



GEOHERMAL DEVELOPMENT COMPANY LTD
P.O. Box 100746 – 00101
NAIROBI, KENYA
Tel: 0719037000/0719036000

**TENDER FOR PROVISION OF CLEANING SANITATION, WASTE
COLLECTION AND DISPOSAL SERVICES FOR GDC OFFICES AT
NAIROBI KAWI HOUSE SOUTH C, NAIVASHA LAKE VIEW ESTATE AND
POLO CENTER, NAKURU COUNTY FOR A PERIOD OF TWO (2) YEARS.
(RESERVED FOR THE YOUTH ONLY)**

GDC/ADMIN/OT/006/2018:2019

CLOSING DATE AND TIME: 24TH SEPTEMBER, 2018 AT 11:00AM

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SECTION I: INVITATION TO TENDER

DATE: 04/09/2018

TENDER REF NO: GDC/ADMIN/OT/006/18:19

TENDER DESCRIPTION: TENDER FOR PROVISION OF CLEANING SANITATION, WASTE COLLECTION AND DISPOSAL SERVICES FOR GDC OFFICES AT NAIROBI KAWI HOUSE SOUTH C, NAIVASHA LAKE VIEW ESTATE AND POLO CENTER, NAKURU COUNTY FOR A PERIOD OF TWO (2) YEARS.

Geothermal Development Company Limited (GDC) invites sealed tenders from eligible Youth Service providers for **Provision of Cleaning Sanitation, Waste Collection and Disposal Services for a period of two (2) years for the areas specified above.**

Interested eligible candidates may obtain further information and inspect the tender document from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays. An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs. 1000 payable to our accounts office in cash or bankers cheque.

The document can also be viewed and downloaded from the website **www.gdc.co.ke** or <http://supplier.treasury.go.ke/PPIP> Portal free of charge. Bidders who download the tender document from the website must forward their particulars immediately for records and any further tender clarifications and addenda.

Tenders **MUST** be accompanied by a **bid securing declaration form** in the format specified in the tender document.

Any additional information, addendums or clarifications in respect to this tender will be available in GDC website www.gdc.co.ke or IFMIS portal. All bidders are advised to regularly check the website during the bidding period.

The completed tenders in plain sealed envelopes clearly marked with **Tender No. and Tender reference name; shall be addressed to:**

The Managing Director & CEO
Geothermal Development Company Ltd (GDC)
P.O. Box 100746 – 00101
NAIROBI, KENYA

and deposited in the tender box at GDC Kawi House Office Ground Floor, located at South C Bellevue, Off Mombasa Road, Red Cross Road, not later than **24th September, 2018 at 11.00am**.

There will be a Mandatory site visit to all the below operational areas as follows;

- a) **Nairobi Office – 12th September, 2018 at 9.00am** Kawi House, South C offices (Assemble at Nairobi Office at 8.30am).
- b) **Naivasha Office – 12th September, 2018 Lake View estate, GDC Naivasha Office at 12.00pm.** (Assemble at Naivasha Office at 11.30am).

- c) **Nakuru Office – 12th September, 2018** Nakuru's Polo Center, Kenyatta Avenue at 3.30Pm.
(Assemble at Nakuru Polo center, Kenyatta Avenue at 3.00pm).

NB:

- Tenderers should arrange for their own transport and accommodation during the site visit.
- Each tenderer shall complete the certificate of tenderers visit for each site and sign the attendance register.

Tenders will be opened immediately thereafter in the presence of the tenderers' or their representatives who choose to attend at GDC Kawi House Board Room on Ground Floor.

MANAGER, SUPPLY CHAIN

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all Youth registered firms as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Tender security form
 - xi) Performance security form
 - xii) Declaration form

xiii) Power of Attorney

- 2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

- 2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”
- 2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

- 2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender securing bid declaration form specified in the Invitation to tender.

2.12.2 The tender securing declaration form shall accompany the tender.

2.12.2 The tender securing declaration form is required to protect the Procuring entity against the risk of Tenderer's conduct.

- 2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20
- 2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.7 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 30
 - or**
 - (ii) to furnish performance security in accordance with paragraph 31.
 - (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for **120 days** or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

- 2.14.1 Bidders shall prepare **two copies** of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: “**DO NOT OPEN BEFORE 24th September, 2018 at 11.00am .**”

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than, **24th September, 2018 at 11.00am.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.
- 2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

- 2.18.1 GDC will open all tenders in the presence of tenderers' representatives who choose to attend on **24th September, 2018 at 11.00am** and in the location specified in the Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. if the candidate does not accept

the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 **Conversion to a single currency**

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 **Evaluation and comparison of tenders.**

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20.

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) **Operational Plan.**

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule.

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security

- 2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the Instructions to Tenderers.

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1.1	The tender is eligible to Youth registered firms from Treasury for Provision of Cleaning Sanitation, Waste Collection & Disposal Services for GDC Offices at Kawi house, Naivasha & Nakuru County
2.4.1	<p>A prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address:</p> <p>One copy to: - Manager, Supply Chain Geothermal Development Company Limited, Kawi House Office, P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: procurement@gdc.co.ke Copy to: pkapto@gdc.co.ke</p> <p>And one copy to: - General Manager, Human Resource & Administration Geothermal Development Company Limited, GDC Kawi House Office, P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: skiplang'at@gdc.co.ke pgituma@gdc.co.ke</p> <p>GDC will respond in writing (e-mail in PDF format) to any request received at least seven (7) days prior to the deadline for the submission of tenders. NB: Any request for clarification must be in the firm's letterhead and signed, and must be in reference to the specific parts of the tender document properly numbered.</p>
2.10.1	<p>Prices quoted shall be in Kenya Shillings. <u>No correction of arithmetic errors.</u> The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.</p>
2.12.2	The tenderer shall furnish, as part of its tender, a tender securing declaration form, dully filled, signed and stamped.
2.13.1	The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered as non-responsive and shall be rejected.

2.14.1	The tenderer should submit an Original and two (2) copies of the tender.
2.16.1	The Tender Closing date is on Monday 24th September, 2018 at 11.00 am.
Mandatory Requirements.	<p>The evaluation will be evaluated in following stages:</p> <p>a) PRELIMINARY EVALUATION STAGE</p> <p>As provided below (A): Tender Evaluation Criteria Mandatory requirement NB: Bidders who will not meet the mandatory requirements will be declared non-responsive and their bids will not be evaluated further.</p> <p>b) TECHNICAL EVALUATION STAGE</p> <p>Only bidders who pass the Preliminary stage will be evaluated at the technical evaluation stage on the following parameters;</p> <p>i. Technical evaluation (based on scoring) 70Points</p> <p>All bidders whose bids will be technically responsive shall have their bids evaluated at the Financial Evaluation stage.</p>
2.24.5	<p>C) FINANCIAL EVALUATION STAGE</p> <p>The lowest evaluated tender per complete schedule will be recommended for award.</p>
2.27.1	The performance security shall be 1% of the contract price in the form of a bank guarantee issued by a reputable local bank.
Site Visit	<p>There will be a <u>Mandatory site visit to all the below operational areas</u> as follows;</p> <p>a) Nairobi Office – 12th September, 2018 at 9.00am Kawi House, South C offices (Assemble at Nairobi Office at 8.30am).</p> <p>b) Naivasha Office – 12th September, 2018 Lake View estate, GDC Naivasha Office at 12.00pm. (Assemble at Naivasha Office at 11.30am).</p> <p>c) Nakuru Office – 12th September, 2018 Nakuru’s Polo Center, Kenyatta Avenue at 3.30Pm. (Assemble at Nakuru Polo center, Kenyatta Avenue at 3.00pm).</p> <p>NB:</p> <ul style="list-style-type: none"> - Tenderers should arrange for their own transport and accommodation during the site visit. - Each tenderer shall complete the certificate of tenderers visit for each site and sign the attendance register.

