 *Compliance letter from NEMA for all bidders..*
- 6.1.9 *Submission of dully signed Site Visit Forms for every site quoted for (PAGE 154)*
- 6.1.10 *Record of unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any Tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.*
- 6.1.14 *Notwithstanding the above, considering any outstanding orders where applicable and the production capacity indicated by the Tenderer.*

Tenders will proceed to the Technical Evaluation Stage only if they qualify in compliance with Part 1 above, Preliminary Evaluation under Paragraph 3.28.

6.2 Part II – Technical Evaluation and Comparison of Tenders Under Paragraph 3.30 of the ITT. These are mandatory requirements.

(i) Detailed Evaluation – Technical (A)

Tenderers shall be expected to indicate full compliance to Details of Service.

The following criteria will be used in the evaluation of all potential suppliers. The documents and information submitted will be evaluated for suitability and awarded marks which will contribute to a maximum **100% of the total tender evaluation**.

- **Bidders who score less than 85 marks shall not be considered for further financial evaluation and shall be considered to have failed to meet the cut off (85) Marks for LOT 1**
- **Bidders who score less than 70 marks shall not be considered for further financial evaluation and shall be considered to have failed to meet the cut off (70) Marks for LOT 2**

Description of Criteria(A)	Maximum Score
Company Profile Suitability of Service Provider	23
Staff Competency Profiles Qualification of Key Staff and Capacity to deliver goods/service	27
Operational requirements	18
Physical Facilities Proof of physical Address and Capacity to deliver Goods/service	4
Experience	3
Reputation Proof of Satisfactory Service.	6
Equipment	10
Social Obligations. Proof of having satisfied Key Social Obligations	9
Total Score	100

7.2.1 (A) LOT I TECHNICAL EVALUATION

	Item	Score (s)	Score Rating	
1	Company profile			
<i>a</i>	<i>Provide Evidence of registration with the relevant government body i.e ,Registrars of companies, Kenya revenue authority, state law</i>	8	yes	No
<i>b</i>	<i>Provide evidence of compliance to ISO 9001:2000</i>	4	yes	No
<i>c</i>	<i>Provide evidence of relevant , current and valid insurance covers e.g workman's compensation ,</i>	6	yes	No

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	Item	Score (s)	Score Rating	
	<i>fidelity , public liability and all risks</i>			
<i>d</i>	<i>State maximum period of compensation to your clients for incidences of loss where you are to blame from the time it is determined (Our requirement is a maximum of 30 Days)</i>	3	yes	No
<i>e</i>	<i>State if your company has got any pending cases of compensation or any outstanding liabilities</i>	2	yes	No
	Total	23		
2	Staff Competency profiles.			
<i>a</i>	<i>Documentary evidence of supervisor's experience. Five years and above</i>	5	yes	No
<i>b</i>	<i>Provide evidence that your workers are provided with written assignments instructions/delegation of authority and responsibilities. - provide at least 3 for key operational staff</i>	3	yes	No
<i>c</i>	<i>Provide evidence of training programmes for workers. Past, present and future.</i>	6	yes	No
<i>d</i>	<i>Submit copy of certificate of compliance to minimum wages as per the labour laws.</i>	8	yes	No
<i>e</i>	<i>State if your workers are paid through the bank. If yes, provide bank slips for salary remission to paying institution for the last three months. If no, Provide evidence of any other acceptable mode of salary payment for the last 3 months.</i>	5	yes	No
	Total	27		
3	Operational requirements			
<i>a</i>	<i>Supervision of workers. Provide evidence to show frequency of supervision per 12 hours shift, (3Checks)</i>	4	yes	No
<i>b</i>	<i>State maximum period of time taken to provide additional/temporary workers. (one day)</i>	4	yes	No
<i>c</i>	<i>Submit operational plan . Provide a detailed operational plan for 6 months (this to include staffing required to undertake particular tasks , sequences and frequency of events and tools necessary to carry out tasks)</i>	10	yes	No
	Total	18		
4	Physical Facilities			

	Item	Score (s)	Score Rating	
a.	<i>Evidence of availability of office e.g. copy of Title Deed or Lease agreement.</i>	4	yes	No
	<i>total</i>	4		
5	<i>Experience</i>			
a.	<i>State number of years of experience in provision of cleaning services (.Minimum is three years).</i>	3	yes	No
	<i>Total</i>	3		
6	<i>Reputation</i>			
a	<i>State total Number and names of Corporations/ International and local Organizations or Companies listed in NSE you are currently serving.(3marks)</i>	3	yes	No
b	<i>Submit letters of reference from three Organizations /corporate clients except KPLC. Indicate type of services rendered, value of contracts, contact persons - address and telephone numbers.(3 marks)</i>	3	yes	No
	<i>total</i>	6		
7	<i>Equipment</i>			
a	<i>Availability of equipment for use during cleaning . Provide a list and evidence of ownership / lease for gabbage truck , buffing and cleaner machines</i>	6	yes	No
b	<i>Indicate the number of uniforms that are provided to your workers. Minimum requirement is 2(two).</i>	4	yes	No
	<i>Total</i>	10		
8	<i>Social Obligations</i>			
c	<i>Submit NSSF Compliance Certificate.</i>	4	yes	No
d	<i>Submit NHIF Compliance Certificate</i>	5	yes	No
	<i>total</i>	9		
	<i>Grand total</i>	100		

7.2.1 (B) LOT TWO TECHNICAL EVALUATION

	Item	Score(s)	Score Rating	
1	Company profile			
a	Provide Evidence of registration with the relevant government body i.e the National Treasury, Registrars of companies, Kenya revenue authority, state law	6	yes	No
b	Has at least seventy percent membership of youth or women.	6	yes	No
c	Provide evidence of relevant , current and valid insurance covers e.g workman's compensation , fidelity , public liability and all risks	6	yes	No
d	State maximum period of compensation to your clients for incidences of loss where you are to blame from the time it is determined (Our requirement is a maximum of 30 Days)	3	yes	No
e	State if your company has got any pending cases of compensation or any outstanding liabilities	2	yes	No
	Total	23		
2	Staff Competency profiles.			
a	Attach organization Chart	4	yes	No
b	Attach CV of the operational manager.	5	yes	No
c	Provide evidence that your workers are provided with written assignments instructions/delegation of authority and responsibilities. - provide at least 3 for key operational staff	5	yes	No
d	Provide evidence of training programs for workers. Past, present and future.	8	yes	No
e	State if your workers are paid through the bank. If yes, provide bank slips for salary remission to paying institution for the last three months. If no, Provide evidence of any other acceptable mode of salary payment for the last 3 months.	5	yes	No
	Total	27		
3	Operational requirements			

