



REPUBLIC OF KENYA

**MINISTRY OF HEALTH
AFYA HOUSE
P.O. BOX 30016-00100
NAIROBI**

PROVISION OF CLEANING AND SANITARY SERVICES.

TENDER NO.

MOH /007/2014-2015

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INTRODUCTION

- 1.1 This standard tender document for the procurement services has been prepared for use by procuring entities in Kenya. It is to be used in the procurement of all types of services e.g.
 - i. Security.
 - ii. Cleaning.
 - iii. Servicing and repairs.
 - iv. Transport.
 - v. Clearing and forwarding.
 - vi. Air ticketing and travel arrangements and all others where there is no specific standard tender document for procurement of that service.

- 1.2 The following general directions should be observed when using the document.
 - a) Specific details should be finished in the invitation to tender and in the special conditions of contract.
 - b) The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.

- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements,

- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.

SECTION I – INVITATION TO TENDER

Date _____

TENDER REF NO. MOH/007/2014-2015

TENDER NAME: PROVISION OF CLEANING AND SANITARY SERVICES

- 1.1 The Ministry of Health invites sealed tenders from eligible candidates for the Provision of cleaning and sanitary services.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at The Ministry of Health Headquarters, Cathedral Road, Afya House, 5th floor Room 510B during normal office working hours.
- 1.3 A complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of Ksh 1000/= in cash or bankers cheque payable to

**The Principal Secretary,
Ministry of Health,
Afya House
P.o Box 30016-00100,
Nairobi**

- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the ground floor Afya house or be addressed to
**The Principal Secretary,
Ministry of Health,
Afya House
P.o Box 30016-00100,
Nairobi**

To be received on or before **17th November 2014 at 10.00 A.M**

- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at 7th floor Conference Room Afya House Nairobi.

SIGNED: HEAD, SUPPLY CHAIN MANAGEMENT SERVICES

FOR: PRINCIPAL SECRETARY

SECTION II – INSTRUCTIONS TO TENDERERS

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

- 2.2.1** The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2** The price to be charged for the tender document shall not exceed **Kshs.1000/=**
- 2.2.3** The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

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

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

2.4 Clarification of Documents

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 10% of the original contract price.

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

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to 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 security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price. The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

- 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 90 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 a non responsive.
- 2.13.2** In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

- 2.14.1** The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2** The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3** The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

- 2.15.1** The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE at 10.00A.M,”

- 2.15.2 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph
- 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than at 10.00A.M
- 2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

- 2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.
- 2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, on **17th November 2014 at 10.00A.M** and in the location specified in the invitation to tender. The tenderers’ representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender. Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

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

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

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

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

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

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

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

(a) Operational plan proposed in the tender;

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

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

(a) ***Operational Plan.***

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

(b) ***Deviation in payment schedule.***

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

2.22.5 The tender evaluation committee shall evaluate the tender within 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 regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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 REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTION TO TENDERS
2.1.1	<p>This invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender.</p> <p>The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.</p> <p>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 goods under this Invitation for tenders.</p> <p>Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.</p>
2.12.1	<p>Tenderers shall be required to submit a tender security of 2% of the tender price. The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of tender.</p> <p>Any tender not secured in accordance with paragraph 12.1 and 12.2 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 20.</p> <p>Unsuccessful Tenderer’s tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.</p> <p>The successful Tenderer’s tender security will be discharged</p>

	<p>upon the tenderer signing the contract, pursuant to paragraph 27.1 , and furnishing the performance security, pursuant to paragraph 27.2.</p> <p>The tender security may be forfeited:</p> <p>(a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or</p> <p>(b) in the case of a successful tenderer, if the tenderer fails:</p> <p>(i) to sign the contract in accordance with paragraph 26</p>
2.16.1	<p>Tenders must be received by the Procuring entity at the address specified under paragraph 1.5 no later than 17th November 2014 at 10.00am</p>
2.26.1	<p>Successful tenderers shall be required to submit a performance security of Kshs.150, 000.00 in accordance with clause 28 of the general conditions of contract.</p>
2.7	<p>Completion of Tender Documents</p> <p>(a) To qualify as responsive, tenderers will be required to:</p> <p>i) Complete the tender documents in all respects</p> <p>ii) Ensure the tender documents are properly signed and initialed on every page by the authorized official of the bidding firm,</p> <p>iii) Ensure the tender documents is/are properly signed and initialed on every page with the official tendering firms seal/stamp.</p> <p>iv) The confidential Business Questionnaire (S33) MUST be carefully completed, providing all tenderer details as required. Incomplete documents shall be considered not responsive.</p> <p>Tenderers should note that this is a Term Contract and therefore prices quoted MUST be maintained throughout the contract period.</p>

SECTION III GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

3.3 Standards

- 3.3.1** The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.4 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 .

3.5 Performance Security

Within twenty eight 30 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.

- 3.5.2** 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.
- 3.5.3** 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) Cash.
 - b) A bank guarantee.

- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.5.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

3.6.1 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.

3.6.2 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.