TENDER EVALUATION CRITERIA

Stages of evaluation:

A) **Mandatory requirements** will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified/not proceed for Technical Evaluation.

B) **Technical Evaluation:** Only firms who will attain an overall score of **70marks** in the technical evaluation will have their financial proposals evaluated.

C) **Financial Evaluation Stage:** The lowest evaluated tender per complete schedule will be recommended for award.

A: MANDATORY REQUIREMENTS

Submit copies of the following **MANDATORY** documents (Yes/No) ;

No.	Requirement	Yes	No
1.	A duly filled, signed and stamped tender form and price schedule (must be filled in completeness)		
2.	A duly filled, signed and stamped Bid Securing Declaration Form.		
3.	Attach a copy of Certificate of Incorporation/Registration in Kenya		
4.	A duly filled, signed and stamped Declaration Of Undertaking		
5.	Attach a copy of PIN Certificate		
6.	Submit Tax Compliance Certificate valid at the time of opening. The tax certificate shall be verified from KRA tax checker.		
7.	Must submit a valid copy of YAGPO Certificate from Ministry of Finance/Treasury.		
8.	Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies /copy of ID Card for Sole Proprietorship.		
9.	The tenderer shall make a Mandatory site visit to all the area (Nairobi, Naiavsha & Nakuru County). Site visit certificates for the three regions shall be issued by GDC's representatives in the respective areas for confirmation of such visits. Bidders MUST attach all three certificates of Site visits in the bid document.		
10.	Proof of compliance with prevailing Labour laws including the statutory annual increments on minimum wage (Attach latest certified payroll for the last three (3) Months)		
11.	Provide a certified copy of current workers injuries benefit insurance cover by the insurance company		
12.	Must Provide evidence of being registered with NSSF. Submit NSSF compliance certificate & Evidence of Remittance of Employees latest contributions.		
13.	Evidence of remittance of NHIF Employee latest contributions. Submit NHIF compliance certificate & Evidence of Remittance of Employees latest contributions.		
14.	A valid NEMA permit/licence from Nakuru County to transport hazardous/biomedical waste for Menengai waste disposal.		
15.	Respective Nakuru County licence/permit for garbage collection and disposal.		
16.	Valid NEMA certification/License on garbage Collection, Transportation and Disposal for both areas Nairobi & Nakuru County.		
17.	Duly filled, Signed & Stamped Confidential Business Questionnaire.		
18.	Attach a Valid Business Permit for the area of operation.		

NB: Please note that the authenticity of the above documents provided SHALL be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive. Bidders to clearly arrange and label their tender documents when submitting their bids with a clear table of content. Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification. Note that you may be required to produce original Certificates for ease of verification.

B. TECHNICAL EVALUATION

The below requirements carry a 100% maximum score with a cut off score of 70marks. Any tenderer who does not meet the cut-off score of 70 marks will not be eligible for financial evaluation.

Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification.

C) FINANCIAL EVALUATION STAGE

The following formula will be applied; $TS (70\%)+FS(30\%)=TTL(100\%)$, $TSL/FSC=FS$ where FSL – Financial Score for lowest bidder, TSC- Financial submission of the tender under consideration, FS – computed financial score for each tender and TTL- Total Score.

	Description of Criteria.	Requirements	Max. Score	Remarks
1.	Proof and reference of experience in similar work – at least 3 works within the last 5 years	Provide at least three (3) clients references in the company’s letter head of similar size to GDC that you have successfully performed similar contracts in the last three (3) years 10 marks for each letter provided Provide evidence of at least two contracts documents of similar size in the last three (3) years. Each contract is 5marks	40mks	
2.	Proof of availability of adequate equipment & Transport for provision of the contracted service (equipment’s, transport, communication facilities)	List of Cleaning Equipment / Machines owned by the Company e.g. Hoover machines, Scrubbing Machine, Sucker, Vacuum Cleaner etc. (Attach ownership evidence and photos - not downloaded) 3 marks each up to a maximum of 6 machines. Vehicles (3 Staff vehicles & 3 waste trucks) either owned or leased (If owned submit copy of log books which must be in Company’s name and if leased attach copy lease agreement) 2 mark each for a maximum of 6 vehicles	30mks	
3.	Personnel experience & qualification	- Provide two Cv’s of Management staff – 1mk each - Provide three Cv’s of Supervisory staff - 1 mk each - Provide at least 10 Cv’s of other staffs currently employed by your firm – 1 mk each	15mks	
4.	Provide Company profile & Organization Structure	Attach Company profile (5marks) & Company Structure of the firm (Organogram) (5marks)	5mks	
5.	Provide evidence/proof of Professional Indemnity Cover	Attach Proof of the Cover	5mks	
6.	List the number of staff to be deployed in each specific area of service	List the number of staff to be deployed as per section 5.6.1 of GDC Bill of Requirements. (List of less staff than required will not earn a score)	5mks	
	TOTAL		100mks	

B. TECHNICAL EVALUATION

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor” means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day
- i) “Month” means calendar month

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part(s) of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements.

3.5 Patent Right’s

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) A bank guarantee.
- 3.6.4 The performance security will be discharged by the procuring entity and returned to the tenderer not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Where the Procuring Entity rejects any component of the Services provided, it shall provide a timeline in writing within which the Tenderer shall collect and replace the rejected Services.
- 3.7.5 Should the Tenderer fail to collect the Services within the prescribed timelines or any extension thereof granted, the Procuring Entity shall be entitled to charge a storage fee at the prevailing commercial bank rates until all the rejected Services are collected by the Tenderer.
- 3.7.6 Where the Tenderer despite the extension granted in clause 3.7.5 above fails to collect the rejected Goods, the Procuring Entity shall be entitled to proceed and dispose the rejected Services in accordance with the procedures outlined in the Public Procurement and Asset Disposal Act, 2015. Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

3.9.1 Prices charged by the tenderer for Services provided under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.9.1 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.2 Where contract price variation is allowed, the cumulative value of the variation shall not exceed 25% of the original contract price. Where the variation to contract price results in an increment by more than 25%, such variation shall be re- tendered separately.

3.9.3 Where quantity variation of Services is allowed, the variation shall not exceed 15% of the original contract quantity.

