



Kenya Power

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

Our Ref:

25th March, 2017

M/s

Dear Sir,

RE: ADDENDUM NO. 1 TO THE TENDER NO. KP1/9AA-2/OT/74/HR/16-17 FOR PROVISION OF CLEANING SERVICES COMPANYWIDE

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

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

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

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

2. Clarifications made to the interested bidders.

- Please see attached Minutes of 23rd March, 2017

1. DEADLINE FOR SUBMISSION OF TENDER

The tender shall be closed on **11th April, 2017 at 10.00am**. Tender opening shall be done on the same day at 10:30 am at Stima Plaza, Auditorium.

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

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY LIMITED.


JOYCE OCHIENG

MANAGER, SUPPLY CHAIN (PROCUREMENT)

**PRE-BID MINUTES OF THE MEETING FOR CLEANING SERVICES
COMPANYWIDE TENDER NO.KP1/9AA-2/OT/74/CS/16-17**

DATE:23:03:2017

Clarifications:

- 1) On page 25, The award will be based as per the formulae provided but not the lowest bidder
- 2) The CR12 certificate of directors is applicable to limited companies only.
- 3) The tender commencement date was 17/03/2017
- 4) The amount quoted should be VAT inclusive.
- 5) On page 30, Ragati office and staff quarters should read Ragati office
- 6) On page 52, delete Griftu office, the office was closed.
- 7) On Page 66, schedule of activities, ignore number 11.
- 8) On page 82, clause 7.2.1(b), under the Company profile, the total marks awarded is 15 Marks
- 9) Muhoroni Office is under West Kenya and not South Nyanza as indicated
- 10) Rhamu office, Elwak office and Takaba offices have generation plants in them.
- 11) On page 75, Nairobi west depot has been repeated twice, The correct one is on Number 8 with eight number of workers.

IV) SCHEDULE OF REQUIREMENTS

The premises below are the additional premises.

SCHEDULE FOR CLEANING ACTIVITIES STIMA CLUB

1. TOOLS AND EQUIPMENT'S

All tools necessary for the cleaning services shall be acquired, kept and maintained by the service provider. These materials and equipment provided shall be adequate to provide the service required to the required standards and shall be available and in use for the duration of the contract. The equipment shall be maintained in good working order always. The minimum required tools and equipment's shall be but not limited to those shown in Table 1:-

1) NAIROBI NORTH REGION

i) STIMA CLUB

TOOLS AND EQUIPMENTS	
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 shall be approved by the Kenya Bureau of Standards
3	All service provider shall abide by all Kenya Labor Laws and comply with all legal regulations relating to payment of wages to their employees (regulation of wages (general) amendment order 2013 or 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	
<i>no</i>	<i>Item</i>
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

ANNEX A – Schedule for Cleaning Activities – Stima club

SCHEDULE OF CLEANING ACTIVITIES - STIMA CLUB		
NO.	SPECIAL REQUIREMENTS	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,	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 (executive room.)	once everyday
5	Cleaning and washing of fire exit	once everyday
6	Chairs and tables – 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.	

SCHEDULE OF CLEANING ACTIVITIES - STIMA CLUB		
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, the annex, and at the staff quarters	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 all the rooms to designated collection area	Twice a day
14	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required
15	Clean all leather seats using leather polish as per sample.	once everyday
16	Cleaning and washing of main stairways and main reception lobbies	Once everyday
17	Restricted areas - to be cleaned in the presence of STIMA CLUB staff	once everyday
18	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 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		
20	Cleaning and disinfecting all dustbins	Once every week
21	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week
	Cleaning of kitchen drainages and trenches and parking carbs	once every week

SCHEDULE OF CLEANING ACTIVITIES - STIMA CLUB		
22	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 every week
23	Ensure oil and grease stains are removed using special detergents ie in the kitchen	once weekly
24	Soak toilets and sinks with approved detergent	Once a week
25	Applying urinal moth balls to all urinals	Four balls per urinal per week
26	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once per week
27	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once per week
28	Clean all direction signs, signage, notice boards	once weekly
29	Cleaning of windows	once weekly
	Clean all leather seats using leather polish as per sample	Once weekly
MONTHLY		
30	Stripping and polishing all PVC/screed/terrazzo floors	once every month
31	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month
32	Laundering of curtains and blinds	once every per month
33	Shampooing of all carpet areas (executive room)	twice a month
34	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly
35	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.	
36	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month