	Item	Score(s)	Score Rating	
a	Supervision of workers. Provide evidence to show frequency of supervision per 12 hours shift, (3Checks)	4	yes	No
b	State maximum period of time taken to provide additional/temporary workers. (one day)	4	yes	No
c	Submit operational plan. Provide a detailed operational plan for 6 months (this to include staffing required to undertake particular tasks , sequences and frequency of events and tools necessary to carry out tasks)	10	yes	No
	Total	18		
4	Physical Facilities			
a.	Evidence of availability of office e.g. copy of Title Deed or Lease agreement.	4	yes	No
	total	4		
5	Experience			
a.	State number of years of experience in provision of cleaning services (.Minimum is three years).	3	yes	No
	Total	3		
6	Reputation			
a	State Three (3) local companies/ organizations you are currently serving.	3	yes	No
b	Submit letters of reference from three Organizations or clients except KPLC. Indicate type of services rendered, value of contracts, contact persons - address and telephone numbers.(3 marks)	3	yes	No
	total	6		
7	Equipment			
a	Availability of equipment for use during cleaning. Provide a list and evidence of ownership / lease for garbage truck , buffing and cleaner machines	4	yes	No
b	Indicate the number of uniforms that are provided to your workers. Minimum requirement is 2(two).	6	yes	No
	Total	10		

	Item	Score(s)	Score Rating	
8	Social Obligations			
b	Submit NSSF Compliance Certificate.	5	yes	No
d	Submit NHIF Compliance Certificate	4	yes	No
	total	9		
	Grand total	100		

EVALUATION CRITERIA TABLE

Tenderers will proceed to Financial Evaluation stage only if they score a minimum score of **85 % for LOT I and 70% for LOT 2** in Parts II (a) above.

6.3 Part III – Financial Evaluation Criteria Under Paragraph 3.31 of the ITT. These are mandatory requirements.

6.3.1 This will include the following: -

- a) *Confirmation of the authenticity and sufficiency of the submitted Tender Security or if the Tender Securing Declaration Form for the Youth, Women, and Persons with Disabilities is duly filled and signed and submission of Six months bank statements.*
- b) *Confirmation of and considering Price Schedule duly completed and signed.*
- c) *Checking that the Tenderer has quoted prices based on all costs including duties and taxes*
- d)* *Checking submission of audited financial statements required which must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For LOT I ONLY).*
- e) *Correction of arithmetical errors,*
- f) *Taking into account the cost of any deviation(s) from the tender requirements,*
- g) *Considering information submitted in the Confidential Business Questionnaire against other information in the bid including:-*
 - a) *Declared maximum value of business*
 - b) *Shareholding and citizenship for preferences where applicable.*
- i) *Apply Exclusive margin of preference, where applicable as per Clause 3.32 of the tender document*

6.3.2 Confirming the following: -

6.3.2.1 that the Supplier's offered Delivery Schedule meets KPLC's requirements.

6.3.2.2 that the Supplier's offered Terms of Payment meets KPLC's requirements.

6.4 Successful Tenderer

6.4.1 The Successful Tenderers shall be the one with the evaluated price according to the formula below:-

(ii) Overall Tender Evaluation Criteria

The tender evaluation criteria is weighted as follows; -

The evaluation of the responsive bids will take into account technical factors, in addition to cost factors.

An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, This permits a comprehensive assessment of the bid price and the technical merits of each bid:

$B = C_{low}/C \times X + T/T_{High} (1-X)$ where

C = Evaluated Bid Price

C low = the lowest of all evaluated Bid Prices among responsive bids

T = the total Technical score awarded to the bid

T high = the Technical Score achieved by the bid that scored highest among all Responsive bids

X=weight for the Price is 0.3

iii) Basis Of Award

The Award is per depot

*NOTES: -

1. For purposes of evaluation, the exchange rate to be used for currency conversion shall be the selling exchange rate ruling on the date of tender closing provided by the Central Bank of Kenya. (Visit the Central Bank of Kenya website).
2. Total tender value means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the services it offers to provide.
3. For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least three months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.

TABLE OF CLAUSES ON GENERAL CONDITIONS OF CONTRACT

Clause No.	Headings	Page No.
7.1	Definitions.....	
7.2	Application....	
7.3	Standards.....	
7.4	Use of Contract Documents and Information.....	
7.5	Patent Rights.....	
7.6	Performance Security.....	
7.7	Inspections and Tests.....	
7.8	Packaging and Labelling	
7.9	Delivery and Documents for Materials/ Equipment.....	
7.10	Insurance	
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7.14	Variation of Contract.....	
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7.21	Language and Law.....	
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7.23	Force Majeure.....	

SECTION VII – GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract *hereinafter referred abbreviated as the GCC* shall form part of the Conditions of Contract in accordance with the law and KPLC’s guidelines, practices, procedures and working circumstances. The provisions in the GCC will apply unless an alternative solution or amendment is made under other parts of the Contract including the Special Conditions of Contract.

7.1 Definitions

In this contract, the following terms shall be interpreted as follows: -

- a) *“Day” means calendar day and “month” means calendar month.*
- b) *“The Contract” means the agreements entered into between KPLC and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.*
- c) *“The Contract Price” means the price payable to the Contractor under the contract for the full and proper performance of its contractual obligations.*
- d) *“The Services” means services or art thereof to be provided by the Contractor and includes all of the materials and incidentals, which the Contractor is required to perform and provide to KPLC under the contract.*
- e) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- f) *“The Contractor” means the individual or firm providing the services under this contract or his/ her/ its permitted heir(s), personal representative(s), successor(s) or permitted assign(s) where the context so admits. For the avoidance of doubt this shall mean the successful Tenderer(s) pursuant to the tender.*
- g) *Wherever used in the contract, “performance” shall be complete or be deemed to be complete, unless the circumstances indicate otherwise, when the services have been performed in accordance with the Contract and where KPLC does not signify its approval to the Contractor, but without giving notice of dissatisfaction, on the expiration of thirty (30) days from date of documented completion of performance of the service.*

7.2 Application

These General Conditions shall apply to the extent that provisions of other parts of the contract do not supersede them.

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7.3 Standards

The Services supplied under this contract shall conform to the standards mentioned in the Details of Service.