3.10 Assignment

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

An Assignment of the tenderer's obligation(s) shall not relieve the tenderer from any of its liabilities or obligation(s) under the Contract

3.10.1 Subcontracts

The tenderer shall not sub- contract in whole or in part, any of its obligations under this Contract, except with the written consent of the procuring entity. For sub- contracts already specified in the tender, the tenderer shall notify, in writing, the procuring entity of such sub- contracts before the commencement of contract implementation. Sub- contracting shall not relieve the tenderer from any of its liabilities or obligation(s) under the Contract.

3.11 Termination

13.11.1 Termination for Default

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the Goods delivered by the Tenderer do not conform to the Standards specified in the Contract

- d) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un delivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

The procuring entity may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

- 3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Termination by Notice

Either party, at its sole discretion, may at any time by written notice terminate the Contract by giving not less than Thirty (30) days' notice in writing to the other party.

3.15 Termination by Mutual Consent

By mutual written agreement, the Procuring Entity and the Tenderer may agree to terminate the contract. The agreement shall provide that the termination is by mutual agreement, the extent to which the contract is terminated and the effects of such termination on each party's obligations.

3.16 Interest on Delayed Payments

The Procuring Entity shall not in any instance whatsoever, incur any interest or additional costs from overdue amounts, if any, owed to the Tenderer regarding this procurement

3.17 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.

3.18 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.19 Forces Majeure

13.19.1 .“Force Majeure” means an exceptional event or circumstance:

- a) Which is beyond a party's control;
- b) Which having arisen such party could not have reasonably have avoided or overcome;
or
- c) Which is not substantially attributable to the other party.

3.19.2 The Tenderer shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.19.3 If a party is prevented from performing any of its obligations under this Contract by Force Majeure, then it shall give notice to the other party of the event or circumstances constituting the Force Majeure and shall specify the obligations the performance of which is or will be prevented. The notice shall be given within fourteen (14) days after the Party which became aware or should have become aware of the event or circumstance constituting Force Majeure.

3.20 Effect of Force Majeure:

If a Party is prevented from or delayed in performing an obligation hereunder by reason of Force Majeure the affected Party shall:

- (a) be relieved from the consequences of its failure to perform that obligation on a day-to-day basis;

- (b) promptly notify the other parties of the occurrence as soon as reasonably possible by email, telex or cable of the nature of the Force Majeure and the extent to which the Force Majeure suspends the affected party's obligations under this Agreement; and
- (c) Use all reasonable endeavours to overcome the consequences of the event and resume performance of its obligations as soon as possible after the Force Majeure condition no longer exists.

3.21 Force Majeure Termination:

If an event of Force Majeure continues beyond a period of thirty (30) days, the Parties shall meet in good faith to consult, if no such solution is found, either Party shall be entitled to terminate the obligations of the Parties under the Contract which are affected by such Force Majeure by giving written notice of not less than seven (7) days to the other Party.

3.22 Limitation of Liability

To the fullest extent permitted by law, the Procuring Entity, its officers, directors, employees, agents, and subcontractors, shall not be liable for any claims, losses, costs, or damages of whatsoever nature and howsoever arising to the Tenderer, and anyone claiming by, through, or under the Tenderer, resulting from or in any way related to this Contract from any cause or causes, including but not limited to any direct, indirect, general, special, punitive, incidental or consequential damages, loss of income or profit, loss of or damage to property, claims of third parties or other losses of any kind or character.

3.23 Incoterms

The terms applicable to this Tender are as provided in the special conditions of Contract - Not applicable

3.24 Taxes and Duties All duties/VAT shall be provided for in the price schedule

3.25 Joint and Several Liability

The individuals or firms in a joint venture, consortium or association shall be jointly and severally liable for all the Supplier's liabilities arising from this Contract and shall designate one of such persons to act as a leader with authority to bind the Joint Venture. The composition or the constitution of the Joint Venture shall not be altered without the prior consent of the procuring entity.

3.26 Variation /Amendments

Any variation or amendment of any term of this Contract shall only be made by a written agreement between the parties and such agreement shall be deemed to form an integral part of this Contract.

3.27 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.28 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

3.29 Liquidated Damages

If the contractor fails to perform its obligations within the period(s) specified in the Contract, the procuring entity shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price liquidated damages sum equivalent to 0.5% per week of the Contract Price of the delayed or undelivered service up to a maximum deduction of 10% of the Contract Price. The Procuring Entity may thereafter consider termination of the Contract.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.1 Definitions	The Purchaser is The Managing Director, Geothermal Development Company Ltd (GDC), KAWI HOUSE, SOUTH C Tel: 0719715777/8, 0733602260, P.O Box 100746 – 00101, NAIROBI, KENYA, and includes its legal representatives, successors or assigns.
3.2	The following Special Conditions of Contract shall supplement the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.
3.6 Performance Security	The Performance Security shall be in the amount of 1% of the Contract Price in the form of a bank guarantee.
3.7.2 Appraisal	On a monthly basis the employer’s representative(s) and the contractor shall on an agreed date and time conduct a comprehensive assessment/appraisal and record the findings in format as derived from the SCHEDULE OF REQUIREMENTS. Such records shall form part of performance evaluation during and at the end of the probation period, subsequent deliberations.
3.10.1 Sub-Contract	The contractor shall notify GDC in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the contractor from any liability or obligation under the Contract
Non-Performance penalty	In the event that the Contractor does not administer the contract in whole or in part, GDC shall procure, upon such terms and in such manner as it deems appropriate, and without reference to the contractor, services similar to those undelivered, and the contractor shall be liable to GDC for the actual costs incurred for such procured services. These costs shall be offset from the invoices provided by the contractor. Non-performance shall also include: a) Failure by the contractor to manage their affairs hence occasioning their staff to result to industrial action. b) Where the contractor fails to comply to the minimum wage as prescribed by the Ministry of Labour from time to time. c) Failure by the contractor to provide protective clothing to their staff as prescribed. d) Failure by the contractor to perform services of acceptable standards set by GDC.
3.8 Payment	GDC payment terms are within 30 days upon the receipt of certified invoices confirming that the invoiced materials and services has been delivered and performed in accordance with the contract.