3.6.3 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.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.9 Assignment

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

3.10 Termination for Default

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

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

b) if the tenderer fails to perform any other obligation(s) under the Contract.
c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.11 Termination of insolvency

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

3.12 Termination for convenience

3.12.1 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.

3.12.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.13 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract. If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.14 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.

3.15 Force Majeure

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

3.16 Applicable Law.

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

3.17 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 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.
1. Prices quoted must be NET inclusive of ALL Government taxes and must be valid for 120 days from the closing date.
 2. The unit prices quoted must be in Kenya Shillings and only one price must be quoted per item.
 3. Successful bidders will be required to give a performance security 10% of the total contract price.
 4. The contractor should provide a work scheme specifying the daily or other periodic frequency with which He/She intends to execute the main task for each area or surface relating to the service to be contracted.
 5. Payments will be made on the basis of, after the services have been rendered and confirmed.
 6. Payments will be made against job cards duly certified by the Office of the Director of Administration acknowledging satisfactory work done on daily basis.
 7. In case of unsatisfactory work being rendered payment will be made less the days the cleaning services was not rendered satisfactorily.
 8. Tenderers must submit the documents listed below. They will form the evaluation criteria for the firm. The documents should be submitted in the following sequence:
 - i) Must be a registered firm in Kenya with a certificate of registration/ incorporation/ memorandum and articles of association, a copy must be attached.
 - ii) Must attach a copy of VAT and PIN certificates.
 - iii) Valid Tax Compliance Certificate from Kenya Revenue Authority.
 - iv) Insurance Certificate for Employees.
 - v) Current Trade License.
 - vi) Experience in similar assignment of comparable scope conducted in Public Sector especially in Ministries Proof of LSOs/LPOs attached.
 - vii) NHIF Compliance certificate
 10. Bidders should also provide the following information:-
 - i) Materials and Equipment to be used (Human and environmentally friendly cleaning products to be used).
 - ii) Statement of experience in cleaning services (attach evidence).
 - iii) Operational plan.
 - iv) The Tenderers MUST furnish certified copies of Financial/ Bank Statement for the last two years to prove capability to perform the contract.
 - v) A copy of the Payroll to proof evidence for the last two years will be an added advantage.
 - vi) Copy of miscellaneous receipt for purchase of tender documents.
 11. Bidders are required to visit the site (**Afya House**) with a view to ascertain the scope of works before quoting and have certificate of site visit signed by designated officer.

12. The Ministry of Health requires a minimum of 41(Fourty one) staff daily to be distributed as follows:

No	Floor	The minimum number of staff Required
1.	Lower Ground floor	3
2.	Upper Ground floor	3
3.	First floor	3
4.	Second floor	3
5.	Third floor	3
6.	Fourth floor	3
7.	Fifth floor	3
8.	Sixth floor	3
9.	Seventh floor	3
10.	GTZ offices	3
11.	ADB offices	2
12.	Health Finance offices	3
13.	Parking areas	2
14.	Drainage	2
15.	Stair ways/corridors and lifts	2
	TOTAL	41

Qualification Criteria

Qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's:

- General and particular experience,
- Personnel and equipment capabilities.

The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

General Experience – Minimum 3 years

Personnel capabilities – the applicant must have suitably qualified personnel to fill the following positions.

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)
Manager			
Supervisor			
Assistant supervisor			
Total number of employees			

Equipment capabilities

The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract.

No	Equipment type and characteristics	Number available
1	Hoovers	
2	Dryers	
3	Other Equipment (please list)	

Financial Capability

The applicant shall demonstrate that it has access to, or have available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet cleaning cash flow for a period of 12 months.

Note: *This figure should be accurate to adequately reflect the financial cash flow commitment for the contract.*

Name of Applicant or Partner of a joint venture

Banker	Name of Banker	
	Address of Banker	
	Telephone	Contact name and title
	Fax	E-mail

	Financial information in Ksh.	Actual : Previous five years			Projected next two years
		1.	2.	3.	4.
1.	Total assets				
2.	Current assets				
3.	Total liabilities				
4.	Current liabilities				
5.	Profits before taxes				
6.	Profits after taxes				

No	Source of Finance	Amounts
1.		
2.		
3.		
4.		

The audited Accounts for the last 3 years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

Litigation history

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. Consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

MAIN TASKS

The main task under lot 1, 2, 3 shall cover all the offices in Afya house and all other affiliated offices in Nairobi area but outside Afya House

LOT 1

The successful Contractor will be required to maintain the highest standards of the cleanliness and decorum and will include the following:-

- i) To remove all rubbish, dirt, stains, spill or foreign object on or around the surface and to ensure that they are free of any blemish.

- ii) To ensure that all areas are free from any foul or unpleasant odours.
- iii) To ensure that all polished or smooth surfaces retain their original gloss.
- iv) To provide toilet accessories including toilet papers, hand-washing soap, air sanitizers, disinfectants, paper hand towels and urinal naphalene coloured balls.
- v) To collect and dispose of all rubbish, dirt, waste materials or refuse to places designated for this purposes.
- vi) To clean and empty dustbins.
- vii) To check the working conditions of drains and report to the designated officer any fault for rectification.