7.4 Use of Contract Documents and Information

7.4.1 The Contractor shall not, without KPLC's prior written consent, disclose the contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of KPLC in connection therewith, to any person other than a person employed by the Contractor in the performance of the contract.

7.4.2 The Contractor shall not, without KPLC's prior written consent, make use of any document or information enumerated in clause 7.4.1 above.

7.4.3 Any document, other than the contract itself, enumerated in clause 7.4.1 shall remain the property of KPLC and shall be returned (including all copies) to KPLC on completion of the Contractor's performance under the contract if so required by KPLC.

7.5 Patent Rights

The Contractor shall indemnify KPLC against all third party claims of infringement of patent, trademark, or industrial design rights arising from provision of the services or any part thereof.

7.6 Performance Security

7.6.1 Within fourteen (14) days of the date of the notification of contract award, the Contractor shall furnish to KPLC the Performance Security which shall be either one or a combination of the following:-

a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.

b) Confirmed Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid by the successful Tenderer. Certain mandatory conditions of the LC shall be as prescribed in the Performance Security Form (LC) in the Tender Document.

7.6.2 The Performance Security shall be issued by a commercial bank licensed by the Central Bank of Kenya. The bank must be located in Kenya.

7.6.3 The Performance Security shall be the sum of ten percent (10%) of the contract price. It shall be in the currency of the contract price.

7.6.4 Failure of the Contractor to furnish the Performance Security, the award shall be annulled and the Tender Security forfeited, in which event KPLC may notify the

next lowest evaluated Tenderer that its Tender has been accepted.

- 7.6.5 The proceeds of the Performance Security shall be payable to KPLC as compensation for any loss resulting from the Contractor's failure to comply with its obligations in accordance with the contract without KPLC being required to demonstrate the loss it has suffered.
- 7.6.6 The Performance Security shall be valid for a minimum of sixty (60) days after satisfactory delivery for both Foreign and Local Contractors.
- 7.6.7 KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Contractor to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Contractor's Performance Security may be deemed as invalid and the Contract nullified, unless information to the contrary is received by KPLC two (2) days before the expiry of the Contractor's Tender Security.
- 7.6.8 Subject to the provisions of this contract, the Performance Security will be discharged by KPLC and returned to the Contractor not earlier than thirty (30) days following the date of completion of the Contractor's obligations under the contract, including any warranty obligations, under the contract.

7.7 Inspection and Tests

- 7.7.1 KPLC or its representative(s) shall have the right to inspect and/or to test the services to confirm their conformity to the contract specifications. KPLC shall notify the Contractor in writing in a timely manner, of the identity of any representative(s) retained for these purposes. Such visit and or inspection/ test shall in no way prejudice KPLC's rights and privileges.
- 7.7.2 In appropriate circumstances, Inspection/ Test Report(s) shall be completed upon conclusion of the inspection/ tests.
- 7.7.3 The inspections and tests may be conducted in the premises of the Contractor or its subcontractor(s). If conducted on the premises of the Contractor 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 KPLC.
- 7.7.4 Should any inspected or tested services fail to conform to the specifications, KPLC may reject the Service(s), and the Contractor shall either replace or remedy the rejected services or make alterations necessary to meet specification requirements free of cost to KPLC.
- 7.7.5 KPLC's right to inspect, test and where necessary, reject the services after provision shall in no way be limited or waived by reason of the services having previously been inspected, tested and passed by KPLC or its representative(s) prior to the services performance / delivery.

- 7.7.6 For the avoidance of doubt, any acknowledgement by KPLC on the Contractor's or sub-contractor's document shall not be conclusive proof or evidence of satisfactory performance without duly authorized approval by KPLC.
- 7.7.7 Nothing in this clause 7.7 shall in any way release the Contractor from any warranty or other obligations under this Contract.

7.8 Packaging and Labelling

- 7.8.1 Where applicable, the Contractor shall provide such packaging of the material and equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 7.8.2 The method of packaging, labeling and marking shall comply strictly with such special requirements as shall be specified and attached to the Contract and particular Order.
- 7.8.3 The labelling, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract.
- 7.8.4 The materials and equipment shall be packed in good condition suitable for sea/air/road/rail dispatch. Hazard in transit to the final destination shall include rough handling and storage in tropical conditions.
- 7.8.5 The Contractor shall enclose a packing list in each package and all documents relating to the Order shall show the Tender reference number and name against the items or package indicating the supplier or supplier's agent as the consignee.

7.9 Delivery and Documents for Materials/ Equipment

- 7.9.1 Where applicable, delivery of the materials/ equipment shall be made by the Contractor to the place and in accordance with the terms specified by KPLC in its Schedule of Requirements or as may be otherwise indicated.
- 7.9.2 The Contractor shall notify KPLC of the full details of the delivered materials/ equipment by delivering the materials/ equipment with a full set of the following documents: -
- a) *Contractor's invoice showing the materials/ equipment description, quantity, unit price and total price*
 - b) *Delivery note*
 - c) *Packing list identifying contents of each package*
- 7.9.3 It is the responsibility of the Contractor to ensure that the delivery documents are received by KPLC at the designated delivery point at the time of delivery.

7.10 Insurance

- 7.10.1 The Contractor shall be responsible for and keep in force current appropriate insurance covers for its property and persons engaged in the performance and or provision of the Services under the contract.
- 7.10.2 The Contractor shall (*except in respect to losses, injuries or damage resulting from any act or neglect of KPLC*) indemnify and keep indemnified KPLC against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of or in consequence of the contract and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto.

7.11 Payment

- 7.11.1 Payments shall be made promptly by KPLC and shall not be less than thirty (30) days from completion of satisfactory performance and submission of invoice together with other required and related documents or as otherwise prescribed in the contract.
- 7.11.2 Payment shall primarily be through KPLC's cheque or Real Time Gross Settlement (*RTGS*) or telegraphic transfer. Where applicable, a copy of a valid Performance Security, stamped, certified as authentic by KPLC, shall form part of the documents to be presented to KPLC before any payment is made.
- 7.11.3 A Contractor who requests for a Letter of Credit (*hereinafter abbreviated as LC*)–
- a) *Shall meet the LC bank charges levied by its bank while KPLC shall meet the LC bank charges levied by its bank.*
 - b) *Any extension and or amendment charges and any other costs that may result from the Contractor's delays, requests, mistakes or occasioned howsoever by the Contractor shall be to the Beneficiary's account.*
 - c) *The maximum number of extensions and amendments shall be limited to two (2).*
 - d) *Notwithstanding sub-clause 7.11.3 (a), should the Contractor require a confirmed LC, then all confirmation and any other related charges levied by both the Contractor's and KPLC's bank shall be to the Beneficiary's account.*
 - e) *The LC shall be opened only for the specific Order within the validity period of the contract.*
 - f) *LCs shall be partial for partial performance or full for whole performance as per the contract.*
 - g) *The Contractor shall be required to submit a proforma invoice for each lot for use in the placement of order and opening of the LC. The proforma invoice shall be on total all-inclusive costs basis.*
 - h) *A copy of the Performance Security, stamped and certified as authentic by KPLC, whose expiry date should not be less than sixty (60) days from the*
- [Type here] Tender document for Provision of Cleaning Services Companywide [Type here]

LC expiry date, shall form part of the documents to be presented to the Bank before any payment is effected.