3.9 Prices	Prices shall be fixed during the Supplier’s performance of the Contract. Variation if approved will be based on the prevailing consumer price index from the Kenya Bureau of Statistics or the monthly inflation rate issued by the Central Bank of Kenya.
3.13 Termination	<p>GDC may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if:-</p> <p>a) By Breach of Contract</p> <p>(i) The Contractor frequently fails to provide services of acceptable standards set by GDC in the performance of this Agreement and</p> <p>(ii) The Contractor fails to perform any other obligation under this Agreement.</p> <p>b) By Agreement</p> <p>Either party may terminate the Agreement by giving to the other party Three (3) months’ notice in writing or payment of Three (3) months the set fees and charges in lieu of such notice;</p> <p>On termination of this Agreement, howsoever terminated, the Contractor shall be permitted to remove all its equipment which may have been placed by the Contractor upon the employer’s premises.</p> <p>c) By Insolvency</p> <p>Either party may at any time terminate the contract by giving written notice to the other party in case of insolvency.</p> <p>d) By Bankruptcy</p> <p>Either party may at any time terminate the contract by giving written notice to the other party in case of bankruptcy</p>
3.14 Resolution of Disputes	<p>If any dispute or difference of any kind arises between the Parties in connection with this Agreement or the breach, termination or validity hereof (a “Dispute”) it shall be referred to arbitration under the Arbitration Act, 1995 and it is hereby agreed that;</p> <p>(a) The seat of the arbitration shall be Nairobi, Kenya;</p> <p>(b) There shall be a panel of three (3) arbitrators. Each Party shall appoint one arbitrator and the third who shall be the chairman who shall be appointed by the Institute of Chartered Arbitrators Kenya Chapter. Provided that any person who has existing or prior relationship with either Party shall not be eligible for appointment as an arbitrator except with the consent of both Parties.</p> <p>(c)The language of the arbitration shall be English;</p> <p>(d)The award rendered shall apportion the costs of the arbitration;</p> <p>(e)The award shall be in writing and shall set forth in reasonable detail the facts of the Dispute and the reasons for the tribunal’s decision</p>
3.18 Notices	<p>For the Purchaser:</p> <p>The Managing Director & CEO, Geothermal Development Company Ltd (GDC) Kawi House, South C Nairobi Tel: 0719715777/8, 0733602260 P.O Box 100746 – 00101 NAIROBI, KENYA</p>

SECTION V – BILL OF REQUIREMENT

5.1 INTRODUCTION

Geothermal Development Company (GDC) seeks to engage the services of a professional cleaning firm(s) to provide comprehensive cleaning, sanitation, waste collection and disposal services for each worksites/offices in Nairobi, Naivasha and Nakuru.

Bids are invited from eligible private sector cleaning, sanitation, waste collection and disposal service providers for a two year contract period for provision of cleaning, sanitation, Waste collection and Disposal services on terms specified in this tender document.

5.2 SCOPE OF WORKS

5.2.1 DESCRIPTION OF CLEANING, SANITATION, WASTE COLLECTION SITES

The cleaning, sanitation, waste collection and disposal services will be undertaken at the worksites/offices below:

- a) Nairobi – (Kawi House)
- b) Naivasha – (Lakeview Estate)
- c) Nakuru – (Polo Centre, 2nd to 6th floors.

Office equipment includes:

- Microwaves, Refrigerators, Binding Machines, Photocopying Machines, Fax machines, Scanners, Printers, Telephones, TVs, Water Dispensers, Telephone handsets etc.
- Office Furniture
- Filing Cabinets
- Window Blinds

A. NAIROBI (KAWI HOUSE)

The office covers seven (7) floors. Office partitions are a mix of both glass and wooden surfaces with aluminum biddings. Permanent walls with concrete finish are painted. Below is a description of the floor space:

Workplace	Workplace Description	Floor Finish Type	Estimate Floor Area in (Sqft)
Ground Floor	10 Closed Offices, 3 Open Offices, 5 Toilet Cubicles, Walkway/Corridor	Ceramic Tiles	4,890.0
Mezzanine	12 Closed Offices, 1 Open Office, 1 Kitchen, 5 Toilet Cubicles, Walkway/Corridor	Ceramic Tiles	4,890.0
1st Floor	6 Open Offices, 3 Closed Offices, 1 Board Room, 1 Bulk Filler Area, 1 Kitchen, 8 Toilet Cubicles, Walkway/Corridor	Ceramic Tiles	4,890.0
2nd Floor	9 Closed Offices, 6 Open Offices, 1 Server Room, 8 Toilet Cubicles, Walkway/Corridor	Ceramic Tiles	4,890.0

3rd Floor	8 Toilet cubicles, 1 Kitchen, 6 Closed Offices, 8 Open Offices, Walkway/Corridor	Ceramic Tiles	4,890.0
4th Floor	9 Toilet cubicles, 1 Kitchen, 1 Boardroom, 6 Closed Offices, 2 Reception Areas, Walkway/Corridor	All carpeted except washrooms & Kitchen	4,890.0
5th Floor	13 Closed Offices, 2 open offices, 1 Reception area, 1 Kitchen, 8 Toilet Cubicles, Walkway/Corridor	Ceramic Tiles	4,890.0
Kawi House	27 Parking slots of concrete , potted flowers and Storage space at the basement		

B. NAIVASHA (LAKE VIEW ESTATE)

Naivasha has five (5) office blocks, the main office block with concrete finish and four (4) prefabricated offices. Below is a description of the floor space:

Workplace	Workplace Description	Floor Finish Type	Estimate Floor Area in (Sqft)
Main Office	5 Closed Offices, 1 Reception Area, 1 Kitchen, 1 Balcony, 1 Verandah, 3 Toilets (Main office block), 2 Outside Toilets	All carpeted except toilets, balcony & Kitchen	2,500.0
Pre fab 1	3 Closed Offices, 2 Toilet Cubicles	Wooden	374.0
Pre fab 2	3 Closed Offices, 2 Toilet Cubicles	Wooden	374.0
Pre fab 3	2 Conference Rooms, 2 Stores, 2 Toilet Cubicles	Wooden	374.0
Pre fab 4	3 Closed Offices, 1 Lounge, 1 Store, 2 Toilet Cubicles	Wooden	748.0
Pre fab 5	1 Library, 1 Kitchen, 5 Closed Offices, 2 Toilets	Wooden	2,225.0
Naivasha Office	Compound (1/2 acre) which includes: 25 parking slots (Cabro Paved), grass lawn, kayaba fence potted flowers & flower beds		

C: NAKURU (POLO CENTER)

Offices cover five (5) floors with a total area of 70,000 square feet.

Workplace	Workplace Description	Floor Finish Type	Estimate Floor Area in (Sqft)
2nd Floor	25 Offices, 8 Cubicle Washrooms, 1 Kitchen, 1 Waiting Room, 1 Reception, 3 Boardrooms	Carpeted	14,000.0
3rd Floor	22 Closed Offices, 8 Cubicle Washrooms	Ceramic Tiles	14,000.0
4th Floor	25 Offices	Ceramic Tiles	14,000.0
5th Floor	9 Offices	Ceramic Tiles	14,000.0
6th Floor	25 Offices	Ceramic Tiles	14,000.0
Polo Centre	37 Parking slots of concrete/cabro finish & potted flowers & roof top		

GENERAL WORK DESCRIPTION

The floors have a mixture of carpets and floor boards. Floors on the open working areas occupied by workstations and corridors have a mixture of floor boards and tiles. The surfaces to be cleaned include:

- | | |
|--------------------|-----------------------------------|
| a) Ceramic tiled | h) Ceilings |
| b) Carpet | i) Toilet seats and tiles |
| c) Wooden floors | j) Walls and High glass walls |
| d) Concrete floors | k) Furniture and office equipment |
| e) Glass surfaces | l) Pavements |
| f) Windows | m) Walkways |
| g) Mirrors | n) Parking lots |

The cleaning, sanitation, waste collection and disposal services will require the contracted firm to undertake the following tasks:

5.2.2.1 BUILDINGS, FURNITURE & EQUIPMENT

- Remove rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that all areas are free from any blemish.
- Ensure that all areas are free from any foul or unpleasant odours;
- Ensure that all polished or smooth surfaces retain their shining gloss;
- Provide all toilet accessories including high quality white tissue paper, hand wash soap, disinfectants, air freshener and automatic foot peddled sanitary bins.
- Collect and dispose all solid waste/rubbish, dirt, waste materials or refuse from the building and place in well labeled and designated bins.
- Fumigate the buildings once every two months and whenever the need arises;
- Check the working conditions of drainpipes, main sanitary apparatus, water pipes and drains and make any reports to the GDC administration, regarding any faults for rectification;
- Thoroughly scrub and polish floors once a week and whenever the need arises;
- Wipe, dust and/or clean with wet cloth all the desks tops, workstations, computer surfaces, shelves etc.
- Hoover all carpeted areas regularly.
- Daily clean desks, cabinets, tables, and chairs with soap and water where necessary.
- Keep all walls clean at all times.
- Cleaning and disinfecting all washrooms
- Arrange in a professional manner reception and lobby areas to meet international standards.
- Clean telephones include disinfecting handsets on a daily basis
- Clean other office equipment such as microwaves, refrigerators, binding machines, photocopying machines, fax
- Dust and clean furniture including washing fabric on a monthly basis
- Dust filing cabinets and files
- Cleaning and waxing of wooden walls and floor
- Cleaning and Washing of parking areas and bays

- Cleaning and Shampooing of carpeted surfaces once a week
- Clean window blinds (annual) once a year to ensure no discoloration occurs
- Cleaning of tiled floors
- Waste/Garbage collection, Transportation and disposal (schedule to ensure we have zero waste holding) at County Government approved/designated disposal/dumpsite in the respective areas
- Dusting and cleaning of common area, waiting rooms and corridors
- Provision of sanitary bins & liners and replacement of both on a weekly basis

5.2.2.2 COMPOUNDS & PARKING AREAS

- The compound areas should be kept clean by sweeping washing mopping etc.
- The lawns must be mowed, long grasses slashed and invasive plant species uprooted
- Fences and hedges should be trimmed.
- Flower – beds and planted trees should be weeded and watered and manure applied where necessary.
- Watering, trimming and maintenance of all flowers and flower pots and replacing any worn out flowers.
- Tending to flowers & plants around the parking area and maintaining compound
- Maintenance of grounds and compound, slashing, tending to the flowers as per the service description.
- Tending and watering of potted plants.
- The parking areas should be thoroughly cleaned with water whenever possible at least once every week preferably during weekends.

5.3 OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF WORKS

5.3.1 The contractor will undertake to provide cleaning, gardening, grounds, watering and grooming potted plants, pest control, fumigation, sanitation, waste collection, transportation and disposal services to a standard level of GDC corporate image in the areas including but not limited to those specified above.

5.3.2. The services shall be executed and maintained in strict adherence to the contract terms to the satisfaction of the Head of Administration Department or representative and comply with the instructions given from time to time.

5.3.3. The successful contractor shall provide Sanitation Services, fumigation cleaning, garbage collection, transportation and disposal according to requirement laid down by Government Health and Safety or Environmental Management & Coordination act and Associated Regulations, maintenance and gardening services in the areas specified in a manner that will not interfere with the smooth operation and use of the facilities by GDC staff, its visitors and tenants.

5.3.4. The Contractor will provide the required tools, equipment, detergents, pesticides and other materials required for the purpose of satisfactorily carrying out the services. These detergents, consumable material and equipment used shall be of kinds recommended by respective manufacturers and are environmentally safe and approved by GDC in keeping with agreed environmental health standards and current and future laws and regulation on safety of workers and general users of the facility.

5.3.5 The Contractor shall in performing the cleaning, sanitation, waste collection, transportation and disposal services, provide its staff with adequate and suitable uniform clothing to a standard that gives safety, protection and good image to both GDC and the contractor. **The contractor shall be required to engage staff from local community in GDC areas of operation and adhere to government pay rate for salaries and remunerations.**

5.3.6 Without limiting the generality of Paragraph 4 (4.1), the successful contractor shall provide the following interior services;

5.3.6.1.1 Remove from all office floor surfaces dirt, stains spills or foreign objects and generally ensure that the floors are maintained free from any blemish.

5.3.6.1.2 Dust and dump wipe all wooden walls concrete walls and parking yards.

5.3.6.1.3 Keep window blinds clean

5.3.6.1.4 Dust and dump wipe furniture and fittings within the offices.

5.3.6.1.5 Clean and wax all wooden surfaces

5.3.6.1.6 Maintain all kitchens within the office blocks clean, with their floors and wall free of stains, blemish and their sinks scrubbed free of food stains, where applicable stain removers to be used.

5.3.6.2 Clean and keep unsoiled toilet bowls, urinals, sinks, walls and mirrors within the toilets.

5.3.6.3 Remove and dispose of rubbish from toilet bins, offices, rig camps and rig sites.

5.3.7 Report to GDC Head of Administration Department or representative any disrepairs or malfunctioning equipment in the toilets including plumbing, paintings cementing e.t.c.

5.3.7.1 Ensure that all toilets are maintained free from unpleasant odours and kept sparkling clean.

5.3.7.2 Provide step on sanitary bins in ladies toilets and ensure regular change of the same not less than once a week.

5.3.8 Mop and maintain toilet floors dry at all times Other cleaning will be regular and Continuous

5.3.8.1 Provide Large silver dustbins (Step-on) in the toilets to be emptied regularly.

5.3.8.2 Provide toilet accessories that are acceptable to the Client including high quality toilet paper (White), hand washing soap, disinfectant, air freshener and maintain hand driers in working condition.

5.3.8.3 Control pests in offices, office toilets, stores and all buildings within the premises, dispose off paper and any rubbish from offices to designated disposal areas and collect at least three times per week.

5.3.22 Using acceptable detergents and cleaning agents, maintain windows and window panes clean and free from stains and cobwebs.

5.3.23 Dust and wipe all staircases and rails.

5.3.24 Cleaning of toilets should be carried out before 6.30 AM and in the offices before 7.00 AM. Other cleaning will be regular and continuous.

5.4 Without limiting the generality of Paragraph 4 (5.1), the successful contractor shall provide the following Exterior services

5.4.1 Control Pests and vermin, weeds in the buildings, gardens, toilets, grounds specified in Paragraph 2

5.4.2 Maintain drainages, water pipes, and drains in the aforesaid premises in proper working condition.

5.4.3 Maintain all grasses well watered, trim within 2''(50mm)

5.4.4. Maintain all hedges included within the complex and its perimeters trimmed and kept at height not exceeding that agreed upon and specified by the Head of administration.

5.5 Inspection / Evaluation

5.5.1 The successful contractor shall accord the Head of Administration or his representatives' ample opportunity to inspect any work or service performed by the contractor to satisfy himself of the quality and standard of the work. The Contractor shall provide and permit routine free and unhindered Environmental audits, survey and inspection of the work performed by it as per definitions and descriptions of the contract. There will be weekly waste surveillance monitoring and monthly Environmental Audits by Environment Department on the status of waste collection, storage, transportation and disposal

5.5.2 Further to provisions of Paragraph 4.8.1 GDC Inspection and acceptance committee shall either by its self or through appointed agents conduct routine and random inspection of the services provided by the contractor, to provide a report, prior to making any payments to the contractor.