LOT 2

- i) To remove all rubbish, dirt, stains, spill or foreign object on or around the sanitary bins and to ensure that they are free of any blemish.
- ii) To ensure that all the sanitary bins are free from any foul or unpleasant odours.
- iii) To provide sanitary bins and their accessories in all ladies toilets
- vi) To collect and dispose of all sanitary bin contents like, dirt, waste materials or refuse to places designated for this purposes.
- v) To clean and empty all sanitary bins twice a month without fail.
- vii) To check the working conditions of the sanitary bins and report to the designated officer any fault for rectification.

LOT 3

- i) To clean curtains in all offices in Afya House and all other affiliated offices but within Nairobi.
- ii) The successful bidder to ensure curtains is cleaned quarterly (every quarter).
- iii) To ensure curtains are cleaned and returned to respective offices.
- iv) To report to the designated officer during and after cleaning.
- v) To show work plan for performing the task in sequential manner.

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for preparing the schedule of requirements

- 1) Cleaning Services on as and when required basis as specified in the price schedule.
- 2) Placement and emptying sanitary bins (pedal driven) as specified in the price schedule.
- 3) Cleaning of curtains and netting as specified in the price schedule.
- 3) The Contract duration will be 24 months starting
- 3) Human and Environmentally friendly cleaning products to be used in all areas.

SECTION VI DESCRIPTION OF SERVICES

Notes for preparing technical specifications

A set of precise and clear description of the services required is a prerequisite for tenderers to respond realistically and competitively to requirements of the procuring entity without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract. Samples of specifications from previous similar procurement are useful in their respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the description should state the services that meet other authoritative standards and which ensure at least a substantially equal quality than other standards mentioned will also be acceptable. This part will include any deliverables under the service contract.

SECTION VII: TECHNICAL SPECIFICATIONS

PARTICULARS

Item No	SERVICE DESCRIPTION	UNIT OF MEASURE
1	Cleaning of carpet on as and when required basis	Per office measuring 20sm average
2	Polishing and cleaning of floor on as and when required basis	Per office measuring 20 sm average
3	Cleaning of curtains and nettings on as per floor on quarterly basis and/or when required	Kg
4	Cleaning of sofa sets 3pc on as and when required basis	Set
5	Cleaning of chairs on as and when required basis	Piece
6	Cleaning of windows per glass window on as and when required basis	Per office
7	Cleaning of all washrooms as indicated in the price schedule.	Per floor
8	Provision, Collection and Emptying of sanitary bins from every ladies toilets in Afya House twice a month for 12 months as per Lot 2	Per ladies toilet
	NB: The main tasks will therefore at a minimum include: sweeping, dusting, washing, scrubbing, mopping, polishing, and vacuuming. All these will be done on Terrazzo floor, carpeted floor, ceramic tiled floor, pvc tiled floor, tarmac, lawn, glass windows, furniture, fixtures and others as detailed in the price schedule.	

LOT 1: CLEANING SERVICES

MEASUREMENTS OF OFFICES FOR CLEANING SERVICES FOR AFYA HOUSE .

The measurements are as here under .

Lower Ground Floor		1,829.39 sm
Ground Floor		1,244.78 sm
1 st to 7 th Floor	1,244.78sm (each)	Total 8,713.46sm
Arctic Floor		127.9sm.
Walkways and pavements		457.3sm
Prefabs		1,035.78sm.
Total Area		13,408.61sm

Lot 1(A)

Department of Family Health, Health Promotion, National Vaccine Depot

		Division of Family Health	Health Promotion	National Vaccine Depot
1	Ceramic/granito tiles			
2	Terrazzo	765sqm	114sqm	
3	PVC Tiles	820sqm	95sqm	2400sqm
4	Carpet	660sqm	245sqm	
B	External	35sqm	50sqm	
5	Cement/screed			
6	Steel (ramp)	215sqm	45sqm	
7	Tarmac/gravel	45sqm		
8	Flower/grass	625sqm	90sqm	240sqm
9	Precast concrete/slabs	530sqm	450sqm	
C	Vertical Surfaces	525sqm	30sqm	3070sqm
10	Glazed(windows/doors/walls)			

LOT 1 (B)**Other offices located at KNH Grounds**

	OFFICE BLOCK/LABORATORY	AREA(SM)	Description of cleaning service
1	New admin DCDPC	4160 SM (four floors including basement)	<ul style="list-style-type: none">• Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenettes ,cafeteria dining.• Wiping office desks, balustrades, doors, windows and window seals.• Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
2	Nascop Building	800 SM	<ul style="list-style-type: none">• Cleaning and mopping office ceramic tiled and pvc sheeting floors ,windows, stair case ,corridors ,kitchenettes ,cafeteria dining.• Wiping office desks, balustrades, doors, windows and window seals.• Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
3	NPHLS Building	4320 sm	<ul style="list-style-type: none">• Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenette.• Wiping office desks, balustrades, doors, windows and window seals and glass partitions.• Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles• Cleaning and disinfecting the laboratory worktops ,chairs,desks and cabinets.
4	CML (New laboratory block)	4600 SM	<ul style="list-style-type: none">• Cleaning and mopping of office ceramic tiled floors, windows, stair case, corridors, kitchenette.• Wiping office desks, balustrades, doors, windows and window seals and glass partitions.• Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles <p>Cleaning and disinfecting the laboratory worktops , chairs, desks and cabinets.</p>
	TB LABORATORY	960SM	<ul style="list-style-type: none">• Cleaning and mopping of office ceramic tiled floors, windows, stair case, corridors, and