- 7.11.4 KPLC shall have the sole discretion to accept or decline any Contractor's payment request through Letters of Credit without giving any reason for any decline.

7.12 Interest

Interest payment by KPLC is inapplicable in the contract.

7.13 Prices

- 7.13.1 Subject to clause 7.14 herein below, prices charged by the Contractor for services performed under the contract shall be fixed for the period of the contract with no variations.

- 7.13.2 A price that is derived by a pre-disclosed incorporation or usage of an internationally accepted standard formula shall not be deemed to be a price variation within the meaning of this clause.

7.14 Variation of Contract

KPLC and the Contractor may vary the contract only in accordance with the following: -

- a) *the quantity variation for goods and services shall not exceed ten percent (10%) of the original contract quantity.*
- b) *the quantity variation must be executed within the period of the contract.*

7.15 Assignment

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

7.16 Subcontracts

- 7.16.1 The Contractor shall notify KPLC in writing of all subcontracts awards under this contract if not already specified in the tender. Such notification, in the original tender or obligation under the Contract shall not relieve the Contractor from any liability or obligation under the Contract.
- 7.16.2 In the event that an award is given and the contract is sub-contracted, the responsibility and onus over the contract shall rest on the Contractor who was awarded.

7.17 Termination of Contract

- 7.17.1 KPLC may, without prejudice to any other remedy for breach of contract, by written notice sent to the Contractor, terminate this contract in whole or in part due to any of the following: -

- a) *if the Contractor fails to perform any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by KPLC.*
- b) *if the Contractor fails to perform any other obligation(s) under the contract.*
- c) *if the Contractor, in the judgment of KPLC has engaged in corrupt or fraudulent practices in competing for or in executing the contract.*
- d) *by an act of force majeure.*
- e) *if the Contractor becomes insolvent or bankrupt*
- f) *if the Contractor has a receiving order issued against it, compounds with its creditors, or an order is made for its winding up (except for the purposes of its amalgamation or reconstruction), or a receiver is appointed over its or any part of its undertaking or assets, or if the Contractor suffers any other analogous action in consequence of debt.*
- g) *if the Contractor abandons or repudiates the Contract.*

7.17.2 In the event that KPLC 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 or not rendered, and the Contractor shall be liable to KPLC for any excess costs for such similar services and or any other loss PROVIDED that the Contractor shall not be so liable where the termination is for convenience of KPLC.

7.17.3 The Parties may terminate the Contract by reason of an act of *force majeure* as provided for in the contract.

7.17.4 The Contract may automatically terminate by reason of an act of *force majeure* as provided for in the Contract.

7.18 Liquidated Damages

Notwithstanding and without prejudice to any other provisions of the contract, if the Contractor fails to perform any or all of the services within the period specified in the contract, KPLC shall, without prejudice to its other remedies under the contract, deduct from the contract prices, liquidated damages sum equivalent to 0.5% of the performance price per day of delay of the delayed due services up to a maximum of ten percent (10%) of the performance price of the delayed due services.

7.19 Warranty

7.19.1 Where applicable, the Contractor warrants that the Services provided under the contract are of the highest quality or current specification and incorporate all recent improvements unless provided otherwise in the contract. The Contractor further warrants that any materials/ equipment provided under this contract shall have no defect arising from manufacture, materials or workmanship or from any

[Type here] Tender document for Provision of Cleaning Services Companywide [Type here]

act or omission of the Contractor that may develop under normal use of the materials/ equipment provided under the conditions obtaining in Kenya.

- 7.19.2 This Warranty will remain valid for one (1) year after the services, or any part thereof as the case may be, have been performed as indicated in the contract.
- 7.19.3 KPLC shall promptly notify the Contractor in writing of any claims arising under this Warranty.
- 7.19.4 Upon receipt of such a notice, the Contractor shall, with all reasonable speed, remedy the defective services without cost to KPLC.
- 7.19.5 If the Contractor having been notified, fails to remedy the defect(s) within a reasonable period, KPLC may proceed to take such remedial action as may be necessary, at the Contractor's risk and expense and without prejudice to any other rights which KPLC may have against the Contractor under the contract.

7.20 Resolution of Disputes

- 7.20.1 KPLC and the Contractor may make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 7.20.2 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 resort to resolution before a recognized local forum for the resolution of disputes.

7.21 Language and Law

The language of the contract and the law governing the contract shall be the English language and the laws of Kenya respectively unless otherwise stated.

7.22 Waiver

Any omission or failure by KPLC to exercise any of its rights or enforce any of the penalties arising from the obligations imposed on the Contractor shall in no way, manner or otherwise howsoever, alter, amend, prejudice, vary, waive or be deemed to alter, amend, prejudice, vary, waive or otherwise whatsoever any of KPLC's powers and rights as expressly provided in and as regards this contract.

7.23 Force Majeure

- 7.23.1 Force majeure means any circumstances beyond the control of the parties, including but not limited to:
- a) *war and other hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;*
 - b) *ionizing radiation or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel,*

radioactive toxic explosives or other hazardous properties of any explosive nuclear assembly or nuclear components thereof;

- c) *rebellion, revolution, insurrection, military or usurped power & civil war;*
 - d) *riot, commotion or disorder except where solely restricted to employees servants or agents of the parties;*
 - e) *un-navigable storm or tempest at sea.*
- 7.23.2 Notwithstanding the provisions of the contract, neither party shall be considered to be in default or in breach of its obligations under the Contract to the extent that performance of such obligations is prevented by any circumstances of *force majeure* which arise after the contract is entered into by the parties.
- 7.23.3 If either party considers that any circumstances of *force majeure* are occurring or have occurred which may affect performance of its obligations it shall promptly notify the other party and provide reasonable proof of such circumstances.
- 7.23.4 Upon the occurrence of any circumstances of *force majeure*, the Contractor shall endeavour to continue to perform its obligations under the contract so far as is reasonably practicable. The Contractor shall notify KPLC of the steps it proposes to take including any reasonable alternative means for performance, which is not prevented by *force majeure*. The Contractor shall not take any such steps unless directed so to do by KPLC.
- 7.23.5 If the Contractor incurs additional costs in complying with KPLC's directions under sub clause 7.23.4, then notwithstanding the provisions of the contract, the amount thereof shall be agreed upon with KPLC and added to the contract price.
- 7.23.6 If circumstances of *force majeure* have occurred and shall continue for a period of twenty one (21) days then, notwithstanding that the Contractor may by reason thereof have been granted an extension of time for performance of the contract, either party shall be entitled to serve upon the other seven (7) days' notice to terminate the contract. If at the expiry of the period of twenty-eight (28) days, *force majeure* shall still continue, the contract shall terminate.