SCHEDULE OF CLEANING ACTIVITIES - STIMA CLUB		
	ONCE EVERY THREE MONTHS	
37	shampoo Chairs with appropriate detergent the fabric covered seats once every three months	once every three months
38	Cleaning and washing of external walls	once every three months
39	Emptying of septic tanks - where applicable	minimum 3 times a year
	BI- ANNUAL, ANNUAL & OTHERS	
40	Annual timetables of weekly, monthly, and quarterly activities	once every year
41	Mounting and removing of ceremonial flag	5 times every year
42	Laundering of ceremonial flag	once every 3 months
43	Wood parquetry floor - Floor sanding and vanish	once a year
MANDATORY CONDITION		
44	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building	
45	The service provider shall provide protective clothing to the workers such as: - gloves, overalls and gumboots.	
	Shifting furniture from one seminar/ training room, office, or residential area to another seminar room, office, or residential area or anywhere within the Stima club compound or as directed by the club.	
46	The staff shall at all times while within the premises of STIMA CLUB and ANNEX, be clean and in well maintained uniforms in order to preserve the values and good image of STIMA CLUB and ANNEX.	
47	The service provider shall ensure that the staff is properly identifiable by badges always	
	All washrooms shall be manned continuously through the day	
48	The service provider shall provide warning signs, approved by STIMA CLUB alerting STIMA CLUB and ANNEX employees and	

SCHEDULE OF CLEANING ACTIVITIES - STIMA CLUB		
	customers of impending danger where appropriate slippery, wet floor and cleaning in progress etc	
51	<i>* Before the service provider takes over the work, all working tools mentioned shall be checked.</i>	
TIME SCHEDULED TO BE ADHERED TO		
52	All rooms, corridors area and meeting rooms shall be ready - to be ready by 7:30 am	
53	2 nd mopping of rooms and dusting shall be done between 12.30pm and 1.45 pm	

Schedule for cleaning services & Garbage collection and disposal from –stima club

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STIMA CLUB
	GENERAL COMMENTS
	All refuse resulting from normal use in stima club shall be collected from designated places two times in a week on the days to be agreed with the winning bidder
	The service provider shall dispose of the garbage at an approved County Council dumping site
	The service provider shall 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 shall be licensed in garbage disposal by NEMA (National Environmental Management Authority)
	GENERAL CLEANLINESS OF STIMA CLUB
2	
	The service provider shall ensure thorough cleanliness in all area within the stima club.

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STIMA CLUB
	All the manholes, foul drains, sewer drains and storm water drains shall be clearly be identified and kept free of dirt and any waste, which may cause blockage.
	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.
No of workers required 15	

STIMA CLUB AND ANNEX

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –

Contact Person Beatrice Atim 0711590862 Gilbert Muchirii 0721540330

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	STIMA CLUB	OFF THIKA ROAD (TOWARDS KCA)	MEMBERS CLUB	<p>Stima club consist of main club, block next to main club, swimming pool area and annex which are in different location but a walking distance within the vicinity:</p> <p>Ground Floor</p> <ul style="list-style-type: none"> ▪ The bar lodge is made of tiles floor 10 by 8 meters, has one bar counter and washer area, 1 reception counter, waiting area, 6 meeting rooms, 1 offices, 1 corridors, 9 toilets, 7 urinals, 8 bathrooms, ▪ snooker room, Mt. Kenya room, Mt elgon room, Mt. longonot room all made of wooden T.N.G floor and wall to wall windows of size W, L, 8 BY 10 BY 18 meters except kichen with W,L 5 BY 10 meters. ▪ Of the 6 meeting rooms 1 executive lounge with wooden floor/carpet size 9 by 7 meters ▪ Hall with wooden t.n.g. floor 25 by 11.5 meters. And a hall dais with wooden t.n.g floor size 26 by 4.8 meters ▪ Hall veranda with cabro floor size 26 by 6 meters ▪ Locker area for both ladies and gents ▪ Services department stores 3 by 3-meter cement floor, Receiving bay 6 by 5-meter cement floor