			<p>kitchenette.</p> <ul style="list-style-type: none"> • Wiping office desks, balustrades, doors, windows and window seals and glass partitions. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles • Cleaning and disinfecting the laboratory worktops ,chairs, desks and cabinets.
	NHRL	250SM	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows,corridors ,kitchenette. • Wiping office desks, doors, windows and window seals and glass partitions. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles • Cleaning and disinfecting the laboratory worktops ,chairs, desks and cabinets.
			•
	ZOONOTIC DISEASE UNIT (Pre fab building)	120MS	<ul style="list-style-type: none"> • Cleaning and mopping of office PVC sheeting floors, windows, stair case ,corridors ,kitchenette • Wiping office desks, doors, windows and window seals. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
	DDSR-Pre fabricated building	100MS	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenettes ., • Wiping office desks, doors, windows and window seals. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles (adjacent to ZDU.)
	PROCUREMENT/FINACE OFFICE-Pre fabricated building	100MS	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenettes ,cafeteria dining. • Wiping office desks, doors, windows and window seals. • Wipping glass and aluminum partitions.
	MALARIA CONTROL PROGRAM BUILDING	220MS	<ul style="list-style-type: none"> • Cleaning and mopping of office PVC sheeting floors, windows, stair case ,corridors ,kitchenettes • Wiping office desks, doors, windows and

			<p>window seals.</p> <ul style="list-style-type: none"> • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
	FELTP –Pre fabricated bulding	120MS	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenettes , • Wiping office desks, doors, windows and window seals. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
	NEGLECTED DISEASE-Pre fabricated building	50MS	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors. • Wiping office desks, doors, windows and window seals.
	HEAD DCDPC ADM BLOCK	105SM	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenettes , • Wiping office desks, doors, windows and window seals. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles
	EAPHLN BLOCK	70MS	<ul style="list-style-type: none"> • Cleaning and mopping of office ceramic tiled floors, windows, stair case ,corridors ,kitchenette , • Wiping office desks, doors, windows and window seals. • Scrubbing of washroom floor tiles ,wash hand basins ,water closets and wall tiles

LOT 1: C

Afya House

Lower Ground Floor

ITEM NO	LOCATION/OFFICE NO.	OCCUPIER	AREA/SM	SCOPE OF WORKS	COST PER MONTH. KSH	COST PER MONTH PER FLOOR
1	LG 40	Head DSRC	2.No Carpeted offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. 		
2	LG 2	HIS	1.No ceramic tiled floor	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
3	LG 5	Internal Audit	3 .No ceramic floor tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	LG 7-8	HIS/Server room	1.No ceramic floor	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
5	LG 9	DOMU	1.No pvc tiled floor	<ul style="list-style-type: none"> Daily sweeping and moping 		
6	LG 10	Health information officers	1.No Ceramic tiled floor	<ul style="list-style-type: none"> Equipment dusting/window Daily sweeping and moping Equipment dusting/window 		
7	LG 11/12	VCT	2.No Ceramic tiled floor	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
8	LG 13	CHRIO	1.NO PVC tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
9	LG 14	Stores	1.NO PVC tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
10	LG 15	DCHR	1.NO PVC tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
11	LG16/17 /18	Server room/computer room	2.No Ceramic tiled floor	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		

12	LG 19		1.NO Carpeted office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. 		
13	LG 20	DOMU	1.NO carpeted office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. 		
14	LG 22-24	Switch board	3.No PVC tiled office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
16	LG 26-27	Drug inspectorate	2.No PVC tiled offices	<ul style="list-style-type: none"> • Daily sweeping and moping 		
16	LG 26-27	Drug inspectorate	2.No PVC tiled offices	<ul style="list-style-type: none"> • Equipment dusting/window • • Daily sweeping and moping • Equipment dusting/window • 		
17	L.G 28/29/30	OT/Chief physiotherapist	3.No PVC tiled offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
18	LG 31	Health information	1.No PVC tiled offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
19	LG 32	Div .Non communicable diseases	2.No carpeted office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
20	LG 33	Clinic	1.No carpeted floor	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
22	LG 36	DCCO	1.No carpeted floor	<ul style="list-style-type: none"> • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
22	LG 36	DCCO	1.No carpeted floor	<ul style="list-style-type: none"> • VACUUM, SWEEP EVERY MORNING • Shampooing once a month and the necessary • Remove stains when necessary • Equipment dusting/window 	•	
23	LG 37	CDC	1.No PVC tiled floor	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window • 		

24	LG 38	Statistics	1.No PVC tiled floor	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window • 		
26	LG 41/42	Water tanks rooms	1.No cement screed	<ul style="list-style-type: none"> • Daily sweeping and moping 		
30	LG floor	WASH ROOMS	<ul style="list-style-type: none"> • 6.No toilet-ceramic /terrazzo floor compartments. • 1.No ceramic urinal trough • 6 No Wash hand basins • 	<p>Floors</p> <ul style="list-style-type: none"> • Daily machine scrub floors and mop hourly or if need arises before end of hour. • Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
31	LG FLOOR	All offices	Furniture- Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> • Daily dusting and damp wiping • Daily polishing of tables and desks. • Dusting and damp wiping phone sets on daily basis. 		