SECTION VIII – SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract *hereinafter abbreviated as SCC* shall form part of the Conditions of Contract. They are made in accordance with the law and KPLC's guidelines, practices, procedures and working circumstances. They shall amend, add to and vary the GCC. The clauses in this section need not therefore, be completed but must be completed by KPLC if any changes to the GCC provisions are deemed necessary. Whenever there is a conflict between the GCC and SCC, the provisions of the SCC shall prevail over those in the GCC.

No.	GCC Reference Clause	Particulars of SCC
1.	7.11.1 Terms of Payment	<i>Shall be 30 days after submission of invoices and cleaning inspection report.</i>
2.	7.19.2 Contract Period	<i>Contract period will be two (2) years from the date of award.</i>

SECTION IX - TENDER FORM

Date:

Tender No.

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood the Tender Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to perform, deliver, install and commission (*the latter two where applicable*) (*insert services description*) in accordance and conformity with the said tender document and in particular the Schedule of Prices that are made part of this Tender.
2. We undertake, if our Tender is accepted, to perform and provide the services in accordance with the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to ten percent (10%) of the contract price for the due performance of the contract, in the form(s) prescribed by The Kenya Power & Lighting Company Limited.
4. We agree to abide by this Tender for a period of.....days (**Tenderer please indicate validity of your Tender**) from the date fixed for tender opening as per the Tender Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.
6. We understand that you are not bound to accept any Tender you may receive.

Yours sincerely,

[Type here] Tender document for Provision of Cleaning Services Companywide [Type here]

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

***NOTES:**

1. KPLC requires a validity period of at least One Hundred & Twenty (120) days.
2. This form must be duly signed, stamped and/or sealed.

SECTION X – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. Youth, Persons with disabilities and Women shall in addition complete part 2(d). Tenderers are advised that it is a serious offence to give false information on this form.

Part 1 – General

Business Name.....

Location of business premises.....

Plot No.Street/ Road

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business

Registration Certificate No.....

Maximum value of business which you can handle at any time KSh.....

Name of your BankersBranch... ..

*Names of Tenderer’s contact person(s)

Designation/ capacity of the Tenderer’s contact person(s)

Address, Tel, Fax and E-mail of the Tenderer’s contact person(s)

.....

.....

Part 2 (a) Sole Proprietor

Your name in full
 NationalityCountry of origin

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

*Nominal in KSh.

*Total Issued KSh.

Give details of all directors as follows

Name	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Part 2 (d) Registered Youth, Persons with Disabilities & Women

Give details of members as follows: -

Names	Nationality	Age	Gender	Shares (%)
1.....				
2.....				
3.....				
4.....				

5.....

Name of duly authorized person to sign for and on behalf of the Tenderer

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

- 1. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
- 2. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer’s disqualification.***
- 3. *For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.*

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

- 1. *Youth, Persons with disabilities and Women Bidders shall attach their copies of the National Identity Card/ Passport*
- 2. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
- 3. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer’s disqualification.***

SECTION XI A - TENDER SECURITY FORM – (BANK GUARANTEE)

(To Be Submitted On Bank’s Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

WHEREAS (*name of the Tenderer*) (*hereinafter called “the Tenderer”*) has submitted its Tender dated for the supply, installation and commissioning of..... (*please insert KPLC tender no. and name*) (*hereinafter called “the Tender”*);

KNOW ALL PEOPLE by these presents that **WE**.....ofhaving our registered office at.....(*hereinafter called “the Bank”*), are bound unto The Kenya Power and Lighting Company Limited (*hereinafter called “KPLC” which expression shall where the context so admits include its successors-in-title and assigns*) in the sum of for which payment well and truly to be made to the said KPLC, the Bank binds itself, its successors, and assignees by these presents.

We undertake to pay you, upon your first written demand declaring the Tenderer to be in breach of the tender requirements and without cavil or argument, the entire sum of this guarantee being (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This tender 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 date below.

This guarantee is valid until theday of.....20.....

EITHER

SEALED with the)
COMMON SEAL)

of the said **BANK**)

_____) BANK SEAL
thisday)

of20....)

)
in the presence of :-)

_____)

)
and in the presence of:-)

_____)

OR

SIGNED by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **BANK**

Name(s) and Capacity (ies) of duly authorised representative(s)/ attorney(s) of the Bank

Signature(s) of the duly authorised person(s)

NOTES TO TENDERERS AND BANKS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*

2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*

3. ***The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”***

4. *The Tender validity period is ninety (90) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

SECTION XI B - TENDER SECURITY FORM (SACCO SOCIETY, DEPOSIT TAKING MICRO FINANCE INSTITUTIONS, WOMEN ENTERPRISE FUND & YOUTH ENTERPRISE FUND)

(To Be Submitted On Institutions Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

WHEREAS.....(hereinafter called “the Contractor”) has undertaken, in pursuance of your Tender Number.....(*reference number of the Tender*) and its Tender dated(*insert Contractor’s date of Tender taken from the Tender Form*) to supply(*description of the Works*) (hereinafter called “the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with an Institution’s guarantee by an acceptable Institution for the sum specified therein as security for compliance of the Contractor’s performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE HEREBY AFFIRM that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of..... (*amount of the guarantee in words and figures*) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **INSTITUTION**)

)
 thisday) _____
) INSTITUTION SEAL
 of20....)
 in the presence of :-)
)
 _____)
)
 and in the presence of:-)
)
 _____)

OR

SIGNED by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **INSTITUTION**

 Name(s) and Capacity(ies) of duly authorised representative(s)/ attorney(s) of the **Institution.**

 Signature(s) of the duly authorised person(s)

NOTES TO SUPPLIERS AND INSTITUTIONS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*

2. *It is the responsibility of the Tenderer to sensitize its issuing institution on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the institution within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*

3. *The issuing institution should address its response or communication regarding the Tender Security to KPLC at the following e-mail address – “guarantees@kplc.co.ke”*

4. *The Tender validity period is ninety (90) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

SECTION XI C - TENDER SECURITY – (LETTERS OF CREDIT)

The Mandatory Conditions to be included in the Letters are in two parts, A and B.

Part A

Form of Documentary credit - “Irrevocable Standby”

Applicable rules - “Must be UCP Latest Version” i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

Place of expiry - At the counters of the advising bank.

The SBLC should be available – “By Payment”

Drafts should be payable at - “SIGHT”

Documents required -

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... (*Insert LC No.*) as.....(*Name of applicant*) (hereinafter called the “Tenderer”) indicating that the “Tenderer” has defaulted in the obligations of the Tenderer as stated by the Beneficiary.
2. The Original Letter of Credit and all amendments, if any.

Additional Conditions -

1. All charges levied by any bank that is party to this documentary credit are for the account of the applicant.
2. There should be no conditions requiring compliance with the specific regulations or a particular country’s Law and regulations.

Charges - All bank charges are for the account of the applicant.

*Confirmation instructions – (See notes below)

Part B

The proceeds of these Letters are payable to KPLC -

- a) if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid.
- b) if the Tenderer rejects a correction of an arithmetic error
- c) if the Tenderer fails to enter into a written contract in accordance with the Tender Document
- d) if the successful Tenderer fails to furnish the performance security in accordance with the Tender Document.

- e) if the Tenderer fails to extend the validity of the tender security where KPLC has extended the tender validity period in accordance with the Tender Document.

NOTES TO TENDERERS AND BANKS.

1. *Please note that should the Tender Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the Tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to any queries from KPLC. The period for response shall not three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. ***The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”***
4. *The Tender validity period is ninety (90) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*
5. *All Guarantees issued by foreign banks must be confirmed by a local bank in Kenya.*

SECTION XI D - TENDER SECURITY DECLARATION FORM

(The Bidder shall complete in this form in accordance with the instructions indicated)

Date:.....
(insert date (as day, month, year) of Bid Submission)

Tender No.....
(Insert number of bidding process)

To:
The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

We, the undersigned declare that.

1. We understand that, according to your conditions, bids must be supported by a bid-securing declaration.
2. We accept that we will be automatically be suspended from being eligible for bidding in any contract with the purchaser for the period of the time of (insert the number of months or years) starting on (insert date), if we are in breach of our obligation(s) under the bid conditions, because we-
 - a. Have withdrawn our bid during the period of bid validity specified by us in the bidding data sheet: or
 - b. Having been notified of the acceptance of our bid by the purchaser during the period of bid validity,
 - i. Fail or refuse the contract, if required, or
 - ii. Fail or refuse to finish the performance security, in accordance with the ITT
3. We understand that this bid securing declaration shall expire if we are not the successful bidder, upon the earlier of
 - i. Our receipt of a copy of your notification of the name of the successful bidder; or
 - ii. Twenty-eight days after the expiration of our tender.
4. We understand that if we are a joint venture, the bid securing declaration must be in the name of the joint venture that submits the bid, and the joint venture has not been legally

constituted at the time of bidding, the bid securing declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....
(insert signature of person whose name and capacity are shown)
in the capacity of.....
(insert legal capacity of person signing the bid securing declaration)

Name:.....
(insert complete name of person signing the bid securing declaration)
Duly authorized to sign the bid for and on behalf of:
.....
(insert complete name of bidder)

Date on..... Day of.....
(insert date signing)

SECTION XII - MANUFACTURER’S/ PRINCIPAL’S AUTHORIZATION FORM

(To Be Submitted On Manufacturer’s/ Principal’s/ Producer’s Letterhead)

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

WHEREAS WE(name of the manufacturer/ principal) who are established and reputable manufacturers/ principal of (name and description of the services) having offices or factories at(full address and physical location of offices or factory(ies) do hereby confirm that (name and address of Contractor) is authorized by us to transact in the services required against your Tender (insert reference number and name of the Tender) in respect of the above services.

WE HEREBY extend our full guarantee and warranty as per the Conditions of Contract for the services offered for provision by the above firm against the Invitation to Tender.

DATED THIS..... DAY OF.....20.....

Signature of duly authorised person for and on behalf of the Manufacturer/ Principal.

Name and Capacity of duly authorised person signing on behalf of the Manufacturer/ Principal.

NOTES TO TENDERERS & MANUFACTURERS/ PRINCIPALS/ PRODUCERS

Only a competent person in the service of the Manufacturer/ Principal should sign this letter of authority.

SECTION XIII - DECLARATION FORM

Date _____

To:

The Kenya Power & Lighting Company Limited,
P.O Box 30099 – 00100,
Stima Plaza, Kolobot Road, Parklands,
Nairobi,
KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are **not** associated with any other Tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

[Type here] Tender document for Provision of Cleaning Services Companywide [Type here]

SECTION XIV – DRAFT LETTER OF NOTIFICATION OF AWARD

To:

(Name and full address of the Successful Tenderer).....

Dear Sirs/ Madams,

RE: NOTIFICATION OF AWARD OF TENDER NO.

We refer to your Tender dated..... and are pleased to inform you that following evaluation, your Tender has been accepted as follows: -

.....
.....

This notification does not constitute a contract. The formal Contract Agreement, which is enclosed herewith shall be entered into upon expiry of seven (7) days from the date hereof but not later than thirty (30) days after expiry of tender validity pursuant to the provisions of the Public Procurement and Disposal Act, 2005 *(or as may be amended from time to time, or replaced)*.

Kindly sign, and seal the Contract Agreement. Further, initial and stamp on all pages of the documents forming the Contract that are forwarded to you with this letter. Thereafter return the signed and sealed Contract together with the documents to us within seven (7) days of the date hereof for our further action.

We take this opportunity to remind you to again note and strictly comply with the provisions as regards the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

We look forward to a cordial and mutually beneficial business relationship.

Yours faithfully,

FOR: THE KENYA POWER & LIGHTING COMPANY LIMITED

GENERAL MANAGER, SUPPLY CHAIN

Enclosures

SECTION XV – DRAFT LETTER OF NOTIFICATION OF REGRET

To: (Name and full address of the Unsuccessful Tenderer).....