5.5.3 The contractor shall be informed in writing of any shortcoming in the performance of contract and shall further discuss the report and required improvements, with the both the Head of Property Management, or a representative from Procurement department and Environment Department.

5.6 Consumable Materials

The Successful service provider will be required to provide the following and any other suggested consumables for use in providing contracted services:-

BILL OF CONSUMABLE MATERIALS AND ACCESSORIES

- Guide to Bill of Consumables for staff estimated to be 250.

A. NAIROBI

MATERIALS	ESTIMATE PER MONTH
Paper towels	32 bales
Toilet paper	1000 pcs
Toilet balls	12 cartons
Disinfectants	50 litres
Hand soap	40 litres
Multipurpose soaps	80 litres

Dusters	24 pcs
Mops	24 pcs
Brooms	20 pcs
Window cleaners	50 pcs
Toilet brushes	32 pcs
Toilet bowls	32 pcs
Dust cloths	60 pcs
Force pump	20 pcs
Carpet shampoo	60 litres
Pledge	24 pcs
Feather dusters	8 pcs
Floor cloths	10 pcs
Soft brooms	10 pcs
Hand brushes	12 pcs
Supa brites	24 pcs
Gloves	24 pcs
Jik	8litres
Dettol	8litres
Life guard 3 way toilet cleaner	40 litres
Hoover for seats (Dust sucker)	2pcs
Washroom PVC floor polish	Nil
Auto-dispensing air fresheners and refilling	22pcs
ONE OFF OR QUARTERLY MATERIALS	
Domestic ladder	1pc
Small buckets	12pcs
Sanitary bins (to be removed weekly)	14pcs
Window squeezers	10pcs
Shears	2pcs
slashers	1pcs
Jembe	2pcs
Rake	2pcs
Panga	2pcs
Cleaning signage	6pcs
Dust pans	15pcs
Dustbins (Large metallic silver pedal covered)	34pcs
Hovering machines	2pcs
Shampooing machine	1pc

B. NAIVASHA for staff estimated to be 120.

MATERIALS	ESTIMATE PER MONTH
Paper towels	12 bales
Wooden floor Polish	70 ltrs
Toilet paper	400 pcs
Toilet balls	4 cartons
Disinfectants	30 litres
Hand soap	30 litres

Multipurpose soaps	40 litres
Dusters	12pcs
Mops	12 pcs
Brooms	8 pcs
Window cleaners	32 pcs
Toilet brushes	24 pcs
Toilet bowls	24 pcs
Dust cloths	40 pcs
Force pump	12 pcs
Carpet shampoo	40 litres
Pledge	12 pcs
Feather dusters	4pcs
Floor cloths	8pcs
Soft brooms	4 pcs
Hand brushes	8 pcs
Supa brites	24 pcs
Gloves	16 pcs
Jik	4litres
Dettol	4litres
Life guard 3 way toilet cleaner	20 litres
Hoover for seats (Dust sucker)	2pcs
Auto-dispensing air fresheners and refilling	16pcs
ONE OFF OR QUARTERLY MATERIALS	
Domestic ladder	1pc
Lawn mower	1pc
Sanitary bins(to be removed weekly)	7pcs
Window squeezers	8pcs
Small buckets	6pcs
Shears	2pcs
slashers	3pcs
Jembe	2pcs
Rake	2pcs
Panga	2pcs
Cleaning signage	4pcs
Dust pans	8pcs
Dustbins (Large metallic silver pedal covered)	16pcs
Hovering machines	1pc
Shampooing machine	1pc

C. NAKURU for staff to estimate to be 350.

MATERIALS	ESTIMATE PER MONTH
Paper towels	40 bales
Toilet paper	35 bales (Jumbo size)
Toilet balls	12 cartons

Disinfectants	40 litres
Hand soap	50 litres
Multipurpose soaps	80 litres
Dusters	24 pcs
Mops	24 pcs
Brooms	20 pcs
Window cleaners	64 pcs
Toilet brushes	48 pcs
Toilet bowls	48 pcs
Dust cloths	60 pcs
Force pump	20 pcs
Carpet shampoo	60 litres
Pledge	40pcs
Feather dusters	10pcs
Floor cloths	10 pcs
Soft brooms	16 pcs
Hand brushes	12 pcs
Supa brites	48 pcs
Domestic ladder	3pcs
Gloves	24pcs
Jik	14litres
Dettol	14litres
Life guard 3 way toilet cleaner	40 litres
Hoover for seats (Dust sucker)	2pcs
Washroom PVC floor polish	Nil
Auto-dispensing air fresheners and refilling	16 pcs
ONE OFF OR QUARTERLY MATERIALS	
Lawn mower	1pcs
Small buckets	28pcs
Sanitary bins(to be removed weekly)	20pcs
Window squeezers	10pcs
slashers	6pcs
Jembe	2pcs
Rake	3pcs
Panga	5pcs
Cleaning signage	12pcs
Dust pans	15pcs
Dustbins (Large metallic silver pedal covered)	50pcs
Hovering machines	2pcs
Shampooing machine	3pcs

NOTE

The above bill of materials are a guide and the Service Providers are required to work out the correct estimates to cater for the services sought for the contract period, on the basis of monthly and annual

requirements and this should be factored in the respective price schedules. Supplies of these materials should be sufficient to ensure consumables and accessories are always available for use.

5.6.1 Tenderer Staffing Deployment

Bidders should also provide the following information:-

- i. Number of Employees to be deployed in the assignment

OFFICE	NUMBER OF STAFF EMPLOYED INCLUSIVE OF A SUPERVISOR
Kawi House	12
Naivasha	4
Nakuru – Polo Centre	28

6.0 Equipment

The Successful contractor will be required to provide a list of equipment including waste transportation trucks and the quantities for use in providing the contracted services

6.1 Staff uniform

The Successful contractor will be required to provide its staff and employee with suitable and decent working clothes and protective gear for the purpose of both identification and safety during performance of their duties.

6.2 Insurance

The contractor shall take out and maintain for the duration of the contract insurance protection from reputable insurance companies approved by GDC to cover the contractor's employees and contractor's liability to GDC its employees, tenants and customers or any third party arising in connection with the performance of the service.

6.3 Determination of rates for provision of cleaning services

The prospective contractor is required to inspect all the potential areas that could be covered in this contract and provide in their proposal, a brief description of the services and the level of standards they are able to offer and maintain under each area.