UPPER GROUND FLOOR

ITEM NO.	LOCATIO N/OFFICE NO.	OCCUPIER	AREAS	SCOPE OF WORKS	COST PER MONTH KSHS	COST PER MONTH PER FLOOR KSHS
1	UG 1/2/3/4	Planning offices	4.No ceramic tiled offices	<ul style="list-style-type: none"> • Daily sweeping and moping 		
2	UG 05	PHO MTCE	1.No ceramic tiled office	<ul style="list-style-type: none"> • Equipment dusting/window • • Daily sweeping and moping • Equipment dusting/window • 		

3	UG/06	PHO/DEV	1.NO PVC tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	UG/07	Global fund	1.No ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
5	UG 08/09	Emergency & Disaster management	2.No PVC tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
6	UG-10/011	DCE	2.No ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
7	UG 12A/12B	Planning	2.No ceramic tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
8	UG 14	PHO/MTCE	1.No ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
9 10	UG Kitchen/ stores UPPER GROUND FLOOR	Planning WASHROOM S	2.No ceramic tiled offices <ul style="list-style-type: none"> 6.No toilet-ceramic /terrazzo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window Floors <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis Sinks ,toilet bowls, ceramic walls & Urinal Troughs <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. Toiletries <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
	UPPERG ROUND FLOOR	All offices	Furniture- Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

FIRST FLOOR

ITEM NO.	LOCATION/OFFICE NO.	OCCUPIER	AREAS	SCOPE OF WORKS	COST PER MONTH KSHS	COST PER MONTH PER FLOOR KSHS
1	101/102	PPO	2.No of ceramic tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
2	103	Personnel offices	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
3	104	Mac	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	105	MSB	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
5	106	Personnel officer	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
6	107	Personnel	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
7	108	Personnel assistant	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
8	109/110	Pensions	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
9	111	Personnel	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
10	112	PO I	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
12	113/114	Implementation section	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
13	115	SPO	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
14	116	P O 1	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
15	117	Personnel	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
16	118	SPO	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
17	119	Personnel	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		

18 19	120 121	NHIF PO	1.No of ceramic tiled office 3.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window Daily sweeping and moping Equipment dusting/window 		
20	122	POA	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
21	123	Personnel	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
22	124/125	Complement control	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
23	126	MSB	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
24	127/128	DDHRM	2.No of granite tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
25 26	129/130 FIRST FLOOR	HR-MAC WASHROOM	1.No of ceramic tiled office <ul style="list-style-type: none"> 6.No toilet-ceramic /terrazzo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window <p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
	FIRST FLOOR	All offices	Furniture- Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

SECOND FLOOR

					COST PER MONTH KSHS	COST PER MONTH PER FLOOR KSHS
1	201/202	PAC	2.No Carpeted floor offices.	<ul style="list-style-type: none"> Vacuum, sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
2	203	Ag PAC/MOH	2.No Carpeted floor offices.	<ul style="list-style-type: none"> Vacuum, sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
3	204/205	Examination	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	206	Imprest section	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping 		
5	207	Senior Acc-	office 1.No of ceramic tiled office	<ul style="list-style-type: none"> Equipment dusting/window Daily sweeping and moping Equipment dusting/window 		
6	208	Archives	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
7	209/210	Sorting section	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
8	211	Voucher preparation-	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
9	212/213	Snr. Acct.	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
10	214	Chief Acc	2.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		

11	216/217	Bank reconciliation	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
12	218	Waiting room	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
13	219/220/	Cash office	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
14	222/221	Vote book	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
15	223/224/225	IMFIS	3.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
16	226	Voucher examination	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
17	227/228	CFO/CPO	3.No of ceramic tiled office			
18	233	Accountable document	1.No of ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
19	SECOND FLOOR	WASHROOM	<ul style="list-style-type: none"> 6.No toilet-ceramic /terrazo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
20	SECOND FLOOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

THIRD FLOOR

1	301/302/303	Salaries	3.No ceramic floor tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
2	304	Personnel	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
3	305	Personnel	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	306	Personnel	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
5	307/308/309/310/311	Personnel registry	<ul style="list-style-type: none"> 5.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
6	312	Central registry	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
7	313/314/315	CPO	<ul style="list-style-type: none"> 3.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
8	316	IPPD	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
9	317	External Audit	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
10	318	Dental health	<ul style="list-style-type: none"> 1.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
11	319/320/321	Clearance section	<ul style="list-style-type: none"> 3.No ceramic floor tiled offices 	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
12	THIRD FLOOR	WASHROOM	<ul style="list-style-type: none"> 6.No toilet-ceramic /terrazo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal</p>		

				<p>Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
13	THIRD FLOOR	All offices	Furniture-Desks, cabinets, photocopiers computer sets and chairs	<ul style="list-style-type: none"> • Daily dusting and damp wiping • Daily polishing of tables and desks. • Dusting and damp wiping phone sets on daily basis. 		