Date:

Dear Sirs/ Madams,

**RE: NOTIFICATION OF REGRET IN RESPECT OF TENDER NO.
.....**

We refer to your Tender dated..... and regret to inform you that following evaluation, your Tender is unsuccessful. It is therefore not accepted. The brief reasons are as follows:-

1.
2.
3. etc...

The successful bidder was _____.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from our *Legal Department (Guarantees Section), on the 2nd Floor, Stima Plaza, Kolobot Road, Parklands, Nairobi* only after expiry of eighteen (18) days from the date hereof on Mondays and Wednesdays ONLY between 9.00 a.m to 12.30 pm and 2.00p.m to 4.00p.m.

It is expected that by that time KPLC and the successful bidder will have entered into a contract pursuant to the Public Procurement and Disposal Act, 2005 (*or as may be amended from time to time or replaced*). When collecting the Security, you will be required to produce the original or a certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavours.

Yours faithfully,

FOR: THE KENYA POWER & LIGHTING COMPANY LIMITED

GENERAL MANAGER, SUPPLY CHAIN

SECTION XVI - CONTRACT AGREEMENT FORM

THIS AGREEMENT made this.....day of.....**20....** **BETWEEN THE KENYA POWER & LIGHTING COMPANY LIMITED**, a limited liability company duly incorporated under the Companies Act, Chapter 486 of the Laws of Kenya, with its registered office situated at Stima Plaza, Kolobot Road, Parklands, Nairobi in the Republic of Kenya and of Post Office Box Number 30099-00100, Nairobi in the Republic aforesaid (*hereinafter referred to as the “KPLC”*) of the one part,

AND

..... (*Contractor’s full name and principal place of business*) a duly registered entity according to the laws of..... (*state country*) and of Post Office Box Number.....(*full address physical and postal of Contractor*) in the Republic aforesaid, (*hereinafter referred to as the “Contractor”*) of the other part;

WHEREAS KPLC invited tenders for certain services, that is to say for(*KPLC insert description of services*) under Tender Number..... (*KPLC insert tender number*)

AND WHEREAS KPLC has accepted the Tender by the Contractor for the services in the sum of(*KPLC specify the total amount in words which should include any payable taxes, duties and insurance where applicable e.g. Value Added Tax*) (*hereinafter called “the Contract Price”*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and the Tender Document.
2. Unless the context or express provision otherwise requires: -
 - a) reference to “this Agreement” includes its recitals, any schedules and documents mentioned hereunder and any reference to this Agreement or to any other document includes a reference to the other document as varied supplemented and or replaced in any manner from time to time.
 - b) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
 - c) words importing the masculine gender only, include the feminine gender

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- or (as the case may be) the neutral gender.
- d) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “*Contractor*” the covenants, agreements obligations expressed to be made or performed by the Contractor shall be deemed to be made or performed by such persons jointly and severally.
 - e) where there are two or more persons included in the expression the “*Contractor*” any act default or omission by the Contractor shall be deemed to be an act default or omission by any one or more of such persons.
3. In consideration of the payment to be made by KPLC to the Contractor as hereinbefore mentioned, the Contractor hereby covenants with KPLC to perform and provide the services and remedy any defects thereon in conformity in all respects with the provisions of the Contract.
 4. KPLC hereby covenants to pay the Contractor in consideration of the proper performance and provision of the services 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.
 5. The following documents shall constitute the Contract between KPLC and the Contractor and each shall be read and construed as an integral part of the Contract: -
 - a) this Contract Agreement
 - b) the Special Conditions of Contract as per the Tender Document
 - c) the General Conditions of Contract as per the Tender Document
 - d) the Price Schedules submitted by the Contractor and agreed upon with KPLC.
 - e) the Details of Service as per KPLC’s Tender Document
 - f) the Schedule of Requirements
 - g) **KPLC’s Notification of Award dated.....**
 - h) the Tender Form signed by the Contractor
 - i) the Declaration Form signed by the Contractor/ successful Tenderer
 - j) the Warranty
 6. In the event of any ambiguity or conflict between the contract documents listed above, the order of precedence shall be the order in which the contract documents are listed in 5 above except where otherwise mutually agreed in writing.

7. The Commencement Date shall be the working day immediately following the fulfillment of all the following: -
- a) Execution of this Contract Agreement by KPLC and the Contractor.
 - b) Issuance of the Performance Bond by the Contractor and confirmation of its authenticity by KPLC.
 - c) Issuance of the Official Order by KPLC to the Contractor.
 - d) Where applicable, Opening of the Letter of Credit by KPLC.
8. The period of contract validity shall begin from the Commencement date and end on either -
- a) sixty (60) days after the last date of the agreed performance schedule, or,
 - b) where a Letter of Credit is adopted as a method of payment, sixty (60) days after the expiry date of the Letter of Credit or the expiry date of the last of any such opened Letter of Credit whichever is later.
- Provided that the expiry period of the Warranty shall be as prescribed and further provided that the Warranty shall survive the expiry of the contract.
9. It shall be the responsibility of the Contractor to ensure that its Performance Security is valid at all times during the period of contract validity and further is in the full amount as contracted.
10. Any amendment, change, addition, deletion or variation howsoever to this Contract shall only be valid and effective where expressed in writing and signed by both parties.
11. No failure or delay to exercise any power, right or remedy by KPLC shall operate as a waiver of that right, power or remedy and no single or partial exercise of any other right, power or remedy.
12. Notwithstanding proper completion of performance or parts thereof, all the provisions of this Contract shall continue in full force and effect to the extent that any of them remain to be implemented or performed unless otherwise expressly agreed upon by both parties.
13. Any notice required to be given in writing to any Party herein shall be deemed to have been sufficiently served, if where delivered personally, one day after such delivery; notices by electronic mail and facsimile shall be deemed to be served one day after the date of such transmission and delivery respectively, notices sent by post shall be deemed served seven (7) days after posting by registered post (*and proof of posting shall be proof of service*), notices sent by courier shall be

deemed served two (2) days after such receipt by the courier service for Local Suppliers and five (5) days for Foreign Suppliers.

- 14. For the purposes of Notices, the address of KPLC shall be Company Secretary, The Kenya Power & Lighting Company Limited, 7th Floor, Stima Plaza, Kolobot Road, Post Office Box Number 30099-00100, Nairobi, Kenya, Facsimile + 254-20-3750240/ 3514485. The address for the Contractor shall be the Contractor's address as stated by it in the Confidential Business Questionnaire provided in the Tender Document.