STIMA CLUB AND ANNEX

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –

Contact Person Beatrice Atim 0711590862 Gilbert Muchirii 0721540330

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<ul style="list-style-type: none"> ▪ Main store dry goods and main store liquor each size 12 by 12 meter with terrazzo floor ▪ Staff changing room 4.5 by 3.5 meters with a terrazzo floor ▪ Gym Ladies and gents changing area of size 9 by 3 meters and 14 by 4.5 meters respectively with terrazzo floor. ▪ Dart room cemented floor with washrooms ladies and gents ▪ 1st floor: ▪ Salon room 7 by 5-meter cement floor ▪ Accountant office cement floor with 5.5 by 3.5 in size. ▪ Field dais 2 of 18 by 7 meters and 9 by 6 meters' floor cemented ▪ Swimming pool area 38 by 6 meters' slab floor ▪ Pavement 99 by 2 meters' slab floor ▪ Swimming pool pavement 56 by 2 meters' tills floor ▪ Swimming pool wash rooms (3 toilets 3 bathrooms 13 by 3 meters' terrazzo floor ▪ Waiting area 13v by 4 meters' terrazzo ▪ Garden roof 30 by 6 meters cabro ▪ Reception area 13 by 4 meters' terrazzo ▪ Squash room 10 by 6.5 meters' wooden floor ▪ Parking lot 44 by 11 meters' slabs floor ▪ The annex consists of: 20 by 10 meters' 2 kitchens, hall area, a counter and 2 toilets

Minimum number of workers required - 15 (no)

2.	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				

2.NORTH EASTERN REGION

The following premises are in the main tender document but the specs have changed as below:

3.	Kiambu Office	Kiambu town	office	This refers to an office area on the ground floor measuring approximately 1850 square feet and comprise main office, 2 No. Smaller offices, 4No. WC , a urinal, 2 WHB . The finish is ceramic tiles.
Minimum no of workers required is 3No.				
4	Githunguri office	Kiambu Road	Office	This refers to an office area on the ground floor measuring approximately 1500 square feet and comprise main office, 4No. WC , 1 urinal, 2 WHB , shed and parking yard. The floor finish is Ceramic tiles and cement screed in the common areas.
No of worker required 1				
5	Garissa office	Kiambu Road	Office	refers to an office block approximately 2287 sq ft with 2no. wcs. Floor finish s screed. Modka Store Yard Total area is 10000sm; with an office block 3200 sqft with terrazzo floor finish and the rest is the yard. abluition block with 4wcs, urinal and 2 bathrooms and a guard hse.
No of worker required 4				

3)COAST REGION

The below premises have been added under coast region:

6	Kyungu island	Lamu county	Office/depot	This refers covers approximately 2.5acres with an office block with3(no)washrooms and a fully furnished 2(no)bedroom guesthose.Two inside toilets for th office one guard house nad an external toilet.
No of worker required 2				
7	Faza island	Lamu county	Office/depot	This refers covers approximately 2.5acres with an office block with3(no)washrooms and a fully furnished 2(no)bedroom

				guesthouse. Two inside toilets for the office one guard house and an external toilet.
No of worker required 2				
8	Likoni commercial office and substation	Located on Shelly Beach Rd Likoni a short distance from Likoni Ferry	Offices & Substation	<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 floor is ceramic tiles • the washroom floor is ceramic tiles
No of workers required 3				

SECTION V - SUMMARY OF RATES AND PRICES

NO	ASSIGNMENT	NO OF WORKERS	RATE (KSH) PER MONTH VAT INCLUSIVE
	CLASS B PREMISES		
	NAIROBI NORTH		
	Stima Club	15	
	Forest road staff quarters	1	
	COAST REGION		
	Kyungu island	2	
	Faza island	2	
	Likoni office	3	