FOURTH FLOOR

1	401	Standards & regulations	1.No PVC tiled floor.	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
2	402	International & relationships	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
3	403	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
4	405	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
5	406	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
6	407	Chief Orthopedic	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		

7	408	HRMD	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
8	409	E&DM	2..No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
9	410	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
10	411	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
11	412	Health Sector plan	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
12	413	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
14	414/415	Environmental Health Div	2..No Carpeted floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
15	416	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
16	417/418	CPHO	2..No Carpeted floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
17	419	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
18	420	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		

19	421/422/423	Chief Pharmacist	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
20	423B	Procurement – Secretariat/IFMIS	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
21	424/425	D/CNO	2.No carpeted floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
22	426	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
23	427/428	CNO	2..No Carpeted floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
24	429/430	Nursing Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
25	431	OT	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
26	420B	Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
27	419B	Environmental Health	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
28	416B	Div -Library Environmental Health Div	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
29	411B	Environmental Health Div -Accounts	1.No PVC tiled floor office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		

30	FOURTH FLOOR	WASHROOM	<ul style="list-style-type: none"> 6.No toilet-ceramic /terrazzo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
31	FOURTH FLOOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

FIFTH FLOOR

1	501	Drug information unit	2.Ceramic tiled floor offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
2	502/503/504	C P Tech	3.No carpeted offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
3	505	DCP TECH	1.NO Carpeted floor office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
4	506	Div of Non communicable diseases	1.NO Carpeted floor office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
5	507	Occupation therapist	1.NO Carpeted floor office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
6	508	COHO	1.No PVC tiled floor office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		

7	509/510	Head Div of Non Com	2.No carpeted floor offices	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
8	511	Div of Non Com	1.No carpeted floor	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
9	512	Regulation & Standards	1.No PVC tiled floor offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
10	513	Procurement/SCM	2.No Ceramic tiles	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
11	514	SAD/ SCM	3.No carpeted floor offices	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
12	514A	Planning registry	1.No PVC tiled office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
13	515/516/517/518	Principle Auditor Exchequer	3.No PVC tiled floor	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
14	519	D/CHAO	1.No ceramic tiled floor	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
15	520/521/522	CHAO	3.No carpeted offices	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
16	523/524	Director of Administration	2.No ceramic tiled floor offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
17	525	D/Pharmacist	1.No ceramic floor tiled office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
18	Waiting room.	C/Pharmacist	1.No carpeted floor office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. 		

				<ul style="list-style-type: none"> Remove stains when necessary. Equipment dusting/window 		
19	FIFTH FLOOR	WASHROOM	<ul style="list-style-type: none"> 6.No toilet-ceramic /terrazzo floor compartment s. 1.No ceramic urinal trough 6 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
20	FIFTH FLOOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

SIXTH FLOOR

1	628/601	PS	<p>2.no carpeted floor</p> <p>1.No granite floor offices</p>	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
2	602/603/604	Minister	3.No carpeted floor offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. 		
3	605	PA-Minister	1.No carpeted floor offices	<ul style="list-style-type: none"> Remove stains when necessary Equipment dusting/window Vacuum ,sweep every morning. Shampooing once a month and when necessary. 		
4	606/607	Exec boardroom	1.No carpeted floor offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		

5	608/609/610	Ass Minister office-	3 No Carpeted floor office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
6	611/612/613	Hon Minister-MoHS	2.No carpeted floor office. 1.No granite floor offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
7	614	PA Minister	1.NO Carpeted floor office	<ul style="list-style-type: none"> • Vacuum , sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
8	615/616	Asst Minister	1.No ceramic floor offices 1.No Carpeted floor offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
9	617	International relations	1.NO Carpeted floor office	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
10	618/619	DDMS	2..NO Carpeted floor office	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
11	620/621	DMS	2..NO Carpeted floor office	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
12	622/623/624	PS	3.No Carpeted offices	<ul style="list-style-type: none"> • Vacuum, sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		

13	MMU	MMU	1.No ceramic floor tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
14	Waiting room	MIN/PS OFFICE	1.No ceramic floor	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
15	SIXTH FLOOR	WASHROOM	<ul style="list-style-type: none"> 7.No toilet-ceramic /terrazzo floor compartment s. 2.No ceramic urinal trough 7 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
16	SIXTH FLOOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

SEVENTH FLOOR

1	701/702	CFO	2.No.Granito floor tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
2	703/704	Div Dental	2.No carpeted floor offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
3	705/706	Dir Public Health	2.No carpeted floor offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		