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

SIGNED for and on behalf
of **KPLC**

COMPANY SECRETARY

SEALED with the **COMMON SEAL**
of the **CONTRACTOR**
in the presence of:-

DIRECTOR

Affix Contractor's Seal here

DIRECTOR'S FULL NAMES

and in the presence of:-

DIRECTOR/ COMPANY SECRETARY

DIRECTOR/ COMPANY SECRETARY'S FULL NAMES

DRAWN BY: -

Beatrice Meso,

Advocate,

C/o The Kenya Power & Lighting Company Limited,

7th Floor, Stima Plaza,

Kolobot Road, Parklands,

Post Office Box Number 30099-00100,

NAIROBI, KENYA,

Telephones: + 254-20-3201000/ 731

Facsimile: + 254-20-3514485/ 3750240

SECTION XVII A - PERFORMANCE SECURITY FORM (BANK GUARANTEE)

(To Be Submitted On Bank’s Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

WHEREAS.....(hereinafter called “the Supplier”) has undertaken, in pursuance of your Tender Number.....(*reference number of the Tender*) and its Tender dated(*insert Supplier’s date of Tender taken from the Tender Form*) to supply(*description of the goods*) (hereinafter called “the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by an acceptable bank for the sum specified therein as security for compliance of the Supplier’s performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier a guarantee;

THEREFORE WE HEREBY AFFIRM that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (*amount of the guarantee in words and figures*) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **BANK**)
)

thisday)

_____)

BANK SEAL

of20....)

in the presence of :-)

)

_____)

)

and in the presence of:-)

)

_____)

OR

SIGNED by the **DULY AUTHORISED REPRESENTATIVE(S)/ ATTORNEY(S)** of the **BANK**

Name(s) and Capacity(ies) of duly authorised representative(s)/ attorney(s) of the Bank

Signature(s) of the duly authorised person(s)

NOTES TO SUPPLIERS AND BANKS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Performance Security Bond (the Bond) to be furnished by the successful Tenderer/ Supplier. If any are made, the Bond may not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Bond where such Bond is required in the tender and Contract.*
2. *KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed five (5) days from the date of KPLC’s query. Should there be no conclusive response by the Bank within this period, such Supplier’s Performance Security may be deemed as invalid and the Contract nullified.*
3. *The issuing Bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”*

SECTION XVII B - PERFORMANCE SECURITY (LC)

Mandatory Conditions that should appear on the Performance Security (LC).

Form of Documentary credit - “Irrevocable Standby”

Applicable rules - “Must be UCP Latest Version” i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

Place of expiry - At the counters of the advising bank.

The SBLC should be available – “By Payment”

Drafts should be payable at - “SIGHT”

Documents required -

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... (*Insert LC No.*) as.....(*Name of Applicant*) (hereinafter called the “Supplier”) indicating that the “Supplier” has defaulted in the performance and adherence to and performance of the contract between the Beneficiary and the Supplier.
2. The Original Letter of Credit and all amendments, if any.

Additional Conditions -

1. All charges levied by any bank that is party to this documentary credit are for the account of the Applicant.
2. (Include) that there should be no conditions requiring compliance with the specific regulations or a particular country’s laws and regulations.

Charges - All bank charges are for the account of the Applicant.

Confirmation instructions – (See notes below)

NOTES TO SUPPLIERS AND BANKS

1. *Please note that should the Performance Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the tender and Contract.*
2. *KPLC may seek authentication of the Performance Security (LC) from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for*

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response shall not exceed five (5) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security (LC) may be deemed as invalid and the Contract nullified.

- 3. *The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”***

4. *All Guarantees issued by foreign banks must be confirmed by a local bank in Kenya.*

SECTION XVIII - SUPPLIER EVALUATION FORM

(This form is for information only and not to be filled in by any bidder. It is for official use by KPLC to evaluate performance of Suppliers during the contract period)

Name of Firm.....Date.....

Category of Product/Service (e.g. Marine Spares

Period of evaluation.....

Evaluation	Re-Evaluation
Tick as appropriate	

Parameters for supplier evaluation	Maximum Scores	Remarks	Action Taken
A. CUSTOMER SATISFACTION			
A1. Adherence to requirements(quality)			
• Adherence to Specifications			
• Number of rejections			
• Number of complaints from Users			
B. CUSTOMER CONNECTIVITY			
B1. Adherence to delivery period			
• Number of delays			
• Non delivery/More than 3 delays			
C.COMMUNICATION/RESPONSIVENESS			
Total Score			
Score last period			

PERFORMANCE LEVEL DEFINATION;

≥75% - KP1 GREEN

50% - KP2 AMBER

25% - KP3 YELLOW

≥25% - KP4 RED

RATING	RATING PER YEAR	MAX. SCORE	ACTUAL SCORE
A1.Adherence to requirements			
• Adherence to Specifications	Compliant	5 marks	
	Not compliant	0 marks	
• Number of rejections	None	5 marks	
	1-2 Rejections	3 marks	
	3 or more	0	
• Number of complaints from Users	None	5 marks	

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	1-2 User complaints	3 Marks	
	3 or more	0 marks	
B1. Adherence to delivery period			
• No delay	None	5 marks	
• Number of delays	1-2 Delays	3 Marks	
• Non delivery/More than 3 delays	Failure	0 marks	
C. Communication			
• Easily accessible		5 Marks	
• Partially		3 Marks	
• Not accessible		0 Marks	
D. Responsiveness			
• Replacement of faulty goods	within 7 days	5 Marks	
	within 14 days	3 Marks	
	beyond 14 days	0 Marks	
Total score		30 marks	

Score in Percentage %

WORKINGS

Actual score x 100%x 100% =
30	30

RATING: 75% - V Good, 50% - Good, 25% - Fair, Below 25% - Poor

OBSERVATIONS:

RECOMMENDATION

		Status	Tick as appropriate
1	Grant supplier preferred status	KP1	
2	Work with supplier or develop and improve supplier	KP2 & KP3	
3	Abandon / switch suppliers	KP4	

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....

SECTION XIV- SITE VISIT FORM

Ensure the site visit is dully signed and stamped at every depot

NAME OF FIRM.....

NO	NAME OF DEPOT	NAME OF THE ADMIN IN-CHARGE	SIGN	STAMP	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

We confirm that we have viewed **ALL** the premises in the tender of provision of cleaning services Companywide on Tender No.KP1/9AA-2/OT/57/HR/15-16_ at the locations indicated above:

NAME OF THE FIRM

SIGN & STAMP

DATE