Secondly, in submitting the bids, prospective contractors should provide unit rates for provision of cleaning, sanitation, gardening/grounds, waste collection, transportation and disposal services in the proposed areas as here under:

SECTION VI: DESCRIPTION/SCOPE OF CLEANINGSERVICES

7.0 SCOPE OF WORKS

Provide cleaning and sanitation services at;

- Nairobi – (Kawi House)
- Naivasha – (Lakeview Estate)
- Nakuru – (Polo Centre)

ITEM/ELEMENT	DESCRIPTION OF SERVICE
Buildings: External Features, Fire Exits and Stairwells	<p>Provide cleaning and sanitation services to:</p> <ul style="list-style-type: none"> • Landings, ramps, stairwells, fire exits, steps, entrances, external light fittings are free of dust, grit, leaves, cobwebs, rubbish, cigarette butts, gum and bird excreta. • Handrails are clean and free of stains.
Buildings: Walls and Skirtings	<p>Provide cleaning and sanitation services to Walls and Skirtings at:</p> <ul style="list-style-type: none"> • Internal and external walls and ceilings are free of dust, grit, soil and cobwebs where reachable. • Light switches are free of fingerprints and any other marks.
Buildings: Glass	<p>Provide cleaning and sanitation services to internal surfaces of glass at:</p> <ul style="list-style-type: none"> • Internal surfaces of glass are clear of all steaks, spots and marks, including fingerprints and smudges where reachable. • Window frames, tracks and ledges are clear and free of dust, grit, marks and spot.
Buildings: Doors	<p>Provide cleaning and sanitation services to doors at:</p> <ul style="list-style-type: none"> • Internal and external doors and doorframes are free of dust, grit, soil, fingerprints and cobwebs. • Air vents and other ventilation outlets are kept unblocked and free of dust, grit, soil, and cobwebs.
Buildings: Hard Floors	<p>Provide cleaning and sanitation services to all the hard floors at:</p> <ul style="list-style-type: none"> • The floor is free of dust, grit, litter, marks and spots, water or other liquids. • The floor is free of spots, scuffs around furniture and at pivot points. • Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spot. • Buffed floors are of uniform lustre. • Appropriate signage and precautions are taken regarding pedestrian safety of newly cleaned or wet floors.
Buildings: Concrete and Pavers (Main entrances only)	<p>Provide cleaning and sanitation services to all the Concrete and Paver at:</p> <ul style="list-style-type: none"> • After sweeping all areas must be free of dirt, dust leaves and debris. • After spot cleaning, hosing or pressure cleaning concrete and pavers all areas must be free dust, accumulated dirt, litter, sand and excess water leaving the surfaces clean and reasonably dry.
Buildings: Soft floors, Entry Matting	<p>Provide cleaning and sanitation services to all the soft floors at:</p> <ul style="list-style-type: none"> • The floor is free of dust, grit, litter, marks and spots, water or other liquids. • The floor is free of stains, spots or scuffs around furniture and at pivot points.

ITEM/ELEMENT	DESCRIPTION OF SERVICE
	<ul style="list-style-type: none"> • Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots. • Carpets should be vacuumed/ cleaned. • When carpet extraction shampooing is complete, the carpet must be free of all deep seated dirt, stains and soiling and be left in a reasonably dry condition.
Buildings: Toilet	<p>Provide cleaning and sanitation services to all Toilets at:</p> <ul style="list-style-type: none"> • Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build up and mineral deposits. • Metal surfaces, dispensers and mirrors are free from streaks, soil, smudges, soap build up and oxide deposits. • Wall tiles and wall fixtures (including soap dispensers and towel holders) are free of dust, grit and smudges/streaks, mould, soap build up and mineral deposits • Sanitary disposal unit external surfaces are clean and functional. • Consumable items are in sufficient supply.
Fixtures: Furnishings and Fixtures	<p>Provide cleaning and sanitation services to all Furnishings and fixtures at:</p> <ul style="list-style-type: none"> • Hard surface furniture is free of spots, soil, dust, finger prints and spillages. • Soft furniture is free of stains, soil and dust. • Furniture legs and wheels are free from mop strings, soil, dust and cobwebs. • Inaccessible areas (edges, corners, folds and crevices) are free of dust and grit. • All reachable high surfaces are free from dust and cobwebs. • All vertical and horizontal are free from stains, dust, cobwebs and soilage where reachable. • Furniture has no odour that is distasteful or unpleasant. • Shelves, cupboards are clean inside out and free of dust and litter or stains. • Internal plants are free of dust and litter. • Waste/rubbish bins or containers are clean inside out, free of stains and mechanically intact. • Fire extinguishers and fire alarms are free of dust, grit and cobwebs.
Environment: General Tidiness	<p>General tidiness will be undertaken at:</p> <ul style="list-style-type: none"> • The area appears tidy and uncluttered. • Floor space is clear, only occupied by furniture and fittings designed to sit on the floor. • Furniture is maintained in a fashion that allows for cleaning. • Fire access and exit doors are left clear and unhindered.
Environment: Odour Control	<p>Odour control will be done at:</p> <ul style="list-style-type: none"> • The area smells fresh. • There is no odour that is distasteful or unpleasant. • Room deodorizers are clean and functional. • Application of proper method of rodent elimination to ensure No bad odour during fumigation

7.1 SERVICE SCHEDULE

The Service Provider will be required to provide cleaning services at whatever frequencies deemed necessary in order to meet the required standards. However, schedule below is a guide to the minimum frequencies required to achieve the desired outcome.

ITEMS AND TASKS	Daily	Weekly	Monthly	Other
Air Ducts Grills and Vents (Reachable)				
Thoroughly wipe with an appropriate detergent and cloth and keep vents free from dust, also wipe area surrounding the vent/fan/aircon.			✓	
Blinds – Venetian (Reachable and accessible)				
Thoroughly wipe with appropriate detergent and cloth.			✓	
Bins				
Empty all recycling general waste containers. Spot cleaned if soiled and replace liners if soiled.	✓			
Doors/Frames/Surrounds				
Spot clean and remove obvious marks.	✓			
Thoroughly clean all doors including fire doors.			✓	
Furnishings and Fixtures				
Wipe all hard furniture with a neutral detergent and cloth and spot clean to remove obvious stains.	✓			
Vacuum and spot clean all soft furniture to remove obvious stains.			✓	
Full clean soft furniture to remove all soilage and in-ground dirt.				Upon request
Hard Floors-Vinyl and Ceramic				
Damp mop with a neutral detergent, removing all marks, stains.	✓			
Buff with a filtered suction polisher.		✓		
Machine scrub thoroughly so that the floor is uniformly clean and free of soil and build up particularly edges and corners.			✓	
Hard Floors-Concrete				
Thoroughly sweep to remove all traces of dirt debris and leaves.	✓			
Spot clean to remove fresh chewing gum dirt stains	✓			
Pressure wash to remove chewing gum dirt stains				Quarterly
Hand towel/ hand-soap- Replenish	✓			
High Level Surfaces (above 1.8m)				
Wipe all surfaces with a neutral detergent and cloth, spot clean remove obvious stains.				Negotiate
Remove cobwebs as they appear.	✓			
Internal Glass in Doors and Partitions (Where reachable)				
Thoroughly clean both sides of glass including frames and sills.		✓		
Spot clean glass.	✓			

Kitchen Fixtures and Appliances				
Wipe all external surfaces with a neutral detergent and cloth; spot clean remove all obvious stains. All external should be free from dust and food.	✓			
Ledges				
Wipe all surfaces with neutral detergent and cloth, spot clean to remove all obvious stains. All should be free from dust and food.	✓			
Low Level surfaces (Below 1.8m)				
Wipe all surfaces with a neutral detergent cloth, spot clean to remove obvious stains.	✓			
Mirrors				
Thoroughly clean and dry buff to remove all marks, fingerprints and smears.	✓			
Soft Floors				
Thoroughly vacuum with a filtered machine, detail corners, edges and sliding door tracks.		✓		
Spot clean, remove stains, spillages etc.	✓			
Thoroughly shampoo and pile lift as necessary.				Upon request
Telephones-Common Use Only				
Sanitize telephone thoroughly to remove marks, soil and fingerprints.	✓			
Walls				
Spot clean reachable height.	✓			
Waste Collection/ Recyclable Waste				
Empty all waste containers, wipe clean and replace liner.	✓			
Wash bin with neutral detergent		✓		
Exterior Main Entrances				
Thoroughly clean glass or other doors, surrounds, window ledges partitions, visible glass and approaches.	✓			
Spot clean glass, remove cobwebs from blinds, lights etc.	✓			
Vacuum sliding door tracks with a filtered machine, detail corners, edges.	✓			
Sweep thoroughly and clean mats	✓			
Entry/ Lobby/ Foyer				
Thoroughly clean glass or other doors, surrounds, window ledges partitions, visible glass. (Reachable)	✓			
Damp wipe counters, dust hi/low, remove cobwebs	✓			
Clean floors as per Item and Task listing.				
Toilets				
Thoroughly clean all basins, toilets, fittings all vertical, horizontal surfaces below 1.8m with an approved detergent. Remove.	✓			
Mop floor with neutral detergent.	✓			
Supply/replenish consumables.	✓			

Scrub toilet floor (machine scrub or scrub manually)		✓		
Corridors				
Clean floors as per the Item and Task listing.	✓			
Spot clean all horizontal and vertical surfaces including light switches, office partition glass, walls and doors.	✓			
Lifts				
Clean floor as per Item and Task listing.	✓			
Spot cleaning walls, stainless steel polishing.	✓			
Stairwells				
Sweep and remove dirt.	✓			
Remove cobwebs.		✓		
Wipe handrails, light switches and remove reachable wall smudges.		✓		
Cleaning Rooms				
Mop floor.		✓		
Equipment tidily and safely stored.	✓			
Cleaning agents neatly stored and correctly dispensed.	✓			
Waste collection, transportation & Disposal	✓			

SECTION VII: PRICE SCHEDULE(INCLUSIVE OF VAT)

Provide cleaning services as specified. Tenderers should take into account the scope of works as outlined in Section VI (Description/scope of cleaning services).

NAIROBI-KAWI HOUSE

Note: All Costs shall be inclusive of VAT for Bill of Materials, Garbage Collection in respective region & Disposal, Fumigation and Transportation of staff. The currency shall be in Kenya Shillings (KES).

CLEANING SERVICES

Schedule	Area Description	Approx. Area (Square Ft)	Monthly Cost Incl. VAT	Annual Cost Incl Vat
A	Nairobi (Kawi House)	34,890		
B	Naivasha Office	2,500		
C	Nakuru Polo Centre	70,000		
a) TOTAL COST (MONTHLY) INCL. OF VAT:				
b) Total ANNUAL TOTAL INCL. OF VAT				
c) GRAND TOTAL INCL. OF VAT FOR TWO (2) YEARS. (To be transferred to the Tender Form)				

No correction of arithmetic errors.

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Tenderer's Name (Company) _____

Signature & Rubber stamp: _____

Date: _____

NB: Total price per annum (total price per month x 12 months)

NOTE:

1. Tender price is for the duration of the contract for a period of two years, this figure is to be used for purposes of tender performance bonds.

GDC reserves the right to vary the number of cleaners in any area to suit its requirements.

SECTION VIII- STANDARD FORMS

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Securing Bid Declaration Form – Tenderers should dully filled, sign and stamped tender securing bid declaration in the form included herein.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form -The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the GDC.
6. Declaration of Undertaking Form – Tenderers should dully fill, sign and stamp the declaration of undertaking in the form included herein.
7. Power of Attorney – Provide the name, telephone and designation/title of the person nominated to sign and transact business with GDC on behalf of your company. This shall be provided by the lead firm (Special registered group) only.

8.1 FORM OF TENDER

Date _____

Tender No. _____

To: _____

[name and address of GDC]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda Nos.
[insert numbers].the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide the Services (.....) in conformity with the said tender documents for the sum of
(total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to supply and deliver the mineral drinking water in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by(*GDC*).

We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
..... [name of Procurement entity] of [country of Procurement entity] (hereinafter
called “the GDC) of the one part and [name of tenderer] of [city
and country of tenderer] (hereinafter called “the tenderer”) of the other part;

WHEREAS the GDC invited tenders for certain goods] and has accepted a tender by the tenderer for
the supply of those goods in the sum of [contract price in words and
figures] (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 referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the GDC’s Notification of Award
3. In consideration of the payments to be made by the GDC to the tenderer as hereinafter mentioned, the tender hereby covenants with the GDC to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The GDC hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the GDC
Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _____

(Amend accordingly if provided by Insurance Company)

8.3 PERFORMANCE SECURITY FORM

To
[name of GDC]

WHEREAS [name of tenderer] (hereinafter called “the tenderer”)
has undertaken , in pursuance of Contract No. _____ [reference number of the
contract] dated _____ 20 _____ to _____ supply
..... [description of goods] (hereinafter called “the
Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you
with a bank guarantee by a reputable bank for the sum specified therein as security for compliance
with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the
tenderer, up to a total of [amount of the guarantee in words and figure] and
we undertake to pay you, upon your first written demand declaring the tenderer 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 the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.4 TENDER SECURING BID DECLARATION FORM

[The Bidder shall complete in this Form in accordance with the instructions indicated]
Date: of Bid Submission] Tender No. of bidding process]
To: [insert complete name of Purchaser]
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 automatically be suspended from being eligible for bidding in Any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –
 - a) Have withdrawn our 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 to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish 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]

Dated

8.5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor		
Your name in full Age		
Nationality Country of origin		
<ul style="list-style-type: none"> • Citizenship details • 		
Part 2 (b) Partnership		
Given details of partners as follows:		
Name	Nationality	Citizenship Details
Shares		
1.
2.
3.
4.

	Part 2 (c) – Registered Company																												
	<p>Private or Public </p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 35%; text-align: center;">Nationality</th> <th style="width: 20%; text-align: center;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details																										
Shares																													
1.																										
2.																										
3.																										
4.																										
5.																										
	<p>Date Signature of Candidate & Stamped</p> <p>.....</p>																												

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

8.6 PERFORMANCE SECURITY FORM

To
[name of Procuring entity]

WHEREAS [name of tenderer] (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to _____ supply [description of goods] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer 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 the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))

8.8 POWER OF ATTORNEY

To [name of the Procuring entity]

Note: This power of attorney should be on the letterhead duly signed and stamped nominating a representative to transact and sign document on behalf of your company.