4	707/708	DS	2.No carpeted offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
5	709	DSA-MPHS	1.No carpeted office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
6	710	SAS	1.No carpeted floor offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. 		
7	711	SAS	1.No carpeted floor offices	<ul style="list-style-type: none"> • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window • Vacuum ,sweep every morning. 		
8	712	Secret registry	1.No carpeted floor offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
9	713	Library	1.No carpeted floor offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
10	714/715	PRO	2.No ceramic tiled office	<ul style="list-style-type: none"> • Daily sweeping and moping • Equipment dusting/window 		
11	716	PRO	1.No ceramic tiled office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • 		
12	717/718/719	DSA	3.No ceramic tiled office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window • 		
13	720/721	Health		<ul style="list-style-type: none"> • Shampooing once a month and when necessary. 		

		planning	2. carpeted floor office	<ul style="list-style-type: none"> Remove stains when necessary. Equipment dusting/window Vacuum ,sweep every morning. 		
14	722/723	Dir Mental Health	2.No carpeted floor offices	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
16	726	Conference room	1.No carpeted floor room	<ul style="list-style-type: none"> Vacuum ,sweep every morning. Shampooing once a month and when necessary. Remove stains when necessary. Equipment dusting/window 		
17	Finace office	Finance office	1.No ceramic tiled office	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
19	SEVENTH FLOOR	WASHROOM	<ul style="list-style-type: none"> 6.No toilet-ceramic /terrazzo floor compartments. 1.No ceramic urinal trough 6 No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> Scrubbing daily with brush twice daily and when necessary. Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
20	SEVENTH FLOOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

ADB BLOCK

1	ADB BLOCK	ADB Project	10 carpeted offices	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
2	ADB BLOCK	WASHROOM	<ul style="list-style-type: none"> • 2.No toilet-ceramic terrazzo floor compartments. • 1.No ceramic urinal trough • 2.No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> • Daily machine scrub floors and mop hourly or if need arises before end of hour. • Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>		
3	ADB BLOCK	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> • Daily dusting and damp wiping • Daily polishing of tables and desks. • Dusting and damp wiping phone sets on daily basis. 		

GTZ BLOCK

1	GTZ	Bio-Med	2..NO Carpeted floor office	<ul style="list-style-type: none"> • Vacuum ,sweep every morning. • Shampooing once a month and when necessary. • Remove stains when necessary. • Equipment dusting/window 		
2		Bio –Med	7.NO wooden floor offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Waxing and polishing • Equipment dusting/window • Grit scrubbing once a month 		
2	GTZ BLOCK	WASHROOM	<ul style="list-style-type: none"> • 2.No toilet-ceramic terrazzo floor compartments. • 1.No ceramic urinal trough • 2.No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> • Daily machine scrub floors and mop hourly or if need arises before end of hour. • Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. 		

				Toiletries Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.		
3	GTZ BLOCK	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

PREFAB

1	3 offices	MOMS	3 Ceramic tiled offices	<ul style="list-style-type: none"> Daily sweeping and moping Equipment dusting/window 		
	All offices	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

HEALTH CARE SECTOR

1	Health Sector	Health sector planning	10.No Timber floor offices	<ul style="list-style-type: none"> Daily sweeping and moping Waxing and polishing Equipment dusting/window Grit scrubbing once a month 		
2	HSRS BLOCK	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		

HEALTH CARE FINACE

1	Health Finance	Health finance	11.No PVC office floors including reception ,kitchen & reception area	<ul style="list-style-type: none"> Daily sweeping and moping Waxing and polishing Equipment dusting/window Grit scrubbing once a month 		
2	Health finance	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> Daily dusting and damp wiping Daily polishing of tables and desks. Dusting and damp wiping phone sets on daily basis. 		
2	Health Finance Block	WASHRO OM	<ul style="list-style-type: none"> 2.No toilet-ceramic terrazzo floor compartments. 2.No Wash hand basins 	Floors <ul style="list-style-type: none"> Daily machine scrub floors and mop hourly or if need arises before end of hour. Polish & striping on daily basis Sinks ,toilet bowls, ceramic walls & Urinal		

				<p>Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>			
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TRANSPORT OFFICES

1	HEALTH SECTOR BLOCK	Transport section	5.No PVC tiled offices	<ul style="list-style-type: none"> • Daily sweeping and moping • Waxing and polishing • Equipment dusting/window • Grit scrubbing once a month 			
2	HEALTH SECTOR	All offices	Furniture-Desks, cabinets ,photocopiers computer sets and chairs	<ul style="list-style-type: none"> • Daily dusting and damp wiping • Daily polishing of tables and desks. • Dusting and damp wiping phone sets on daily basis. 			
3		Transport Kitchen	1.No terrazzo floor	<ul style="list-style-type: none"> • Daily sweeping and moping and scrubbing. • Waxing and polishing • Equipment dusting/window • Grit scrubbing once a month 			
4	HEALTH SECTOR BLOCK	WASHROOM	<ul style="list-style-type: none"> • 2.No toilet-ceramic terrazzo floor compartments. • 2.No Wash hand basins 	<p>Floors</p> <ul style="list-style-type: none"> • Daily machine scrub floors and mop hourly or if need arises before end of hour. • Polish & striping on daily basis <p>Sinks ,toilet bowls, ceramic walls & Urinal Troughs</p> <ul style="list-style-type: none"> • Scrubbing daily with brush twice daily and when necessary. • Disinfecting twice daily including all hand touch facilities. <p>Toiletries</p> <p>Daily supply of air sanitizers, hand washing soap and urinal naphthalene colored balls.</p>			

GENERAL /COMMON AREAS

1	Windows and partitions and balconies		All balconies, windows and partitions on Upper	Dustin and Damp wiping on daily basis. polishing		
2	Stair ways/corridors		ground, 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , & 7 th floor 2 No. staircases from 8 th floor to lower ground floor. One way is ceramic and other terrazzo, 9 ceramic tiled corridors	<ul style="list-style-type: none"> Daily sweeping and scrubbing with suitable brushes three times daily Polishing once daily Stripping & waxing once weekly 		
3	Lifts		3 No. Lifts rubber floors	<ul style="list-style-type: none"> Damp mopping and machine scrubbing twice daily Wiping of mirrors and ensuring they have no finger prints. 		
4	Lift lobbies and corridors		7 th floor to lower ground floor – Ceramic (except 6 th floor)	<ul style="list-style-type: none"> Daily sweeping of floors & machine scrubbing Polishing and stripping on a daily basis. 		
5	Parking areas	All	Areas made of tarmac	<ul style="list-style-type: none"> Sweeping approximately on daily basis Maintaining the parking area by collecting litter and dry leaves all the time 		
6	Parking area	All	Flag posts, electrical poles, petrol pump area	<ul style="list-style-type: none"> Cleaning on daily basis the flag pole area and the petro pump area Dusting of the electricity/flag posts twice monthly 		
7	Dustbins/Litter bins	All	In all offices and all kitchens	<ul style="list-style-type: none"> Emptying bins twice daily and disposing at agreed disposal site Cleaning and disinfecting the bins on daily basis 		
8	Drainage	All	Open storm water drains Afya house including the one along the main road	<ul style="list-style-type: none"> Maintaining cleanliness of the drains all the time Dis-ludging 3 No. Grease traps once per month. 		

LOT 2: SANITARY SERVICES

Sanitary bins: Placement and Emptying sanitary bins (pedal driven) twice a month in all ladies washrooms.

Item No:	Floor	No. of ladies toilets	Frequency of collection in a month	Unit Price	Total Cost
1.	7 th	3	Twice		
2.	6 th	5	"		
3.	5 th	3	"		
4.	4 th	3	"		
5.	3 rd	3	"		
6.	2 nd	3	"		
7.	1 st	3	"		
8.	UG	2	"		
9.	LG	3	"		
10.	Heath finance	1	"		
11.	Transport office	1	"		
12.	GTZ	1	"		
13.	ADB block	1	"		
	TOTAL	31			

LOT 3: Cleaning of curtains and nettings per floor on quarterly basis.

Item No:	Floor	Frequency of cleaning per year	Quantity	Unit of Issue	Unit price
1.	7 th	4	As and when required	Kgs	
2.	6 th	4	"	"	
3.	5 th	4	"	"	

4.	4 th	4	“	“	
5.	3 rd	4	“	“	
6.	2 nd	4	“	“	
7.	1 st	4	“	“	
8.	UG	4	“	“	
9.	LG	4	“	“	
10.	Health Finance	4	“	“	
11.	Transport, GTZ and ADB block	4	“	“	
	TOTAL				

SECTION IX- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment

FORM OF TENDER

Date _____

Tender No. _____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... of which is hereby duly acknowledged, we, the undersigned, offer to provide.

..... in conformity with the said tender documents for the sum of or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the Services schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Ministry of Health).

4. We agree to abide by this Tender for a period of [120] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20

[signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of.....

PRICE SCHEDULE OF SERVICES

Name of Tenderer _____ Tender Number _____. Page ____ of _____.

1	2	3	4	5	6	7
Item Description	Unit	Quantity & quality	Duration	Unit Price	Total Price EXW per item (cols. 4x5)	Unit Price of other incidental services payable
LOT 1 Cleaning services a) b) c)						
LOT 2 Sanitary						
LOT 3 Curtains cleaning	Per kg					
TOTAL						

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

CONTRACT FORM

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

WHEREAS the procuring entity invited tenders for certain materials and spares.

Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Tender Form and the Price Schedule submitted by the tenderer;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring entity’s Notification of Award.

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 **General**

Business Name.....

Location of Business Premises

Plot No,Street/Road.....

Postal addressTel No.Fax Email

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.....

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**

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name Nationality Citizenship details Shares

1.

2.

3.

4.

Date.....Signature of Candidate.....

TENDER SECURITY FORM

Whereas[name of the tenderer]
(hereinafter called “the tenderer”)has submitted its tender dated.....[date of
submission of tender] for the provision of
[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself,
its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank
this_____ day of 20_____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers; we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:

[name of the 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 services](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 figures],

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 your 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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of

[amount of guarantee in figures and words].

We, the

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding

[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

_____ *[name of bank or financial institution]*

_____ *[address]*

_____ *[date]*

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary