



**TENDER DOCUMENT  
FOR**

**TENDER NO.**

**KRA/HQS/NCB-010/2019-2020**

**PROVISION OF CLEANING AND GARBAGE  
COLLECTION FOR KRA OFFICES AND RESIDENTIAL  
HOUSES COUNTRYWIDE**

**RESERVED FOR AGPO**

**TIMES TOWER BUILDING  
P.O. BOX 48240 – 00100  
TEL: +254 02 310900  
FAX: +254 02 215809  
NAIROBI, KENYA.**

**PREBID DATE: 24<sup>TH</sup> SEPTEMBER 2019**

**CLOSING /OPENING DATE: 8<sup>TH</sup> OCTOBER 2019**

**SEPTEMBER, 2019**

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## KENYA REVENUE AUTHORITY

### Tender Notice

1. The Kenya Revenue Authority invites sealed bids from eligible candidates for the following tenders:

NO.	DESCRIPTION	ELIGIBILITY	PRE BID DATE AND TIME	CLOSING DATE AND TIME
1	<b>KRA/HQS/NCB-010/2019-2020: PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE</b>	AGPO	<b>24<sup>TH</sup> SEPTEMBER, 2019 10.00 AM</b>	<b>8<sup>TH</sup> OCTOBER, 2019 11.00 AM</b>

2. Interested eligible candidates may obtain further information and inspect the tender documents with detailed requirements at the office of the:

**Deputy Commissioner-Supply Chain Management**  
**Times Tower Building, 25<sup>th</sup> Floor,**  
**P.O Box 48240– 00100 GPO,**  
**Tel. +254 020 310900**  
**Nairobi, Kenya.**  
**website: [www.kra.go.ke](http://www.kra.go.ke)**  
**Email :[eprocurement@kra.go.ke](mailto:eprocurement@kra.go.ke)**

3. A complete set of bidding documents in English may be obtained from KRA E-Procurement portal available on the KRA website [www.kra.go.ke](http://www.kra.go.ke). Prospective bidders should register for E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the Tender Tab.
4. Existing Suppliers with V-numbers and SRM passwords will automatically obtain the tender document in their SRM supplier portal. Existing Suppliers List is available on Kra Website under Tenders.
5. Qualification requirements; Refer to Section v of the bidding document.
6. Completed Bids are to be saved as PDF documents marked “**KRA/HQS/NCB-010/2019-2020: Provision of Cleaning and Garbage Collection for KRA Offices and Residential Houses Countrywide**” and submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **8<sup>th</sup> October 2019 at 11.00 a.m.** **Note: Submission should strictly be done to KRA E-Procurement Portal.**
7. Bids will be opened electronically promptly after closing time and Bidders or their representatives are welcome to witness the opening at **Times Tower Building.**

Any canvassing or giving of false information will lead to automatic disqualification.

## 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 Kenya Revenue Authority'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 Kenya Revenue Authority (KRA) 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 KRA, 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 tender document shall be downloaded free of charge from the KRA website: [www.kra.go.ke](http://www.kra.go.ke)

### **2.3 Contents of Tender Document**

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these Instructions to Tenderers
- (i) Instructions to Tenderers
  - (ii) General Conditions of Contract
  - (iii) Special Conditions of Contract
  - (iv) Schedule of Requirements
  - (v) Details of Service
  - (vi) Form of Tender
  - (vii) Price Schedules
  - (viii) Contract Form
  - (ix) Confidential Business Questionnaire Form
  - (x) Tender Security Form
  - (xi) Performance Security Form
  - (xii) Declaration Form.
- 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 tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or electronic mail [eprocurement@kra.go.ke](mailto:eprocurement@kra.go.ke).  
The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of KRA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have registered for the tender in the KRA supplier portal
- 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 KRA, 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 amendments.
- 2.5.2 Any addendum issued shall be part of the tender document and shall be communicated on the KRA website and via electronic mail to all registered bidders.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the KRA, 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 KRA, 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 of Tender**

- 2.7.1 The tender prepared by the tenderers 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 be fixed during the Tenderer's performance of the contract and not subject to variation on any account. 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 15% of the original contract price.

## **2.10 Tender Currencies**

- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.11 Tenderers Eligibility and Qualifications**

- 2.11.1 Pursuant to paragraph 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 KRA'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.
- 2.12.3 The tender security is required to protect the KRA against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7.
- 2.12.4 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 Deposit
  - c) Such Insurance Guarantee Approved by the Authority.
  - d) Letter of Credit.

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the KRA as non responsive, pursuant to paragraph 2.20.
- 2.12.6 Unsuccessful tenderer's 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 KRA.
- 2.12.7 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.
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the KRA 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 **335 days** or as specified in the invitation to tender after date of tender opening prescribed by the KRA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the KRA as nonresponsive.
- 2.13.2 In exceptional circumstances, the KRA may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

- 2.14.1 Bidders to note that the **COMBINED TECHNICAL AND FINANCIAL** proposal shall be submitted through the KRA supplier portal. **The bidder shall submit Combined technical and financial proposals electronically via the supplier portal in the Notes and attachment Section of the RFX (Tender).**
- 2.14.2 Submission shall be strictly via the supplier portal. Hardcopies shall not be accepted whatsoever.
- 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 Deadline for Submission of Tenders**



2.15.1 Tenders must be received by KRA electronically not later than **8th October, 2019 at 11.00am.**

2.15.2 KRA may, at its discretion, extend this deadline for the submission of Tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of KRA and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **2.17 Modification and Withdrawal of Tenders**

2.17.1 The tenderer may modify the tender after submission and resubmit to the respective folders. All prior submissions cannot be deleted or overwritten. Tenderer to note that the latest submission shall be considered as the final version and all prior submissions shall be disregarded.

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 KRA 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 KRA 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 KRA will open all tenders electronically in the presence of tenderers' representatives who choose to attend, on **8th October 2019 at 11.00 am**

The tenderers' representatives 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 KRA, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The KRA will prepare minutes of the tender opening.

## **2.19 Clarification of Tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the KRA 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 KRA in the KRA'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 KRA 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 KRA 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 KRA 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 KRA'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 KRA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

## **2.21 Conversion to a Single Currency**

- 2.21.1 Where other currencies are used, KRA 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 KRA 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 KRA'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 KRA 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 KRA'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 KRA 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 KRA**

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

2.23.1 Any effort by a tenderer to influence the KRA 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 KRA 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 KRA 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 KRA will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

**(b) Award Criteria**

2.24.4 Subject to paragraph 2.29 the KRA 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.

2.24.5 The KRA 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 KRA's action. If the KRA determines that none of the tenderers is responsive; the KRA shall notify each tenderer who submitted a tender.

2.24.6 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 KRA 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 KRA 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 KRA 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 KRA notifies the successful tenderer that its tender has been accepted, the KRA 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 KRA.

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 KRA, 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 KRA.

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 KRA may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The KRA 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 KRA 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 Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	The tender is open to professional Suppliers of Cleaning Services who have appropriate and valid accreditations.
2.1.4	Dully filled Business Questionnaire also provides for the declaration on anti-corruption.
2.3.2	The bid document shall be downloaded free of charge from the KRA website.
2.10.4	Tender Validity Period of <b>335 days</b> from the closing date.
2.13.3	The clause-by-clause commentary of the technical specifications is given on table on page
2.14.1	<p>A tender security in the any of the following forms:</p> <ul style="list-style-type: none"> <li>A bank Guarantee.</li> <li>Insurance Guarantee Approved by the Authority.</li> <li>Letter of Credit</li> <li>Cash Deposit</li> </ul> <p>However for reserved groups the bidders are required to fill the Tender Securing Declaration Form which is attached.</p>
2.16.2	The bidder must provide an appropriate written power of attorney establishing the authorization of the signatory to the tender documents to bind the bidder.
2.17	This tender is based on the <b>one bid system</b> . Submission of the tender is via the KRA supplier portal. The bidder shall submit Combined technical and financial proposals electronically via the supplier portal in the <b>Notes and attachment</b> Section of the RFX (Tender).
2.18.1	<p>Time, date, and place for bid opening are: 11.00 hours, local time, on <b>TUESDAY, 8<sup>th</sup> October, 2019</b></p> <p>Place: <b>Convention Centre on the 5<sup>th</sup> Floor of Times Tower Building.</b></p> <p>Street: <b>Haile Selassie Avenue</b></p> <p>City: <b>Nairobi</b></p> <p>Country: <b>Kenya.</b></p>

2.20	<p>Opening of Technical Proposals will be done in public at the time of closing the tender.</p> <p>Opening of Financial Proposals of the bids that meet the minimum technical specifications will be done upon completion of the technical evaluation.</p>
2.22	<p>Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p>Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p>
2.24	<p>The bid evaluation <b>will</b> take into account technical factors in addition to cost factors. <b>Bidders must conform to the specific Technical Requirements in Section IV.</b></p>
2.25	<p>Preference KRA will NOT grant a margin of preference to goods manufactured in Kenya for the purpose of bid comparison in accordance with the current laws.</p>
2.27.4	<p>The evaluation of the responsive bids will take into account technical factors, in addition to cost factors.</p> <p><b>The evaluation will be based on each of the seven (7) Lots. Bidders must quote for all the stations in a Lot. Failure to quote for a station in a lot will be considered non-responsive.</b></p>
2.30	<p>The performance security required will be 10% of the Contract Value.</p>

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:-

- (a) "The Contract" means the agreement entered into between the KRA 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 KRA under the Contract.
- (d) "The KRA" means Kenya Revenue Authority (KRA), the organization purchasing the Goods 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**

3.2.1 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 standards mentioned in the Schedule of requirements on pages

### **3.4 Use of Contract Documents and Information**

3.5.1 The tenderer shall not, without the KRA's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the KRA in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the KRA's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the KRA and shall be returned (all copies) to the KRA on completion of the Tenderer's performance under the Contract if so required by the KRA.

### **3.5 Patent Rights**

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

### **3.6 Performance Security**

- 3.6.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the KRA the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.6.2 The proceeds of the performance security shall be payable to the KRA as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the KRA 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
- 3.6.4 The performance security will be discharged by the KRA 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.

### **3.7 Inspection and Tests**

- 3.7.1 The KRA or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The KRA shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the KRA.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the KRA 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 KRA.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.8 Payment**

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

### **3.9 Prices**

- 3.9.1 Prices charged by the tendered for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tendered in its tender.
- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

- 3.9.3 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.
- 3.9.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request
- 3.10 Assignment**
- 3.10.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the KRA's prior written consent.
- 3.11 Termination for Default**
- 3.11.1 The KRA 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 KRA.
- (b) if the tenderer fails to perform any other obligation(s) under the Contract.
- (c) if the tenderer, in the judgment of the KRA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 3.11.2 In the event the KRA 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 KRA for any excess costs for such similar services.
- 3.12 Termination for Insolvency**
- The KRA 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 KRA.
- 3.13 Termination for convenience**
- 3.13.1 The KRA 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 KRA convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the KRA may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.
- 3.14 Resolution of Disputes**
- 3.14.1 The KRA'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.
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

**3.15 Governing Language**

3.15.1 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.

**3.16 Force Majeure**

3.16.1 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.

**3.17 Applicable Law**

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

**3.18 Notices**

3.18.1 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.

**3.19 Indemnity**

The Procuring Entity agrees to indemnify and hold harmless Contractor and its affiliates and each of their respective directors, officers, agents, employees and sub-contractors (each an "indemnatee"), and defend them from and against any and all claims ( whether during or after the term) that may arise or result from the performance of obligations under the contract by or on behalf of Contractor, except to the extent any such claims result from a breach of this contract directly attributable to the gross negligence or wilful misconduct of such indemnatee

## SECTION IV- SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
4. 2. Special conditions of contract as relates to the GCC.

### REFERENCE SPECIAL CONDITIONS OF CONTRACT OF GCC

- 3.7.1 The performance bond must be issued in the form of a bank or Insurance Company guarantee. The guarantee must be valid in Kenya and be at least 10% of the contract value.
- 3.8 **Delivery**  
The delivery shall be to the respective station within the period indicated by the successful bidder(s) from the date of receiving the Local Service Order (LSO).
- 3.9 **Insurance**  
The contractor shall be required to maintain valid insurance covers e.g. Workman's compensation, Fidelity, Public Liability and all Risk covers against any loss or damage incidental to the contract.
- 3.10 **Payment Terms**  
The Kenya Revenue Authority (KRA) payment terms are that payment shall be made within thirty (30) days from the date of delivery and signing of receipt.
- 3.11 **Prices**  
Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.12 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 3.13.1 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.
- 3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.
- 3.14 **Assignment**  
3.14.1 The tendered shall not assign, in whole or in part, its obligations to perform under this Contract, except with KRA's prior written consent.
- 3.15 **Subcontracts**  
3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in

the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract.

**3.16 Termination for Default**

3.16.1 KRA 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 deliver any or all of the goods within the periods) specified in the Contract, or within any extension thereof granted by the KRA;
- (b) if the tenderer fails to perform any other obligation(s) under the Contract;
- (c) if the tenderer, in the judgment of the KRA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

**3.17 Liquidated Damages**

If the delivery date is extended (except by mutual consent) a penalty amounting to 0.5% of the total cost will be charged per day up to a maximum of twenty (20) days. No deliveries shall be accepted after the twentieth working day in which case the LPO will automatically lapse and be deemed to have been cancelled at the close of business on the twentieth day. The Authority shall then be at liberty to realize the performance bond. In this clause, “days” means working days.

**3.18.1 Resolutions of Disputes**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably Shall be referred by either party to arbitration in accordance with the Laws of Kenya then obtaining. Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**3.19 Language**

The language of all correspondence and documents related to the bid is: **English**. Unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above language.

## SECTION V -SCHEDULE OF REQUIREMENTS

### 5.1 Particulars

Kenya Revenue Authority (KRA) duty stations and locations are spread all over the country and are organized in 5 main administrative regions; Western, Rift Valley, Central, Northern and Southern , however the basis of tender award will be Lots as detailed below:

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Time</b> <b>Start</b> _____ <b>End</b> _____
1	Provision of Cleaning and Garbage Collection Services	As detailed below	24 months from date of award, renewable annually only upon satisfactory performance.

### 5.2 Particulars

This tender covers the Provision of Cleaning and Garbage Collection services

The Cleaning Services Tender covers two (2) years from the date of contract signing. The Contract entails provision of the following:

- Office Cleaning and waste removal
- Provision of Sanitary Services
- Draper/upholstery and carpet cleaning/shampooing
- External and Internal Window dry and wet cleaning
- Garbage collection and disposal

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

### 5.3 Tender Responsiveness Criteria

The submission of the following items will be required in the determination of the Completeness of the Bid. Bids that do not contain all the information required will be declared non-responsive and shall not be evaluated further.

<b>S/N</b>	<b>ITEM DESCRIPTION</b>	<b>Mandatory</b>
1.	Copy of valid Tax Compliance Certificate.	
2.	Certificate of Registration or Incorporation.	
3.	Power of Attorney (Sole Proprietors Exempted).	
4.	Dully Filled Tender Securing Declaration Form	
5.	Dully filled, signed and stamped Confidential Business Questionnaire.	
6.	Attach relevant certificate from the National Treasury for enterprises registered under the Preferences & Reservations Regulations, 2013 <b>(WOMEN, YOUTH and PLWD)</b>	
7.	Copy of certificate of compliance to minimum wages as per the labour laws.	
8.	Letter from the bank indicating that the firm is currently operating an account and not older than six (6) months.	
9.	Evidence of relevant, current and valid insurance covers e.g. Workman's Compensation, Fidelity, Public Liability and All Risks Covers.	
10.	NEMA License	



#### 5.4 VENDOR EVALUATION CRITERIA

<b>Criteria</b>	<b>Maximum Score</b>	<b>Cut-Off Score</b>
<b>Experience</b> Experience in works of a similar nature for 3 years and over. 0-1yr-2mks 1-2yrs-3mks 2-3yrs-4mks 3yrs and over-5mks	5	
<b>Managerial and Key Personnel Competency Profiles</b> Key Staff Competency Profiles (Attach 2 CVs and Certificates of <b>key managerial staff</b> . Diploma .....2.5 marks for each Certificate .....2 marks for each None .....0 (2.5 marks for each staff key staff)	5	
Reference from at least one (1) client indicating nature of services, contract value, name and contact person. (5 marks for each client with full details given)	4	
A detailed description of approach, methodology and work plan for the performance of carrying out the services. Approach -2 marks Methodology- 2 marks Work plan- 2 marks.	6	
<b>Totals</b>	<b>20</b>	

Bidders must score 10 out of 20 marks on vendor evaluation to enable them proceed for clause by clause technical evaluation.

#### 5.6 Overall Tender Evaluation Criteria

The tender evaluation criteria is weighted as follows; -

<b>Criteria</b>	<b>Maximum Score</b>	<b>Cut Off Scores</b>
<b>Tender Responsiveness</b>	Mandatory	Requirement
<b>Vendor Evaluation</b>	20	10
<b>Technical Specifications</b>	Bidders Declaration Form to be acknowledged per each Lot on the special requirement for Cleaning & Garbage Collections on Offices, Common Areas & Residential Estates	
<b>Financial &amp; Delivery Schedules</b>	Awards to the Lowest Evaluated Bidder.	

**SECTION VI - DESCRIPTION OF SERVICES**

***Instructions to Bidders***

- *Bidders are required to fill the table below or use its format to respond.*
- Bidders are required to give substantive response or can use “Understood and will Comply” to respond to the technical requirements.
- *Bidders who fail to respond as directed to the schedule of requirements will not be considered for technical evaluation.*

**SCHEDULES BELOW SHOW THE MINIMUM SPECIFICATIONS FOR PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES**

***You are required to provide a clause-by-clause response to the specifications in the given format.***

- Bidders must bid for all stations in any particular lot.
- Bidders MUST provide a work-plan, indicating their proposed number of staff to be deployed per property. However, the minimum number of staff that must be engaged, excluding supervisory staff, is provided in the table below.
- Specification of the tissue is as follows:
  - White in colour, made from 100% virgin pulp, or blended paper.
- All supplies, cleaning chemicals or consumables used during the duration of the contract MUST be approved by the Kenya Bureau of Standards.
- All contractors must abide by all Kenya Labour Laws, and in particular, comply with all legal regulations relating to payment of wages to their employees (Regulation of Wages (General) (Amendment) Order, 2013 or subsequent amendments to it).
- The winning bidder shall be requested to provide certificates of good conduct from the relevant agencies for employees engaged to carry out these services. This will be required upon award of the contract.
- The financial proposals shall be evaluated to confirm compliance with the (Regulation of Wages (General) (Amendment) Order, 2013 or subsequent amendments to it). Bids that are not financially viable shall be disqualified.
- Award will be given per Lot.
- The Bidders are required to acknowledge, sign and stamp the declaration form on the services requirement.

## CLEANING AND GARBAGE COLLECTION SPECIFICATIONS

### LOT 1 –NAIROBI REGION

Name of Stations	Description
<b>Lot 1 (A)</b>	
1. TIMES TOWER	Offices
2. CITY SQUARE (PPO) & GPO OFFICES	Offices
3. I-TAX NAIROBI RAILWAYS CLUB	Offices
4. SAMEER PARK OFFICES	Offices
5. FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices
6. PEPE OFFICES ATHI RIVER	Offices
7. WILSON AIRPORT -CUSTOMS OFFICES	Offices
8. ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE	Offices
9. PODO PARK-KESRA	Offices/training Centre
10. USHURU PENSIONS TOWERS (CBC)	Offices
11. FORTIS BUILDING –WESTLANDS	Offices
12. NAMANGA OSBP	Offices
13. LOITOKITOK	Offices
<b>Lot 1 (B)</b>	
<b>Nairobi Estates</b>	Residential
1. LANGATA	
2. MAWENZI I	
3. MAWENZI II	
4. SOUTH C KONGONI	
5. SOUTH C NDEKWA	
6. EMBAKASI	
7. NAMANGA	
8. LOITOKITOK	
<b>Lot 1 (C) – Common Areas</b>	Offices
1. Ushuru Pension Towers (CBC-Upperhill)	
2. Ushuru Pension Plaza (Fortis Park, Westlands)	

<b>Lot 2- SOUTHERN REGION</b>	
<b>Mombasa Residential Estates</b>	
1. SOWETO	Residential
2. MIRITINI I	
3. MIRITINI II	
4. NYERERE	

5. BUXTON	
6. MIGADINI	
7. CHANGAMWE	
8. BAMBURI SENIOR	
9. BAMBURI NAKUMATT	
10. SHIMONI	
<b>Offices</b>	<b>Description</b>
1. FORODHA MOMBASA, PPO, RAILWAY	Offices
2. KESRA MOMBASA OFFICES & KESRA ,HOSTELS, DOG KENNELS, BAMBURI JUNIOR QUARTERS AND 30 ACRE COMPOUND	Offices/Res
3. KILINDINI <b>I.OFFICES</b> <b>II.WAREHOUSE I</b> <b>III.WAREHOUSE II</b> <b>IV.SCANNER MOMBASA</b> A) MARINE OFFICES/MAST B) FIXED SCANNER C)MOBILE SCANNER KAPENGURIA	Offices
4. MOI AIRPORT MOMBASA & MOI AIRPORT SCANNER MOBILE SCANNER AT MCT L1 JOMVU MOBILE SCANNER AT CONSOL BASE	
5. CUSTOMS OLD PORT MOMBASA	
6. MALINDI MAIN OFFICES AND MALINDI RESIDENTIAL QUARTERS	Offices/Res.
7. MALINDI AIRPORT	Offices
8. LUNGA LUNGA OSBP AND RESIDENTIAL	Offices/Res
9. TAVETA OSBP AND RESIDENTIAL	Offices/Res
10. SHIMONI AND RESIDENTIAL	Offices
11. VANGA	Offices
12. KIUNGA	Offices
13. LAMU	Offices
14. NGOMENI CONTAINER OFFICE	Offices
15. DIANI/UKUNDA	Offices
16. KILIFI	Offices
17. VOI	Offices

<b>LOT 3 - CENTRAL REGION</b>	<b>Description</b>
1.NYERI	Offices
2.THIKA	Offices
3.KERUGOYA	Offices
4.NANYUKI	Offices
5.MURANG'A	Offices
<b>LOT 4- NORTH RIFT REGION</b>	
1.ELDORET KIPTAGICH HOUSE, AIRPORT & SCANNER	Offices
2.ELDORET KPC OFFICE	Offices
3.LODWAR MAIN OFFICES	Offices
4.LODWAR AIRPORT OFFICES	Offices

5.KITALE	Offices
6.SUAM	Offices
7.NADAPAL BORDER POINT	Offices
8.LOKICHOGGIO & LOKICHOGGIO AIRPORT-OFFICES & RESIDENTIAL	Offices & Residential
<b>LOT 5 - SOUTH RIFT REGION</b>	
1.NAKURU	Offices
2.NAKURU –K.P.C OFFICE	Offices
3.NAROK	Offices
4.KERICHO- SINENDET HOUSE & DC'S OFFICES	Offices
5.NYAHURURU	Offices
6.MARALAL	Offices
7.NAIVASHA	Offices
8. KRA POSTA NAKURU	Offices
<b>LOT 6 - NORTHERN REGION</b>	
1.EMBU	Offices
2.MERU	Offices
3.MACHAKOS	Offices
4.KITUI	Offices
5.KAJIADO	Offices
6.ISIOLO	Offices
7.WAJIR AIRPORT	Offices
8.DIFFU – WAJIR	Offices
9.MOYALE	Offices & Residential
10.MANDERA	Offices & Residential
11.GARISSA	Offices
12.LIBOI	Offices & Residential
13.ELWAK	Offices

<b>LOT 7-WESTERN REGION</b>	Description
1. FORODHA KISUMU, ICD, PIER, AIRPORT	Offices
2. KISUMU SWAN CENTER	Offices
3. ISEBANIA OSBP OFFICES & RESIDENTIAL	Offices & residential
4. MALABA OSBP OFFICES	Offices
5. BUSIA OSBP	Offices
6.KAKAMEGA	Offices
7.BUNGOMA	Offices
8.PIPELINE OFFICE KISUMU	Offices
9.POSTA KISUMU OFFICE	Offices
10.NYAMTIRO	Offices
11.KOPANGA	Offices
12.USENGE	Offices
13.KISII	Offices
14.MUHURU BAY	Offices
15.MBITA	Offices
16.KISUMU MILIMANI ESTATE	Residential
17.SIO PORT	Offices
18.LWAKHAKHA	Offices

## **CLEANING AND GABBAGE COLLECTION SPECIFICATIONS FOR THE LOTS**

**SCHEDULES BELOW SHOW THE MINIMUM SPECIFICATIONS FOR PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES.**

***You are required to provide a clause-by-clause response to the specifications in the given format.***

1. Bidders must bid for all stations in any particular **LOT**.
2. Bidders **MUST** provide a work-plan, indicating their proposed number of staff to be deployed per property. However, the minimum number of staff that must be engaged, excluding supervisory staff, is provided in the table below.
3. Specification of the tissue is as follows:
  - a. White in colour, made from 100% virgin pulp, or blended paper.
4. All supplies, cleaning chemicals or consumables used during the duration of the contract **MUST** be approved by the Kenya Bureau of Standards.
5. All contractors **MUST** abide by all Kenya Labour Laws, and in particular, comply with all legal regulations relating to payment of wages to their employees (Regulation of Wages (General) (Amendment) Order, 2013 or subsequent amendments to it).
6. The winning bidder shall be requested to provide certificates of good conduct from the relevant agencies for employees engaged to carry out these services. This will be required upon award of the contract.
7. The financial proposals shall be evaluated to confirm compliance with the (Regulation of Wages (General) (Amendment) Order, 2013 or subsequent amendments to it). Bids that are not financially viable shall be disqualified.
8. Award will be given per **Lot**.
9. The Bidders are required to acknowledge, sign and stamp the declaration form on the services requirement.

### **LIST OF STATIONS TO BE CLEANED AND MINIMUM NO OF STAFF TO BE DEPLOYED:**

#### **Lot -1**

<b>Name of Stations</b>	<b>Description</b>	<b>Min. No. Of staff to be provided</b>	<b>Bidder' Response/provision</b>
<b>Lot 1 (A)</b>			
1. TIMES TOWER	Offices	90	
2. CITY SQUARE (PPO) & GPO OFFICES	Offices	2	
3. I-TAX NAIROBI RAILWAYS CLUB	Offices	2	
4. SAMEER PARK OFFICES	Offices	10	
5. FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices	9	
6. PEPE OFFICES ATHI RIVER	Offices	2	
7. WILSON AIRPORT -	Offices	7	
8. ICD EMBAKASI i. OFFICES	Offices	15	

ii. SCANNER iii. WAREHOUSE			
9.PODO PARK-KESRA	Offices/training Centre	8	
10.USHURU PENSIONS TOWERS (CBC)	Offices	20	
11.FORTIS BUILDING – WESTLANDS	Offices	18	
12. NAMANGA OSBP	Offices	12	
13.LOITOKITOK	Offices	2	
<b>Lot 1 (B)</b>			
<b>Nairobi Estates</b>	Residential	8	
1. LANGATA		2	
2. MAWENZI I		2	
3. MAWENZI II		1	
4. SOUTH C KONGONI		1	
5. SOUTH C NDEKWA		1	
6. EMBAKASI		1	
7. NAMANGA		20	
8. LOITOKITOK		6	
<b>Lot 1 (C) – Common Areas</b>			
1. Ushuru Pension Towers (CBC-Upperhill)	Offices	10	
2. Ushuru Pension Plaza (Fortis Park)		10	

**LIST OF STATIONS TO BE CLEANED AND MINIMUM NO OF STAFF TO BE DEPLOYED FOR THE FOLLOWING LOTS.**

**LOT 2 –SOUTHERN REGION**

No.	Stations	Description	Min. No. Of Staff To Be Provided	Bidder's Response/ Provision
	<b>Lot 2</b>			
	<b>Mombasa Estates</b>			
1.	SOWETO	Residential	5	
2.	MIRITINI I		3	
3.	MIRITINI II		3	
4.	NYERERE		3	
5.	BUXTON		3	
6.	MIGADINI		2	
7.	CHANGAMWE		2	
8.	BAMBURI SENIOR		3	
9.	BAMBURI NAKUMATT		2	
10.	SHIMONI		3	
	<b>Offices</b>			
1.	FORODHA MOMBASA, PPO, RAILWAY	Offices	14	



2.	KESRA MOMBASA INSTITUTE & HOSTELS, DOG KENNELS AND 30 ACRE COMPOUND	Offices/ Residential	18	
3.	KILINDINI I. OFFICES II. WAREHOUSE I III. SCANNER MOMBASA a. <b>MARINE OFFICES/MAST</b> b. <b>FIXED SCANNER</b> c. <b>MOBILE SCANNER KAPENGURIA</b>	Offices	17	
4	I AIRPORT MOMBASA & MOI AIRPORT SCANNER MOBILE SCANNER AT MCT L1 JOMVU MOBILE SCANNER AT CONSOL BASE		3 1 1	
5.	CUSTOMS OLD PORT MOMBASA		2	
6.	MALINDI MAIN OFFICES AND WAREHOUSE	Offices/Res.	4	
7.	MALINDI AIRPORT	Offices	1	
8.	LUNGA LUNGA OSBP & RESIDENTIAL	Offices & residential	15	
9.	TAVETA OSBP & RESIDENTIAL	Offices & residential	15	
10.	SHIMONI & RESIDENTIAL	Offices & Residential	6	
11.	VANGA	Offices	1	
12.	KIUNGA	Offices	2	
13.	LAMU	Offices	4	
14.	NGOMENI	Container office	1	
15.	DIANI /UKUNDA	Office	2	
16.	KILIFI	Offices	1	
17.	VOI	Offices	2	

### LOT 3 - CENTRAL REGION

STATIONS	Description	Min. No. Of Staff To Be Provided	Bidder's Response/ Provision
1.NYERI	Offices	7	
2.THIKA	Offices	7	
3.KERUGOYA	Offices	1	
4.NANYUKI	Offices	5	
5.MURANG'A	Offices	2	

**LOT 4- NORTH RIFT REGION**

<b>Stations</b>	<b>Description</b>	<b>Min. No. Of Staff To Be Provided</b>	<b>Bidder's Response/ Provision</b>
1.ELDORET OFFICE( KIPTAGICH HOUSE,AIRPORT AND SCANNER)	Offices	12	
2.ELDORET KPC OFFICE	Offices	1	
3.LODWAR	Offices	2	
4. LODWAR AIRPORT OFFICES	Offices	1	
5.KITALE	Offices	3	
6.SUAM	Offices	1	
7.NADAPAL BORDER POINT	Offices	1	
8.LOKICHOGGIO & LOKICHOGGIO AIRPORT- OFFICES & RESIDENTIAL	Offices & Residential	4	

**LOT 5 - SOUTH RIFT REGION**

<b>Station</b>	<b>Description</b>	<b>Min. No. Of Staff To Be Provided</b>	<b>Bidder's Response/ Provision</b>
1.NAKURU	Offices	10	
2.NAKURU –K.P.C OFFICE	Offices	1	
3.NAROK	Offices	2	
4.KERICHO- SINENDET HOUSE ,IMARISHA PLAZA& DC'S OFFICES	Offices	4	
5.NYAHURURU	Offices	2	
6.MARALAL	Offices	2	
7.NAIVASHA	Offices	2	
8. KRA NAKURU POSTA	Offices	1	

**LOT 6 - NORTHERN REGION**

<b>Station</b>	<b>Description</b>	<b>Min. No. Of Staff To Be Provided</b>	<b>Bidder's Response/ Provision</b>
1.EMBU	Offices	6	
2.MERU	Offices	5	
3.MACHAKOS	Offices	4	
4.KITUI	Offices	2	
5.KAJIADO	Offices	1	
6.ISIOLO	Offices	5	
7.WAJIR AIRPORT AND OFFICE	Offices	2	
8.DIFFU- WAJIR	Offices	1	
9.MOYALE	Offices & Residential	20	
10.MANDERA	Offices & Residential	6	
11.GARISSA	Offices	2	

12.LIBOI	Offices & Residential	1	
13.ELWAK	Offices	1	

**LOT 7 – WESTERN REGION**

<b>LOT 7 – WESTERN REGION</b>	<b>Description</b>	<b>Min. No. Of Staff To Be Provided</b>	<b>Bidder's Response/ Provision</b>
1.FORODHA KISUMU, ICD, PIER, AIRPORT	Offices	9	
2.KISUMU SWAN CENTER	Offices	7	
3.ISEBANIA OSBP OFFICES & RESIDENTIAL	Offices & residential	29	
4.MALABA OSBP OFFICES	Offices	34	
5.BUSIA OSBP	Offices	34	
6.KAKAMEGA	Offices	4	
7.BUNGOMA	Offices	5	

8.PIPELINE OFFICE KISUMU	Offices	1	
9.POSTA KISUMU OFFICE	Offices	1	
10.NYAMTIRO	Offices	1	
11.KOPANGA	Offices	1	
12.USENGE	Offices	1	
13.KISII	Offices	5	
14.MUHURU BAY	Offices	1	
15.MBITA	Offices	2	
16.KISUMU MILIMANI ESTATE	Residential	1	
17.SIO PORT	Offices	1	
18.LWAKHAKHA	Offices	3	

**LOT 1 (A)****1. TIMES TOWERS****Schedule of Cleaning Activities**

	<b>Technical Specifications</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>KRA Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.	Once every day
2	Mopping of All PVC/Marble floors.	Once every day
3	Cleaning and washing of lift cars interior and exterior, and escalators in banking wing.	Once daily
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once daily
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	Once every day
6	Cleaning and washing of the main fire exit/stair cases.	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 240 grams.	Once every day
8	Removal of all wet and dry waste from Garbage room on ground floor.	Once every day
9	Cleaning and Washing of Service (3 <sup>rd</sup> ) floor.	Once every day
10	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Continuously
11a	Collection and disposal of all wet and dry garbage from offices to Ground floor garbage room through Refuse Chute	Daily
11b	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Times Tower Building (approx. 12m <sup>3</sup> per week)	Once every day
12	Provision of three (no) high quality small size (200 ply)toilet rolls in each VIP closet as per sample.	Twice daily
13	Cleaning of dry garbage conveyer	Once every day
14	Removal of all wet and dry waste from Service (3 <sup>rd</sup> ) floor	Three times daily
15	Cleaning and washing of all other fire exit/stair cases.	Once every week
16	Cleaning and Washing of Garbage room on ground floor.	Three times weekly
17	Washing of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.	Once every week
18	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	Twice per month
19	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	Replenish daily
20	Cleaning and Washing of roof and storm Drains, and Manholes and application of drain cleaner to eliminate foul smell.	Twice weekly.

21	Stripping and polishing all PVC/Marble floors	Once every 2 months
22	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	Once every 2 months
25	Shampooing of all upholstery (waiting rooms, visitors rooms Convention Centre Furniture on 5 <sup>th</sup> Floor, all Board rooms, and all Office chairs.	Once every 3 months
27	Maintenance and repair of dry garbage conveyor on 3 <sup>rd</sup> Floor.	Once every 3 months
28	Annual programmes for weekly, monthly, and quarterly activities.	Once every year
29	Laundering and mending of ceremonial flag and provision of nylon fastening cord	Once every year
30	Mounting and removing of ceremonial flag.	3 times every year
31	Painting of all iron mongery installed on the Perimeter wall, including access gates and security barriers.	Once a Year.
32	Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE EXCEPT VIP TOILETS and provision of two (2) high quality jumbo tissue paper per day as per sample	two roll daily
33	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly
34	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Daily
35	Cleaning of air-conditioner vents	Semi-annually
36	Cleaning of re-cessed light fittings	Semi annually
37	Provision of large litter bins in all lift lobbies of Times Tower and empty daily.	Empty litter bins daily
38	Provision of medium size waste paper baskets in all toilet lobbies (plastic as per sample).	Empty waste bins daily
39	Application of urinal balls to all urinals <b>(Minimum size 200 gms pack of 5 balls)</b>	Four balls per urinal per week

## 2. CITY SQUARE –PPO

### Schedule of Cleaning Activities

Technical Specification		
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
5	Removal of all wet and dry waste from offices to Garbage room.	Once every day
6	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building.	Once every day
7	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
8	Provision of two (2no) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
14	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
15	Cleaning and Washing of external walls and windows.	Once every three months
16	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice Daily
17	Annual timetable of weekly, monthly, and quarterly activities	Once every year

### 3. I-TAX NAIROBI RAILWAYS CLUB

#### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Mopping of All PVC/screed/terrazzo/ceramic/wooden floors.	Once every day
2	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
3	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Twice a day.
4	Applying urinal moth balls to all urinals	Four balls per urinal per week
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
8	Installation of jumbo tissue dispenser IN EACH TOILET CUBICLE and provision of one (1) jumbo tissue paper per day as per sample.	Once Daily
9	Cleaning of all (accessible) internal and external windows	Once per week
10	Dry vacuuming of all fabric seats and damp cleaning all chairs	Once per week
11	General cleaning of all areas	Once per week

#### 4. SAMEER PARK OFFICES

##### Schedule of Daily Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Mopping of All PVC/screed/terrazzo/ceramic floors.	Once every day
2	Cleaning and Washing of main fire exit/stair cases	Once every day
3	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
4	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Twice per month
5a	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
5b	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building (approx. 12m <sup>3</sup> per week)	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Twice a day.
8	Applying urinal moth balls to all urinals	Four balls per urinal per week
9	Provision of TWO (2 no) toilet paper rolls in each VIP closet as per sample.	Once every day
10	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
13	Installation of jumbo tissue dispenser IN EACH TOILET CUBICLE and provision of one (1) jumbo tissue paper per day as per sample.	Once Daily



**5. FORODHA HOUSE JKIA NAIROBI, AIRPORT BAGGAGE HALL, DHL OFFICES, COURIER SERVICES CENTRE, SIGNON LTD., CARGO SERVICES CENTRE, AFRICAN CARGO HANDLING LTD. & KAHL**

**Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of hand paper towel dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Once every day
8	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building.	Once every day
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	twice every day
11	Provision of three (3no) toilet paper rolls in each closet	twice every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months

19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year
22	Painting of all iron mongery installed on the Perimeter wall.	Once per year
23	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

## 6. PEPE OFFICES (ATHI RIVER)

### Schedule of Cleaning Activities

	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Mopping of All PVC/screed/terrazzo floors.	Once every day
2	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
3	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
4	Removal of all wet and dry waste from offices to Garbage room.	Once every day
5	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building.	Once every day
6	Provision of two (2no) toilet paper rolls in each closet as per sample.	Once every day
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Three times every week
8	Provision and servicing of one (number) sanitary bin in each ladies toilet	Once every week
9	Cleaning and washing of roof and storm drains and manholes.	Twice every month
10	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
11	Shampooing of all carpeted areas	Once every 2 months
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
13	Cleaning and Washing of external walls and windows.	Once every three months
14	Laundering of ceremonial flag and curtains	Once every 3 months
15	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice per day

**7. WILSON CUSTOMS OFFICES AT WILSON AIRPORT**  
**Schedule of Cleaning Activities**

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Mopping of All PVC/screed/terrazzo floors.	Once every day
2	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Daily
3	Removal of all wet and dry waste from offices to Garbage room.	Once every day
4	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
5	Cleaning all the interior and exterior windows	Once week

**8. ICD EMBAKASI, SCANNER & WAREHOUSE**

**Schedule of Cleaning Activities**

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of all screed/PVC/terrazzo floors.	Once Daily
2	Stripping and polishing all PVC/terrazzo floors	Once every three months
3	Provision of two (numbers) toilet paper rolls in each closet as per sample.	Once daily
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every three months
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
8	Laundering of ceremonial flag and curtains	Once every three months
9	Mounting and removing of ceremonial flag	Five times per year
10	Cleaning and Washing of main fire exit/stair cases	Once daily
11	Cleaning and Washing of external walls and windows	Once every three months
12	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once daily
13	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
14	Removal of all wet and dry waste from offices to Garbage bin.	Three times a week

## 9. PODO PARK - WESTLANDS

### Schedule of Daily Cleaning Activities.

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	Once every day
2	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Daily
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills, reception counters and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals (Minimum size 200 gms pack of 5 balls)	Five balls per urinal per week
7	Provision of three (no) toilet rolls in each VIP closet	Daily
8	Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and provision of two (2) jumbo tissue papers per day as per sample.	Two rolls daily
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Installation of automatic air freshener dispensers and provision of two cans of air freshener per month	Twice a month.
12	Internal Cleaning and washing windows	Twice a month.
13	Provision of large litter bins at all entry points and empty daily.	Empty litter bins daily
14	Provision of medium (plastic) size waste paper baskets in all toilet lobbies as per sample.	Empty waste bins daily

## 10. USHURU PENSION TOWERS (FORMER CBC-UPPERHILL) OFFICES

### Schedule of Daily Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Mopping of All PVC/screed/terrazzo/ceramic floors.	Once every day
2	Cleaning and Washing of main fire exit/stair cases	Once every day
3	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
4	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Twice per month
5a	Removal of all wet and dry waste from offices to common garbage collection point. Removal of all wet and dry waste from Garbage room on ground floor.	Once every day
5b	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building (approx. 12m <sup>3</sup> per week)	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Twice a day.
8	Application of urinal balls to all urinals <b>(Minimum size 200 gms pack of 5 balls)</b>	Four balls per urinal per week
9	Provision of TWO (2 no) toilet paper rolls in each VIP closet	Once every day
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
13	Installation of jumbo tissue dispenser IN EACH TOILET CUBICLE and provision of one (1) jumbo tissue paper per day.	Once Daily
14	Cleaning and washing of interior and exterior windows	Once per month
15	Cleaning and washing of all other fire exit/stair cases.	Once every week
16	Cleaning and Washing of Garbage room on ground floor.	Three times weekly
17	Painting of all iron mongery installed on the Perimeter wall, including access gates and security barriers.	Once a Year.
18	Cleaning of air-conditioner vents	Semi-annually
19	Cleaning of re-cessed light fittings	Semi annually

20	Provision of large litter bins in all lift lobbies of Ushuru Pension Towers (UPT) and empty daily.	Empty litter bins daily
21	Provision of medium size (plastic) waste paper baskets in all toilet lobbies as per sample.	Empty waste bins daily
22	Cleaning and Washing of roof and storm Drains, and Manholes and application of drain cleaner to eliminate foul smell.	Twice weekly.
23	Cleaning and sweeping of internal roads, footpaths, parking area at the front and 3 number basement parking.	Twice weekly.

## 11. USHURU PENSIONS PLAZA (FORTIS PARK) - WESTLANDS

### Schedule of Daily Cleaning Activities

	Technical Specification	Frequency
	<b>SPECIAL REQUIREMENTS</b>	
1	Mopping of All PVC/screed/terrazzo/ceramic floors.	Once every day
2	Cleaning and Washing of main fire exit/stair cases	Once every day
3	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
4	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Twice per month
5a	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
5b	Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Building (approx. 12m <sup>3</sup> per week)	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Twice a day.
8	Applying urinal moth balls to all urinals	Four balls per urinal per week
9	Provision of TWO (2 no) toilet paper rolls in each VIP closet	Once every day
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
13	Installation of jumbo tissue dispenser IN EACH TOILET CUBICLE and provision of one (1) jumbo tissue paper per day.	Once Daily
14	Cleaning and washing of interior and exterior windows	Once per month
15	Provision of medium (plastic) size waste paper baskets in all toilet lobbies as per sample.	Empty waste bins daily

## 12. NAMANGA OSBP

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two(2) days
7	Removal of all wet and dry waste from Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Provision of four (4no) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year
21	Provision of medium (plastic) size waste paper baskets in all toilet lobbies as per sample.	Empty waste bins daily

### 13. LOITOKITOK

#### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Provision of two (2no) toilet paper rolls in each closet as per sample.	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
16	Cleaning and Washing of external walls and windows.	Once every three months
17	Laundering of ceremonial flag and curtains	Once every 3 months
18	Mounting and removing of ceremonial flag	5 times every year
19	Provision of medium (plastic) size waste paper baskets in all toilet lobbies as per	Empty waste bins daily



**BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT 1-A (OFFICES) IN NAIROBI REGION** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

**LOT 1. B****CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN NAIROBI.**

<b>(a). Schedule of Requirements</b>
Kenya Revenue Authority will require the selected Bidder to provide <b>CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN NAIROBI</b> which will include the following activities;
<b>Cleaning of the Estates which will cover :-</b>
<input type="checkbox"/> Cleaning of Sewers, Foul and Storm Drains.
<input type="checkbox"/> Grass cutting, pruning, weeding including fence maintenance.
<input type="checkbox"/> Tree planting and grounds maintenance.
<input type="checkbox"/> Garbage Collection.
<input type="checkbox"/> Sweeping of internal roads & footpaths.
<b>(b). Technical Specifications</b>
<b>GENERAL</b>
1. These specifications describe the basic requirements for the service.

<b>PART 'A' Description of the Services</b>	
<b>1</b>	<b><u>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</u></b>
	<input type="checkbox"/> All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.
	The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.
	The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.
	The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)
<b>2</b>	<b><u>GENERAL CLEANLINESS OF THE ESTATES</u></b>
	<input type="checkbox"/> The successful bidder will ensure thorough cleanliness in all areas within the Estates.
	<input type="checkbox"/> All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.
	<input type="checkbox"/> All grass, hedges, trees, flowers shall be properly maintained.
	<input type="checkbox"/> All roads and footpaths to be swept and kept free of grass.

**TECHNICAL SPECIFICATIONS – THINGS TO BE DONE IN EVERY RESIDENTIAL ESTATE**

	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>INDICATE CAPABILITY</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• All access staircases</li> <li>• Gate houses</li> <li>• Security guard toilets.</li> </ul>	Sweeping and mopping thrice a week.	

2	<ul style="list-style-type: none"> <li>• Car parks, driveways, roads</li> <li>• Surrounding area within the fence and pavement area outside the fence</li> <li>• Low level walls including the wall and embankment</li> <li>• Adjustment parking bays round the fence</li> <li>• All storage areas</li> <li>• All fence pillars and grill work</li> <li>• All foul, sewer and storm water drains, manholes</li> </ul>	Sweeping and general cleaning every day	
3	<ul style="list-style-type: none"> <li>• Grass cutting, trimming/weeding of fences</li> <li>• Tree pruning, cutting unwanted or dry trees</li> </ul>	Every day	

**PART 'B' COMPLIANCE TO THE SPECIFICATIONS**

1	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES.</b>		
	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.		
	The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.		
	The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.		
	The contractor will dispose of the garbage appropriately at an approved city council dump.		
	The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.		
	Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.		
	Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.		
	Contractor must provide a temporary tools and equipment store in each estate during the contract period.		
	The Contractor must have lorry/lorries for removing the garbage.		
2	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>		
	The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.		
	Contractor must provide all sweeping equipment.		
	The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.		
	All roads must be free from weeds, grass, soil or other wastes.		

	The contractor will ensure that all roads and boundary fences in all premises are properly maintained.
3	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>
	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.
	All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.
	Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.
4	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>
	The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.
	Weeding will be done including 2 meters distance from the fence externally and internally.
	An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.
	Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.
	The Contractor will provide a lawn mower machine to cut the grass.
5	<b>PLANTING OF TREES</b>
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of garden trees in the respective Estates in consultation with the Authority in each estate and take full care of them during the period of contract: - <ul style="list-style-type: none"> <li><b>Langata Estate – 20</b></li> <li><b>Mawenzi I Estate – 10</b></li> <li><b>Mawenzi II Estate – 10</b></li> <li><b>South ‘C’ Kongoni – 5</b></li> <li><b>South ‘C’ Ndekwa - 5</b></li> <li><b>Embakasi Estate - 5</b></li> <li><b>Namanga Estate - 120</b></li> <li><b>Loitokitok Estate - 20</b></li> </ul> </li> </ul>
6	<b>LABOUR</b>
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>
7	<b>REPLACEMENT OF SECURITY LIGHT BULBS, GUARD HOUSE BULBS &amp; STREET LIGHT BULBS.</b>
	<ul style="list-style-type: none"> <li>The contractor shall maintain all security lights &amp; street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.</li> </ul>

**BIDDER'S RESPONSE DECLARATION FORM**

**THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR 1-B (RESIDENTIAL ESTATES) IN NAIROBI REGION STATED ABOVE IN THIS TENDER DOCUMENT.**

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

**SECTION VII - PRICE SCHEDULE FOR SERVICES**

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**(i) Price and Delivery Schedule**

**LIST OF STATIONS TO BE CLEANED PER LOT**

<b>Lot 1 (A)</b>	<b>Description</b>
1. TIMES TOWER	Offices
2. CITY SQUARE (PPO) &GPO OFFICES	Offices
3. I-TAX NAIROBI RAILWAYS CLUB	offices
4. SAMEER PARK OFFICES	Offices
5. FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices
6. PEPE OFFICES ATHI RIVER	Offices
7. WILSON AIRPORT CUSTOMS & DTD OFFICES	Offices
8. ICD EMBAKASI	Offices
i. OFFICES	
ii. SCANNER	
iii. WAREHOUSE	
9. PODO PARK	Offices
10. USHURU PENSION TOWERS (CBC)	Offices
11. USHURU PENSION PLAZA (FORTIS PARK)	Offices
12 . NAMANGA OSBP	Offices
13.LOITOKITOK	Offices
<b>LOT 1 (B) Nairobi Residential Estates</b>	Residential
1. Langata	
2. Mawenzi I	
3. Mawenzi II	
4. South C Kongoni	
5. South C Ndekwa	
6. Embakasi	
7. Namanga	
8. Loitokitok	
<b>LOT 1 (C) Common Areas</b>	<b>Description</b>
1. Ushuru Pension Towers-CBC	Offices
2. Ushuru Pension Plaza-Fortis Park	

**LOT 1 (A)**  
**NAIROBI REGION**

**1. Times Tower**

**FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1.	Lower basement, Upper basement, Upper basement tank room, Ground floor, Parking wing (including Switch room/Generator room/Workshop), Pavement within perimeter ,Pavement outside perimeter ,Level 3 service area, Level 16 service area, Level 32 service area, Level 35 Helipad.			
	<b>TOTAL</b>	<b>251</b>	<b>16,758</b>	<b>4,205,757</b>

<b>SPECIAL REQUIREMENTS</b>				
2. Washing of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Lower basement, Upper basement, Upper basement tank room, Ground floor, Parking wing (including Switch room/Generator room/Workshop), Pavement within perimeter ,Pavement outside perimeter ,Level 3 service area, Level 16 service area, Level 32 service area, Level 35 Helipad.			
	<b>TOTAL</b>	<b>52</b>	<b>16,758</b>	<b>871,416</b>

<b>SPECIAL REQUIREMENTS</b>				
3. Mopping of All PVC/Marble floors.				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
	<b>TOWER WING</b>	251	<b>26,881</b>	<b>6,747,131</b>
	<b>BANKING WING</b>	251	<b>8,324</b>	<b>2,089,324</b>
	<b>Total</b>		<b>35,205</b>	<b>8,836,455</b>

<b>SPECIAL REQUIREMENTS</b>				
4. Stripping and polishing all PVC/Marble floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>TOWER WING</b>	251	<b>26,870</b>	<b>161,220</b>
	<b>BANKING WING</b>	251	<b>8,321</b>	<b>49,926</b>
	<b>Total</b>		<b>35,191</b>	<b>211,146</b>

<b>SPECIAL REQUIREMENTS</b>				
5. Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>TOWER WING</b>	251	3,032	761,133
	<b>Total</b>		<b>3,032</b>	<b>761,133</b>

<b>SPECIAL REQUIREMENTS</b>				
6. Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>TOWER WING</b>	24	<b>3,032</b>	<b>72,792</b>

<b>SPECIAL REQUIREMENTS</b>							
7. Provision of three (no.) toilet paper rolls in each VIP closet							
	Description (Floor)				Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
		G	L	Total			
1	<b>Tower</b>	31	32	63	3	251	47,439
	<b>Banking</b>	7	0	7	3	251	5,271
	<b>Grand Total</b>			<b>70</b>			<b>52,710</b>

<b>SPECIAL REQUIREMENTS</b>							
8. Installation of jumbo tissue dispenser <b>IN EACH TOILET CUBICLE EXCEPT VIP TOILETS</b> and provision of one (1) jumbo tissue paper per day.							
	No. of dispensers.				Qty. of jumbo rolls	ANNUAL FREQUENCY	TOTAL rolls to be Provided annually
		G	L	Total			
1	<b>Tower</b>	69	69	138	1	251	<b>34,638</b>
2	<b>Banking</b>	30	24	<b>54</b>	1	251	<b>13,554</b>
	<b>Total</b>			<b>192</b>	<b>2</b>	<b>251</b>	<b>48,192</b>

<b>SPECIAL REQUIREMENTS</b>					
9. Shampooing of all upholstery (waiting rooms, visitors rooms Convention Centre Furniture on 5th Floor, all Board rooms, and all Office chairs.					
	Description	Annual Frequency	Number Of Units	Of	Total Equivalent Annual Qty.



<b>1</b>	<b>Tower wing (floor)</b>	<b>4</b>	1,616	6,464
<b>2</b>	<b>Banking wing (floor)</b>	<b>4</b>	3	12

**SPECIAL REQUIREMENTS**

10. Provision and servicing of one (no.) sanitary bin in each ladies toilet

	Description (Floor)			Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No.	of toilets				
<b>1</b>	<b>Tower Wing</b>	62		2	12	<b>2,496</b>
	<b>Banking</b>	25		2	12	<b>600</b>
	<b>Grand total</b>					<b>3,096</b>

**SPECIAL REQUIREMENTS**

11. Laundering of ceremonial flag

	Description	Annual Frequency	Weight Of Flag (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	1	13	13

**SPECIAL REQUIREMENTS**

12. Mounting and removing of ceremonial flag

	Description	Annual Frequency	Weight Of Flag (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	3	13	39

**SPECIAL REQUIREMENTS**

13. Cleaning and Washing of main fire exit/stair cases

	Description	Annual Frequency	No. Of Flights	Total Equivalent Annual (Qty).
<b>1</b>	Main stair case No. 03, 04, 07, 08 and 11	251	146(x8)	36,646

**SPECIAL REQUIREMENTS**

14. Cleaning and Washing of main fire exit/stair cases

	Description	Annual Frequency	No. Of Flights	Total Equivalent Annual (Qty).
<b>1</b>	Stair case No. 01, 02,05,06,09 &10	52	48(x8)	2,496
	<b>Total</b>			<b>2496</b>

**SPECIAL REQUIREMENTS**

15. Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.

	Description (Floor)				Qty. Per Toilet	Annual Frequency	Total Rolls To Be Provided Annually
	G	L	Total				
<b>1.</b>	Tower	35	35	70	2	251	35,140
	Banking	20	13	33	2	251	16,566
	<b>Grand total</b>						<b>51,706</b>

<b>SPECIAL REQUIREMENTS</b>			
16. Cleaning and Washing of roof and storm drains and Manholes			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Tower wing roof drains Level 33/34	52	item
2	Service Floor drain level 32	52	item
3	Service Floor drain level 16	52	item
4	Service Floor drain level 3	52	item
5	Convention centre roof drain level 6	52	item
6	Service Floor drain Upper Basement	52	item
7	Banking wing roof drain level 5	52	item
8	Parking level 9 drains	52	item
9	Storm water drains (banking wing)	52	item
10	Storm water drains (Tower wing)	52	item
11	Storm water drains (Parking wing)	52	item
12	Manholes	52	item

<b>SPECIAL REQUIREMENTS</b>					
17. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle					
	Description (Floor)	No. of toilets	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
1	<b>Tower Wing</b>	66	0.5	251	8,283
	<b>Banking</b>	24			3,102
	<b>TOTAL</b>				<b>11,385</b>

## GARBAGE HANDLING

<b>SPECIAL REQUIREMENTS</b>			
18. Garbage Handling which entails-			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from garbage room on ground floor.	156	Item
2	Removal of all wet and dry waste from Service (3 <sup>rd</sup> ) floor	753	Item
3	Cleaning and Washing of service (3 <sup>rd</sup> ) floor.	156	Item
4	Collection and ferrying of garbage away from Times Tower Building to an authorised City County dumping site OR to the Authorised Garbage Handlers of the County Government at their Gazetted rates.	251	Item
5	Cleaning and Washing of garbage room on ground floor.	251	Item

<b>SPECIAL REQUIREMENTS</b>			
19. Painting of all iron mongery installed on the Perimeter wall.			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	Painting of all iron mongery, all access gates, all security barriers/bollards around the perimeter wall, in matching colours	1	item

<b>SPECIAL REQUIREMENTS</b>			
20. Maintenance and Repair of garbage conveyor system (3 <sup>rd</sup> Floor).			
	<b>Description</b>	<b>Activity</b>	<b>Annual Frequency</b>
<b>Tower Wing</b>			
1	Main drive motor.	Cleaning	4
		Lubrication	4
2	Gear-box	Cleaning	4
		Lubrication	4
3	Rollers	Cleaning	4
		Lubrication	4
4	Conveyor belt	Cleaning	4
		Lubrication	4
5	Drive chain	Cleaning	4
		Servicing	4
6	Electrical panel	Servicing	4
7	Overhaul		1

<b>SPECIAL REQUIREMENTS</b>				
21. Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>DESCRIPTION (floor)</b>	<b>G</b>	<b>L</b>	<b>Total</b>
<b>1</b>	<b>Tower wing</b>	103	128	231
	<b>Banking wing</b>	31	32	63
	<b>Total</b>	<b>134</b>	<b>160</b>	<b>294</b>

<b>SPECIAL REQUIREMENTS</b>							
22. Installation of automatic air freshener dispensers and provision of two cans of freshener per month							
	<b>No. of dispensers</b>				<b>Qty. of cans</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL cans to be provided annually</b>
	<b>G</b>	<b>L</b>	<b>Total</b>				
<b>1</b>	<b>Tower</b>	34	34	68	2	12	1,632
<b>2</b>	<b>Banking</b>	13	12	25	2	12	600
	<b>Grand Total</b>						<b>2,232</b>

**SPECIAL REQUIREMENTS**

**SPECIAL REQUIREMENTS**

22. Installation of automatic air freshener dispensers and provision of two cans of freshener per month

23. Cleaning of re-cessed light fittings

	Description (Floor)	No. Of Units	Annual Frequency	Total Equivalent Annual Units
<b>1</b>	All floors	4,940	2	9,880

**SPECIAL REQUIREMENTS**

24. Cleaning Of Air-Conditioner Vents

	Description (Floor)	No. Of Units	Annual Frequency	Total Equivalent Annual Units
<b>1</b>	All floors	1,462	2	2,924

**SPECIAL REQUIREMENTS**

25. Provision of litter bins on main lift lobby of all floor and next to kitchen

	No. of litter bins			Annual Frequency	Total Bins To Be Provided/Emptied Annually	
	lobby	Kitchen	Total			
<b>1</b>	<b>Tower wing</b>	29	30	59	251	14,809
<b>2</b>	<b>Banking wing</b>	5	0	5	251	<b>1,255</b>
	<b>Total</b>	<b>34</b>	<b>30</b>	<b>64</b>		<b>16,064</b>

**SPECIAL REQUIREMENTS**

26. Provision of waste paper baskets in all toilet lobbies

		Qty. Of Waste Paper Bins			ANNUAL FREQUENCY	Total Number Of Times To Be Emptied Annually	
		G	L	Total			
<b>1</b>	<b>Tower</b>	35	35	70	70	251	17,570
<b>2</b>	<b>Banking</b>				28	251	7,028
	<b>Total</b>	<b>35</b>	<b>35</b>	<b>70</b>	<b>98</b>		<b>24,598</b>

**SPECIAL REQUIREMENTS**27. Application of urinal balls to all urinals  
(Minimum size 200 gms pack of 5 balls)

	No. of urinals	Qty. of urinal balls/urinal	ANNUAL FREQUENCY	TOTAL balls to be provided annually	
	<b>G</b>				
<b>1</b>	<b>Tower</b>	35	4	52	<b>7,280</b>
<b>2</b>	<b>Banking</b>	15	4	52	3,120
	<b>Grand Total</b>	<b>35</b>			<b>10,400</b>

**SPECIAL REQUIREMENTS**

28. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.

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<b>SPECIAL REQUIREMENTS</b>						
28. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.						
					<b>ANNUAL FREQUENCY</b>	
<b>1</b>	<b>Tower</b>				251	
<b>2</b>	<b>Banking</b>				251	

<b>SPECIAL REQUIREMENTS</b>						
29. Cleaning and washing of lift cars interior and exterior, and escalators in banking wing.						
	<b>DESCRIPTION</b>	<b>No of Lifts / escalators</b>	<b>ANNUAL FREQUENCY</b>			
<b>1</b>	<b>Lift cars</b>	<b>11</b>	<b>251</b>	<b>2,761</b>		
<b>2</b>	<b>Escalators</b>	<b>2</b>	<b>251</b>	<b>502</b>		
		<b>GRAND TOTAL</b>		<b>3,263</b>		

## **SUMMARY OF TIMES TOWER FINANCIAL PROPOSAL**

### **A. LABOUR COSTS**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.	<b>4,205,757</b>		
2	Washing of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.	<b>871,311</b>		
3	Mopping of All PVC/Marble floors.	<b>8,833,739</b>		
4	Stripping and polishing all PVC/Marble floors	<b>211,146</b>		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>761,133</b>		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>72,792</b>		

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
7	Provision of THREE (rolls) toilet paper rolls in each VIP closet per day.	<b>51,957</b>		
8	Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE EXCEPT VIP TOILETS and provision of one (1) jumbo tissue paper per day.	<b>48,192</b>		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>6,476</b>		
10	Provision and servicing of one (number) sanitary bin in each ladies toilet	<b>3,096</b>		
11	Laundering of ceremonial flag	<b>13</b>		
12	Mounting and removing of ceremonial flag	<b>39</b>		
13	Cleaning and Washing of main fire exit/stair cases	<b>36,646</b>		
14	Cleaning and Washing of main fire exit/stair cases	<b>2,496</b>		
15	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	<b>51,706</b>		
16	Cleaning and Washing of roof and storm Drains, and Manholes	<b>Item</b>		
17	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	<b>11,295</b>		
18	Garbage handling which entails Liaising with Nairobi City County Government to have all accumulated garbage/refuse collected and carted away from Times Tower Building (approx. 12m <sup>3</sup> per week)	<b>Item</b>		
19	Painting of all iron mongery installed on the Perimeter wall, including access gates and security barriers.	<b>Item</b>		
20	Maintenance of garbage conveyor on 3 <sup>rd</sup> Floor (Service room)	<b>Item</b>		

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
21	Cleaning & Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>294</b>		
22	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>2,232</b>		
23	Cleaning of recessed light fittings	<b>9,880</b>		
24	Cleaning of air-conditioner units	<b>2,924</b>		
25	Provision of large litter bins in lift lobby of Times Tower and empty daily	<b>16,064</b>		
26	Provision of medium sized waste paper baskets in all toilet lobbies.	<b>24,598</b>		
27	Application of urinal balls to all urinals	<b>10,400</b>		
28	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
29	Cleaning and washing of lift cars interior and exterior, and escalators in banking wing.	<b>3,263</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## **2. CITY SQUARE –PPO & RAILWAY STATION**

### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
<b>1. Cleaning of all floors.</b>				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
	Offices	251	264	66,264

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC tile floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	12	264	3,168
<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	8			
		2	251	4,016

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	8	251	N/A	N/A

<b>SPECIAL REQUIREMENTS</b>				
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	DESCRIPTION	Qty. Per Toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets			
1	4	1	24	96

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty	Annual Frequency	Total Rolls To Be Provided Annually
1	Toilets			
		8	251	2,008

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of 1/2 litre liquid toilet soap in each toilet.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets		
1		8	1/2	1004

<b>SPECIAL REQUIREMENTS</b>			
8. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

<b>SPECIAL REQUIREMENTS</b>			
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9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	<b>DESCRIPTION (floor)</b>	<b>ANNUAL FREQUENCY</b>
	Offices	251

**Summary of Financial Proposal (2) CITY SQUARE –PPO & RAILWAY STATIO.**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all floors.	66,264		
2	Stripping and polishing all ceramic tile floors	3,168		
3	Provision of two (numbers) toilet paper rolls in each closet	4,016		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	251		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	96		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	2,008		
7	Provision of ½ litre liquid toilet soap in each closet.	1,004		
8	Removal of all wet and dry waste from offices to Garbage room.	251		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	251		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### 3. I-TAX NAIROBI RAILWAYS CLUB

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	5	251	10	12,550

<b>SPECIAL REQUIREMENTS</b>				
2. Cleaning & mopping of All PVC/screed/terrazzo/WOODEN floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area= 372 m2	251	372	93,372
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
3. Stripping and polishing all PVC/screed/terrazzo /wooden floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	4	372	1,488
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
4. Installation of jumbo tissue dispensers and provision of one (1) jumbo tissue paper per day per toilet cubicle				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	5	1	251	1,255
	<b>Total</b>			

<b>SPECIAL REQUIREMENTS</b>				
5. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	2	1	48	96
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of two (no.) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
	<b>Toilets</b>			
1	5	2	251	2,510

<b>SPECIAL REQUIREMENTS</b>				
7. Installation of hand liquid dispenser and Provision of ½ litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	2	0.5	251	251

<b>SPECIAL REQUIREMENTS</b>			
8. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	251	item

<b>SPECIAL REQUIREMENTS</b>		
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	Description	Annual Frequency
1	Office area -372 m2	251
	<b>TOTAL</b>	

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of large litter bins in the office area and empty daily				
		Qty. of waste paper bins	Annual Frequency	Total number of times to be emptied annually
	<b>Total</b>			
1	<b>Office area</b>	6	251	1,506
	Total			

<b>SPECIAL REQUIREMENTS</b>				
11. Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)				
	No. of urinals	Qty. of urinal balls/urinal	Annual Frequency	TOTAL balls to be provided annually
1	2	4	251	<b>2,008</b>

<b>SPECIAL REQUIREMENTS</b>			
12. General cleaning of all areas			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	General cleaning of all areas	251	Item

<b>SPECIAL REQUIREMENTS</b>			
13. Dry vacuuming fabric seats and damp cleaning of all seats			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	All office chairs	48	Item

**SUMMARY OF FINANCIAL PROPOSAL (3.) I-TAX RAILWAY CLUB**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
	<b>SPECIAL REQUIREMENTS</b>			
1	Mopping of All PVC/screed/terrazzo/ceramic/wooden floors.	<b>93,372</b>		
2	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>2,510</b>		
3	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	<b>12,550</b>		
4	Applying urinal moth balls to all urinals	<b>2,008</b>		
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
6	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	<b>251</b>		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>96</b>		
8	Installation of jumbo tissue dispenser IN EACH TOILET CUBICLE and provision of one (1) jumbo tissue paper per day.	<b>1,255</b>		
9	Cleaning of all (accessible) internal and external windows	<b>item</b>		
10	Dry vacuuming of all fabric seats and damp cleaning all chairs	<b>item</b>		
11	General cleaning of all areas	<b>Item</b>		
12	Provision of large size litter bins and daily emptying to garbage collection point	<b>1,506</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

#### 4. SAMEER PARK OFFICES

##### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	32	251	10	80,320

<b>SPECIAL REQUIREMENTS</b>				
2. Mopping of All PVC/screed/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area=7,179	251	7,179	1,801,929
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
3. Stripping and polishing all PVC/screed/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	4	7,179	28,716
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
4. Installation of jumbo tissue dispensers and provision of one (1) jumbo tissue paper per day.				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	21	1	251	5,271
	<b>Total</b>			

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of two (2) toilet paper rolls in the VIP toilets				
	Description (No. Of Toilets)	Qty. Per Toilet	Annual Frequency	Total Rolls To Be Provided Annually
1	11	2	251	5,522
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	21	1	24	504
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of two (no.) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
	Toilets			
1	32	2	251	16,064

<b>SPECIAL REQUIREMENTS</b>				
8. Provision of 1/2 litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	32	0.5	251	4,016

<b>SPECIAL REQUIREMENTS</b>			
9. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	156	Item

<b>SPECIAL REQUIREMENTS</b>		
10. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office area -7,179 sq.mt	251
	<b>TOTAL</b>	

<b>SPECIAL REQUIREMENTS</b>							
11. Installation of automatic air freshener dispensers and provision of two cans of freshener per month							
	No. of dispensers				Qty. of cans	ANNUAL FREQUENCY	TOTAL cans to be provided annually
				Total			
1	Toilets				2	12	240
	Cubicles	10		10			
	<b>Grand Total</b>						

**SUMMARY OF FINANCIAL PROPOSAL –(4.) SAMEER PARK OFFICES.**

	<b>Technical Specification</b>	<b>Gross ANNUAL Area (sq.mts)/ Quantity (no)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>80,320</b>		
<b>2</b>	Mopping of All PVC/screed/terrazzo/ceramic floors.	<b>1,801,929</b>		
<b>3</b>	Stripping and polishing all PVC/screed/terrazzo floors.	<b>28,716</b>		
<b>4</b>	Installation of jumbo tissue dispensers and provision of one (1) jumbo tissue paper per day.	<b>5,271</b>		
<b>5</b>	Provision of two (2) toilet paper rolls in the VIP toilets	<b>5,522</b>		
<b>6</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>504</b>		
<b>7</b>	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	<b>16,064</b>		
<b>8</b>	Provision of ½ litre liquid toilet soap in each closet.	<b>4,016</b>		
<b>9</b>	Garbage handling	<b>ITEM</b>		
<b>10</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
<b>11</b>	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>168</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**5. FORODHA HOUSE JKIA NAIROBI, AIRPORT BAGGAGE HALL, DHL OFFICES, COURIER SERVICES CENTRE, SIGNON LTD, CARGO SERVICES CENTRE, AFRICAN CARGO HANDLING LTD. & KAHL**

**FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>			
<b>1.</b> Cleaning of concrete screed, paved areas and parking. To be included are the fence pillars, low-level walls and embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	Description	Annual Frequency	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices - <b>3,420 m<sup>2</sup></b> Parking area- <b>3,420 m<sup>2</sup></b>		
	<b>TOTAL</b>	251	<b>1,716,840</b>

<b>SPECIAL REQUIREMENTS</b>			
<b>2.</b> Washing of concrete screed and paved areas. To be included are the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	Description	Annual Frequency	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices – <b>3,420 m<sup>2</sup></b> Parking area- <b>3,420 m<sup>2</sup></b>	52	
	<b>TOTAL</b>		<b>355,680</b>

<b>SPECIAL REQUIREMENTS</b>				
<b>3.</b> Mopping of All PVC/screed/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	251	3,420	<b>858,240</b>

<b>SPECIAL REQUIREMENTS</b>				
<b>4.</b> Stripping and polishing all PVC/screed/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	<b>4</b>	<b>3,420</b>	<b>13,680</b>

<b>SPECIAL REQUIREMENTS</b>				
Installation of automatic air freshener dispensers and provision of two cans of freshener per month				
	Description	Qty. Per Closet	Annual Frequency	Total Cans To Be Provided Annually
	<b>Toilets</b>			
<b>1</b>	5	2	251	2,510
	<b>Total</b>			

<b>SPECIAL REQUIREMENTS</b>				
<b>5.</b> Vacuum cleaning of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
<b>1</b>		251	96	24,096



<b>SPECIAL REQUIREMENTS</b>				
<b>6. Shampooing of all carpeted areas</b>				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
<b>1</b>	Offices			
		4	96	384

<b>SPECIAL REQUIREMENTS</b>				
<b>7. Provision of three (numbers) toilet paper rolls in each closet</b>				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Toilets</b>			
<b>1</b>	10	3	251	<b>7530</b>
	<b>Total</b>			

<b>SPECIAL REQUIREMENTS</b>				
<b>8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.</b>				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
<b>1</b>	10	251	-	<b>2,510</b>

<b>SPECIAL REQUIREMENTS</b>				
<b>9. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)</b>				
	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
<b>1</b>	Offices	4	24	96

<b>SPECIAL REQUIREMENTS</b>				
<b>10. Provision and servicing of one (numbers) sanitary bin in each ladies toilet</b>				
	Description (Floor)	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	<b>No. of toilets</b>			
<b>1</b>	10	1	24	240
	<b>TOTAL</b>			<b>240</b>

<b>SPECIAL REQUIREMENTS</b>				
<b>11. Cleaning and Washing of external walls and windows.</b>				
	Description	Annual Frequency		
<b>1</b>	All external walls & windows		4	

<b>SPECIAL REQUIREMENTS</b>				
<b>12. Laundering of ceremonial flag and curtains</b>				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	4	150	600

<b>SPECIAL REQUIREMENTS</b>				
<b>13. Mounting and removing of ceremonial flag</b>				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	5	8	40

<b>SPECIAL REQUIREMENTS</b>			
14. Cleaning and Washing of main fire exit/stair cases			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of main fire exit/stair cases	244	244

<b>SPECIAL REQUIREMENTS</b>				
15. Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.				
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
	Toilets			
1	10	2	251	5,020

<b>SPECIAL REQUIREMENTS</b>			
16. Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of all Drains and Manholes, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	251	item

<b>SPECIAL REQUIREMENTS</b>				
17. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	10	0.5	251	1, 255

<b>SPECIAL REQUIREMENTS</b>			
18. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from Garbage room on ground floor.	156	item
2	Collection and ferrying of Garbage away from Forodha House JKIA Nairobi, Airport Baggage Hall, DHL offices, Courier Services Centre, Signon Ltd., Cargo Services Centre, African Cargo Handling Ltd. & KAHL to an authorised City Council dumping site.	156	item
3	Cleaning and Washing of Garbage room on ground floor.	156	item

<b>SPECIAL REQUIREMENTS</b>			
19. Painting of all iron mongery installed on the Perimeter wall.			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Painting of all iron mongery, all access gates and security barriers in matching colours	1	item

<b>SPECIAL REQUIREMENTS</b>			
20. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Offices	251	Item

**Summary of Financial Proposal – (5.) FORODHA HOUSE JKIA NAIROBI, AIRPORT BAGGAGE HALL, DHL OFFICES, COURIER SERVICES CENTRE, SIGNON LTD., CARGO SERVICES CENTRE, AFRICAN CARGO HANDLING LTD. & KAHL**

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>1,716,840</b>		
2	Washing of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>355,680</b>		
3	Mopping of All PVC/screed/terrazzo floors.	<b>858,240</b>		
4	Stripping and polishing all PVC/screed/terrazzo floors.	<b>13,680</b>		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>24,096</b>		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>384</b>		
7	Provision of three (numbers) toilet paper rolls in each closet.	<b>7,530</b>		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>2,510</b>		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>96</b>		

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>240</b>		
11	Cleaning and Washing of external walls and windows on the buildings.	<b>4</b>		
12	Laundrying of ceremonial flag and curtains.	<b>600</b>		
13	Mounting and removing of ceremonial flag.	<b>40</b>		
14	Cleaning and Washing of main fire exit/stair cases.	<b>244</b>		
15	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	<b>5,020</b>		
16	Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	<b>ITEM</b>		
17	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	<b>1, 255</b>		
18	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>2,510</b>		
19	Garbage Handling	<b>ITEM</b>		
20	Painting of all iron mongery installed on the Perimeter wall.	<b>ITEM</b>		
21	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 6. PEPE OFFICES (ATHI RIVER)

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/Terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Offices	251	110	27,610

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed/PVC/Terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	110	440

<b>SPECIAL REQUIREMENTS</b>				
3. Vacuum cleaning of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	251	N/A	N/A

<b>SPECIAL REQUIREMENTS</b>				
4. Shampooing of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	N/A	N/A

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of two (numbers) toilet paper rolls in each closet				
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	8	2	251	4016

<b>SPECIAL REQUIREMENTS</b>				
6. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	8	502	-	4,016

<b>SPECIAL REQUIREMENTS</b>				
7. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
8. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
1	8	1	24	192

<b>SPECIAL REQUIREMENTS</b>				
9. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty).
1	Ceremonial flag	4	5	20

<b>SPECIAL REQUIREMENTS</b>				
10. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty.)
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>		
11. Cleaning and Washing of main fire exit/stair cases		
	Description	Annual Frequency
1	Main stair case/fire	244

<b>SPECIAL REQUIREMENTS</b>				
12. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
1	Ground	8	251	2008

<b>SPECIAL REQUIREMENTS</b>				
13. Provision of 1/2 litre liquid toilet soap in each toilet.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	8	1/2	251	1004

<b>SPECIAL REQUIREMENTS</b>			
14. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

**SPECIAL REQUIREMENTS**

15. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices	251	-	-

**Summary of Financial Proposal - (6.) PEPE OFFICES (ATHI RIVER)**

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	<b>27,610</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>440</b>		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>251</b>		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>251</b>		
5	Provision of two (numbers) toilet paper rolls in each closet	<b>4,016</b>		
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>4,016</b>		
7	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>192</b>		
9	Laundrying of ceremonial flag and curtains	<b>20</b>		
10	Mounting and removing of ceremonial flag	<b>5</b>	N/A	
11	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>2,008</b>		
13	Provision of ½ litre liquid toilet soap in each closet.	<b>1,004</b>		
14	Removal of all wet and dry waste from offices to Garbage room.	<b>Item</b>		
15	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax	<b>251</b>		

	machines etc, and all window sills and low level partitions.			
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 7. WILSON AIRPORT OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Mopping of All PVC/screed/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
	(Customs & DTD) Offices	251	2,620	657,620

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/screed/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
	(Customs & DTD) Offices	12	2,620	31,440

<b>SPECIAL REQUIREMENTS</b>			
3. Cleaning and Washing of windows			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	All accessible windows	52	ITEM

<b>SPECIAL REQUIREMENTS</b>			
4. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual (Qty).
1	Removal of all wet and dry waste from offices to common garbage collection point.	251	item

<b>SPECIAL REQUIREMENTS</b>				
5. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Dusted Annually M <sup>2</sup>
1	(Customs & DTD) Offices	251	2,620	657,620



<b>SPECIAL REQUIREMENTS</b>				
6. Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	DESCRIPTION (Cubicles)	ANNUAL FREQUENCY	Area m <sup>2</sup>	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
	16	251	60	240,960

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.				
a	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided annually
	<b>Toilets cubicles</b>			
	16	2	251	8,032

<b>SPECIAL REQUIREMENTS</b>				
8. Installation of jumbo tissue dispensers <b>IN EACH TOILET CUBICLE</b> and provision of two (2) jumbo tissue papers per day.				
	No. of dispensers.	Qty. of jumbo rolls	Annual FREQUENCY	TOTAL rolls to be provided annually
	16	2	251	<b>8,032</b>

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals ( <b>Minimum size 200 gms pack of 5 balls</b> )				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
a	<b>Urinals (16 NO)</b>	4	52	3,328

<b>SPECIAL REQUIREMENTS</b>				
10. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle				
	DESCRIPTION (floor)	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
	<b>No. of toilets</b>			
a	14	1/2	251	1,757

### **Summary of Financial Proposal for – (7.) Wilson Airport Customs.**

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Mopping of All PVC/screed/terrazzo floors.	<b>657,620</b>		
2	Stripping and polishing all PVC/screed/terrazzo floors	<b>31,440</b>		
3	Cleaning and Washing of windows	<b>Item</b>		
4	Garbage handling	<b>Item</b>		

5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>657,620</b>		
6.	Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	<b>240,960</b>		
7.	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	<b>8,032</b>		
8.	Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and provision of two (2) jumbo tissue papers per day.	<b>8,032</b>		
9.	Applying urinal moth balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>3,328</b>		
10.	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	<b>1,757</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 8. ICD EMBAKASI, SCANNER & WAREHOUSE

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	8,875	2,227,625

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/screed/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	4	8,875	35,500

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Total</b>			
<b>1</b>	8	2	251	4,016

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	8	502	-	4016

<b>SPECIAL REQUIREMENTS</b>			
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	DESCRIPTION	ANNUAL FREQUENCY	
1	All seats	4	

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
1	4	1	24	96
	<b>TOTAL</b>			<b>96</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty).
1	Ceremonial flag	4	40	160

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>			
9. Cleaning and Washing of main fire exit/stair cases			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Main stair case/fire exit/Verandah	251	251

<b>SPECIAL REQUIREMENTS</b>			
10. Cleaning And Washing Of External Walls And Windows.			
	Description	Annual Frequency	
1	All external walls & windows		4

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
	No. of toilets			
1	8	2	251	4,016

**SPECIAL REQUIREMENTS**

12. Provision of 1/2 litre liquid toilet soap in each toilet.

	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	8	1/2	251	1,004

**SPECIAL REQUIREMENTS**

13. Garbage Handling

	Description	Annual Frequency	Total Frequency
	Garbage handling		
1		251	ITEM

**SPECIAL REQUIREMENTS**

14. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.

	Description (Floor)	Annual Frequency
	Offices	251

**SUMMARY OF FINANCIAL PROPOSAL –(8) ICD EMBAKASI, SCANNER & WAREHOUSE.**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>2,227,625</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>35,500</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>4,016</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>4,016</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>96</b>		
7	Laundrying of ceremonial flag and curtains	<b>160</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>251</b>		
10	Cleaning and Washing of external walls and windows	<b>4</b>		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>4,016</b>		
12	Provision of ½ litre liquid toilet soap in each closet.	<b>1,004</b>		
13	Garbage Handling	<b>Item</b>		
14	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## FINANCIAL PROPOSAL

### 9. PODO PARK OFFICES-KESRA

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Washed Annually M<sup>2</sup></b>
1	Office area --- 2,745 m <sup>2</sup>	365 (Mon – Sun)	2,745	1,001,925
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
2. Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.				
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Pkts To Be Provided Annually</b>
	<b>Toilets cubicles</b>			
1	8	2	365	5,840

<b>SPECIAL REQUIREMENTS</b>				
3. Garbage Handling				
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
1	Removal of all wet and dry waste from offices to common garbage collection point		365	item

<b>SPECIAL REQUIREMENTS</b>				
4. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>
1	Office area	365	2,745	1,001,925

<b>SPECIAL REQUIREMENTS</b>				
5. Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>Description (Cubicles)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>
1	8	365	3	8,760

<b>SPECIAL REQUIREMENTS</b>				
6. Applying urinal moth balls to all urinals ( <b>Minimum size 200 gms pack of 5 balls</b> )				
	Description	Qty/Week	Annual Frequency	Total Balls To Be Provided Annually
	<b>Urinals</b>			
1	9	5	48	2,160

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of three (no.) toilet paper rolls in each VIP closet				
	Description (No. Of Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	3	3	365	3,285

<b>SPECIAL REQUIREMENTS</b>				
1. Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and provision of two (2) jumbo tissue papers per day.				
	No. of dispensers.	Qty. of jumbo rolls	Annual FREQUENCY	TOTAL rolls to be provided annually
1	20	2	40	1,600

<b>SPECIAL REQUIREMENTS</b>				
9. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle				
	DESCRIPTION (floor)	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
	No. of toilets			
1	8	0.5	365	1,460

<b>SPECIAL REQUIREMENTS</b>				
10. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	10	1	52	520

<b>SPECIAL REQUIREMENTS</b>				
11. Installation of automatic air freshener dispensers and provision of two cans of air freshener per month				
	Description (No. Of Toilets)	Qty Of Cans	Annual Frequency	Total Cans To Be Provided Annually
1	8	2	12	192

<b>SPECIAL REQUIREMENTS</b>				
12. Internal Cleaning and washing windows				
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE WASHED (m2)</b>
	<b>Area of windows</b>			
<b>1</b>	Item		52	Item
<b>SPECIAL REQUIREMENTS</b>				
13. Provision of large litter bins at all entry points and daily emptying.				
	<b>No. of litter bins</b>		<b>Annual FREQUENCY</b>	<b>TOTAL bins to be provided/emptied annually</b>
<b>1</b>	5		20	100

<b>SPECIAL REQUIREMENTS</b>				
14. Provision of waste paper baskets in all toilet lobbies				
	<b>No. of litter bins</b>	<b>Qty. of waste paper bins</b>	<b>ANNUAL FREQUENCY</b>	<b>Total number of times to be emptied annually</b>
<b>1</b>	11	11	365	4,015

### Summary of Financial Proposal –(9.) PODO PARK OFFICES

	<b>Technical Specification</b>	<b>GrossAnnual Area (M²)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
<b>1</b>	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	<b>1,001,925</b>		
<b>2</b>	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	<b>5,840</b>		
<b>3</b>	Garbage handling	<b>Item</b>		
<b>4</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>1,001,925</b>		
<b>5</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>8,760</b>		
<b>6</b>	Applying urinal moth balls to urinals	<b>2,160</b>		
<b>7</b>	Provision of three (no.) toilet paper rolls in each VIP closet	<b>3,285</b>		



	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
<b>8</b>	Installation of jumbo tissue dispensers and provision of two (2) jumbo tissue papers per day.	<b>1,600</b>		
<b>9</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	<b>1,460</b>		
<b>10</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>520</b>		
<b>11</b>	Cleaning and washing windows	<b>Item</b>		
<b>12</b>	Provision of large litter bins on main lift lobby of all floor and daily emptying.	<b>100</b>		
<b>13</b>	Provision of waste paper baskets in all toilet lobbies	<b>4,015</b>		
<b>14</b>	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## FINANCIAL PROPOSAL

### 10. USHURU PENSION TOWERS ( CBC UPPERHILL)

<b>SPECIAL REQUIREMENTS</b>				
1. Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.				
	<i>Description</i>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Washed Annually M<sup>2</sup></b>
1.	Office area --- 9,290 m2	251	9,290	2,331,790
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
2. Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.				
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Pkts To Be Provided Annually</b>
	<b>Toilets cubicles</b>			
1	20	2	251	10,040

<b>SPECIAL REQUIREMENTS</b>			
3. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual (Qty).</b>
1	Removal of all wet and dry waste from offices to common garbage collection point	251	Item

<b>SPECIAL REQUIREMENTS</b>				
4. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>
1	Office area	251	9,290	2,331,790

<b>SPECIAL REQUIREMENTS</b>				
5. Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>Description (Cubicles)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	20	251	4	20,080

<b>SPECIAL REQUIREMENTS</b>				
6. Applying urinal moth balls to all urinals ( <b>Minimum size 200 gms pack of 5 balls</b> )				
	Description	Qty/Week	Annual Frequency	Total Balls To Be Provided Annually
	Urinals			
1	20	5	48	4,800

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of two (no.) toilet paper rolls in each VIP closet				
	Description (No. Of Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	5	2	251	3,765

<b>SPECIAL REQUIREMENTS</b>				
8. Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and provision of two (2) jumbo tissue papers per day.				
	No. Of Dispensers.	Qty. Of Jumbo Rolls	Annual FREQUENCY	TOTAL Rolls To Be Provided Annually
1.	15	2	251	7,530

<b>SPECIAL REQUIREMENTS</b>				
9. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	20	0.5	251	2,510

<b>SPECIAL REQUIREMENTS</b>				
10. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	10	1	48	480

<b>SPECIAL REQUIREMENTS</b>				
11. Installation of automatic air freshener dispensers and provision of two cans of air freshener per month				
	Description (No. Of Toilets)	Qty Of Cans	Annual Frequency	Total Cans To Be Provided Annually
1	20	2	12	480

<b>SPECIAL REQUIREMENTS</b>				
12. Internal Cleaning and washing windows				
	Description		Annual Frequency	Total Area To Be Washed (M2)
	Area of windows			
1	Item		52	Item

<b>SPECIAL REQUIREMENTS</b>			
13. Provision of large litter bins at all entry points and daily emptying.			
	<b>No. of litter bins</b>	<b>Annual FREQUENCY</b>	<b>TOTAL Bins To Be Provided/Emptied Annually</b>
<b>1</b>	30	20	600

<b>SPECIAL REQUIREMENTS</b>				
14. Provision of waste paper baskets in all toilet lobbies				
	<b>No. of TOILET LOBBIES</b>	<b>Qty. Of Waste Paper Bins</b>	<b>ANNUAL FREQUENCY</b>	<b>Total Number Of Times To Be Emptied Annually</b>
<b>1</b>	20	1	251	5,020

<b>SPECIAL REQUIREMENTS</b>			
15. Cleaning and washing of all other fire exit/stair cases.			
<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual (Qty).</b>	
<b>3</b>	<b>52</b>	<b>156</b>	

<b>SPECIAL REQUIREMENTS</b>			
16. Painting of all iron mongery installed on the Perimeter wall, including access gates and security barriers.			
<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>	
<b>1</b>	<b>1</b>	<b>1</b>	

<b>SPECIAL REQUIREMENTS</b>			
17. Cleaning of air-conditioner vents			
<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>	
<b>1</b>	<b>2</b>	<b>2</b>	

<b>SPECIAL REQUIREMENTS</b>			
18. Cleaning and Washing of Garbage room on ground floor.			
<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>	
<b>3</b>	<b>52</b>	<b>156</b>	

<b>SPECIAL REQUIREMENTS</b>			
19. Cleaning and Washing of roof and storm Drains, and Manholes and application of drain cleaner to eliminate foul smell.			
<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>	
<b>2</b>	<b>52</b>	<b>104</b>	

**SPECIAL REQUIREMENTS**

20. Cleaning and sweeping of internal roads, footpaths, parking area at the front and 3 number basement parking.

<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>
<b>2</b>	<b>52</b>	<b>104</b>

**Summary of Financial Proposal –(10.) USHURU PENSIONS TOWERS (CBC) UPPERHILL**

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
<b>1</b>	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	<b>2,331,790</b>		
<b>2</b>	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	<b>10,040</b>		
<b>3</b>	Garbage handling	<b>ITEM</b>		
<b>4</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
<b>5</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>20,080</b>		
<b>6</b>	Applying urinal moth balls to urinals	<b>4800</b>		
<b>7</b>	Provision of two (no.) toilet paper rolls in each VIP closet	<b>3,765</b>		
<b>8</b>	Installation of jumbo tissue dispensers and provision of two (2) jumbo tissue papers per day.	<b>7,530</b>		
<b>9</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	<b>2,510</b>		
<b>10</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>480</b>		
<b>11</b>	Installation of automatic air freshener dispensers and provision of two cans of air freshener per month	<b>480</b>		
<b>12</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>13</b>	Provision of large litter bins on main lift lobby of all floor and daily emptying.	<b>600</b>		
<b>14</b>	Provision of waste paper baskets in all toilet lobbies	<b>5,020</b>		
<b>17</b>	Cleaning of air-conditioner vents	<b>2</b>		
<b>18</b>	Cleaning and Washing of Garbage room on ground floor.	<b>156</b>		
<b>19</b>	Cleaning and Washing of roof and storm Drains, and Manholes and	<b>104</b>		

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
	application of drain cleaner to eliminate foul smell.			
<b>20</b>	Cleaning and sweeping of internal roads, footpaths, parking area at the front and 3 number basement parking.	<b>104</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## FINANCIAL PROPOSAL

### 11. FORTIS BUILDING WESTLANDS ( USHURU PENSION PLAZA)

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.				
	<i>Description</i>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Washed Annually M<sup>2</sup></b>
1	Office area --- 4,459 m2	251	4,459	1,119,209
	<b>TOTAL</b>			

<b>SPECIAL REQUIREMENTS</b>				
2. Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.				
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Pkts To Be Provided Annually</b>
	<b>Toilets cubicles</b>			
1	10	2	251	5,020

<b>SPECIAL REQUIREMENTS</b>			
3. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
1	Removal of all wet and dry waste from offices to common garbage collection point	251	item

<b>SPECIAL REQUIREMENTS</b>				
4. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Office area	251	4,459	1,119,209

<b>SPECIAL REQUIREMENTS</b>				
5. Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>DESCRIPTION (Cubicles)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
1	10	251	4	10,040



<b>SPECIAL REQUIREMENTS</b>				
6. Applying urinal moth balls to all urinals ( <b>Minimum size 200 gms pack of 5 balls</b> )				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>Annual Frequency</b>	<b>Total Balls To Be Provided Annually</b>
	<b>Urinals</b>			
<b>1</b>	10	5	48	2,400

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of three (no.) toilet paper rolls in each VIP closet				
	<b>Description (No. Of Toilets)</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
<b>1</b>	5	3	251	3,765

<b>SPECIAL REQUIREMENTS</b>				
9. Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and provision of ONE (1) jumbo tissue papers per day.				
	<b>No. Of Dispensers.</b>	<b>Qty. Of Jumbo Rolls</b>	<b>Annual FREQUENCY</b>	<b>TOTAL Rolls To Be Provided Annually</b>
<b>1</b>	10	1	251	<b>2,510</b>

<b>SPECIAL REQUIREMENTS</b>				
9. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle				
	<b>DESCRIPTION (floor)</b>	<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
	<b>No. of toilets</b>			
<b>1</b>	10	0.5	251	1,255

<b>SPECIAL REQUIREMENTS</b>				
10. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	<b>DESCRIPTION (No. of toilets)</b>	<b>Bins per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>
<b>1</b>	10	1	48	480

<b>SPECIAL REQUIREMENTS</b>				
11. Installation of automatic air freshener dispensers and provision of two cans of air freshener per month				
	<b>Description (No. Of Toilets)</b>	<b>Qty Of Cans</b>	<b>Annual Frequency</b>	<b>Total Cans To Be Provided Annually</b>
<b>1</b>	10	2	12	240

<b>SPECIAL REQUIREMENTS</b>				
12. Internal Cleaning and washing windows				
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE WASHED (m2)</b>
	<b>Area of windows</b>			
<b>1</b>	Item		48	Item

<b>SPECIAL REQUIREMENTS</b>			
13. Provision of large litter bins at all entry points and daily emptying.			
	<b>No. of litter bins</b>	<b>Annual FREQUENCY</b>	<b>TOTAL bins to be provided/emptied annually</b>
<b>1</b>	20	251	5,020

<b>SPECIAL REQUIREMENTS</b>				
14. Provision of waste paper baskets in all toilet lobbies				
		<b>Qty. of waste paper bins</b>	<b>ANNUAL FREQUENCY</b>	<b>Total number of times to be emptied annually</b>
	<b>No. of litter bins</b>			
<b>1</b>	10	1	251	2,510

**SUMMARY OF FINANCIAL PROPOSAL –(11.) FORTIS BUILDING WESTLANDS (USHURU PENSION PLAZA)**

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
<b>1</b>	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	<b>1,119,209</b>		
<b>2</b>	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	<b>5,020</b>		
<b>3</b>	Garbage handling	<b>ITEM</b>		
<b>4</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
<b>5</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>10,040</b>		
<b>6</b>	Applying urinal moth balls to urinals	<b>2,400</b>		
<b>7</b>	Provision of three (no.) toilet paper rolls in each VIP closet	<b>3,675</b>		
<b>8</b>	Installation of jumbo tissue dispensers and provision of ONE (1) jumbo tissue papers per day.	<b>2,510</b>		
<b>9</b>	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	<b>1,255</b>		
<b>10</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>480</b>		
<b>11</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>12</b>	Provision of large litter bins on main lift lobby of all floor and daily emptying.	<b>5,020</b>		
<b>13</b>	Provision of waste paper baskets in all toilet lobbies	<b>2,510</b>		
<b>14</b>	Installation of automatic air freshener dispensers and provision of two cans of air freshener per month	<b>240</b>		
<b>15</b>	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 12. NAMANGA OSBP OFFICES

### NAMANGA ONE STOP BORDER POST OFFICES

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	36	360	4	51,840

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All screed/terrazzo, ceramic floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	360	2,200	792,000

<b>SPECIAL REQUIREMENTS</b>				
3. Provision Of Toilet Paper Rolls In Each Closet				
	Description (Closets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	36	3	360	38,880

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	8	1	48	384

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	Description (Toilets)	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
1	18	1	360	6,480

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of 1/2 litre liquid toilet soap in each Toilet.				
	Description (Toilets)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
1	18	0.5	360	3,240

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annually (Qty).
1	Removal of all wet and dry waste from offices to common garbage collection point	360	Item

<b>SPECIAL REQUIREMENTS</b>			
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL AREA TO BE DUSTED ANNUALLY m2
1	Office area 400 m <sup>2</sup>	360	144,000

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION (Urinals)	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided ANNUALLY
1	17	4	48	3,264

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows/Glass Partitions				
	DESCRIPTION (Area of windows)		ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED ANNUALLY (m2)
1	Item		48	Item

<b>SPECIAL REQUIREMENTS</b>				
11. Cleaning and washing of pavements and drive ways				
	DESCRIPTION (Area )		ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED ANNUALLY (m2)
1	2,500		24	60,000

<b>SPECIAL REQUIREMENTS</b>				
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.				
	Description (Area )		Annual Frequency	Total Area To Be Maintained Annually (M2)
1	600 m <sup>2</sup>		96	57,600

<b>SPECIAL REQUIREMENTS</b>				
13. Planting of new 10 Ashok trees per month and watering the same.				
	DESCRIPTION (Area )	Qty /month	ANNUAL FREQUENCY	TOTAL NO OF TREES PER ANNUALLY
1	Ashok Trees	10	12	120

## Summary of Financial Proposal – (12.)NAMANGA OFFICES (OSBP)

	<b>Technical Specification</b>	<b>Gross Annual Area(m<sup>2</sup>)/ Quantity (no)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>51,840</b>		
<b>2</b>	Washing /Mopping of All screed/ceramic tiles /Terrazzo floors.	<b>792,000</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>3,264</b>		
<b>4</b>	Provision of THREE toilet paper rolls in each closet	<b>38,880</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>384</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>6,480</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>3,240</b>		
<b>8</b>	Garbage handling	<b>Item</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>144,000</b>		
<b>10</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>11</b>	Cleaning and washing of pavements and driveways	<b>60,000</b>		
<b>12</b>	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>57,600</b>		
<b>13</b>	Planting of new 10 Ashok trees per month and watering the same.	<b>120</b>		
	<b>Total ANNUAL Cost of Cleaning Activities</b>			
	<b>Servicing of NAMANGA staff houses</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total ANNUAL Contract Cost</b>			

## FINANCIAL PROPOSAL

### 13. LOITOKITOK OFFICES & RESIDENTIAL HOUSES

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	795	199,545		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	795	3180		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	3012		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY		RATE	TOTAL KSHS
1	All seats	4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7 Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
<b>1</b>	3	1	24	72		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8 Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
<b>1</b>	Ceremonial flag	4	50	200		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases					Once every day	
	Description		Annual Frequency		Rate	Total Kshs.
<b>1</b>	Main stair case/fire		244			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
<b>1</b>	No. Of Toilets	6				
		2	251	3012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
<b>1</b>		6	1/2	251	753		



<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
13. Garbage Handling				3 times a week	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
14. Cleaning of roof gutters & drain pipes in all houses and office					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices/houses	4		Item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
15. Cleaning and Washing of external windows.				Once every three months	
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal –(13.) LOITOKITOK OFFICES

	Technical Specification	Gross Annual Area(M <sup>2</sup> )/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	199,545		
2	Stripping and polishing all PVC/terrazzo floors	3180		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A		
5	Provision of two (numbers) toilet paper rolls in each closet	3012		
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	72		
8	Laundrying of ceremonial flag and curtains	200		

9	Mounting and removing of ceremonial flag	<b>5</b>		
10	Cleaning and Washing of main fire exit/stair cases	<b>Item</b>		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>3012</b>		
12	Provision of ½ litre liquid toilet soap in each closet.	<b>753</b>		
13	Removal of all wet and dry waste from offices to Garbage room.	<b>Item</b>		
14	Cleaning of roof gutters & drain pipes in all houses and office	<b>Item</b>		
15	Cleaning and Washing of external windows	<b>Item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## LOT 1-B

### CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN NAIROBI

#### Price Schedule

#### KENYA REVENUE AUTHORITY STAFF HOUSES GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

#### NAIROBI CITY

##### 1. LANGATA ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
<b>No of bedrooms</b>	<b>Type of house</b>	<b>No. of units</b>	<b>Rate per unit per month Ksh</b>	<b>Cost per month Kshs.</b>
4	Flat	36		
3	Maisonette	50		
2	Flat	200		
1	Flat	86		
		<b>372</b>		
<b>Other services to be provided at the estates</b>				
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis			item	
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides ,external side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 trees/flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.			Once Per year	
<b>Total</b>				

## 2. MAWENZI ESTATE PHASE 1

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month-Kshs.	Cost per month Kshs.
3 with servant quarter	Bungalows	20		
<b>Total</b>		<b>20</b>		
<b>Other services to be provided at the estates</b>				
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		Item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 trees/ flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

## 3. MAWENZI ESTATE PHASE II

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>		
No of bedrooms	Type of house	No of units
3	Maisonettes	50
Single rooms	Situated in one block of two storeys	6
<b>Total</b>		<b>56</b>
<b>Other services to be provided at the estates</b>		
Cleaning of all road/foot paths & paved areas daily		
Cutting of grass in compound & disposing of the same continuously		

Cleaning of drainage & opening up any clogged ones continuously	
Trimming of live fence & gardening around both sides of perimeter wall. <b>Successful bidder required to trim and maintain thicket area behind perimeter wall to railway line (approx 50m by 100m)</b>	
Replacement of bulbs in all the internal street lights & wall lights as they occur	
Carrying out gardening & tending to plants in the compound continuously	
Provide plant and maintain 10 trees / flowers per month	
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage	
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year
<b>Total per month</b>	

#### 4. SOUTH C KONGONI

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month-Kshs.	Cost per month-Kshs.
2	Flats	12		
1	Flats	12		
<b>Total</b>		<b>24</b>		
<b>Other services to be provided at the estates</b>				
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

## 5. SOUTH C ESTATE NDEKWA AVENUE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month-Kshs.	Cost per month in Kshs.
3	Flats	14		
2	Flats	14		
<b>Total</b>		<b>28</b>		
<b>Other services to be provided at the estates</b>				
		Area		
	Cleaning of all road/foot paths & paved areas daily			
	Daily cleaning of common stair cases in the blocks of flats			
	Cutting of grass in compound & disposing of the same continuously			
	Collecting any loose waste in the compound on daily basis	item		
	Cleaning of drainage & opening up any clogged ones continuously			
	Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
	Cleaning of approach roads & opening of drainages			
	Replacement of bulbs in all the internal street lights & wall lights as they occur			
	Carrying out gardening & tending to plants in the compound continuously			
	Provide plant and maintain 10 trees /flowers per month			
	Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
	Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>				

## 6. EMBAKASI ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month-Kshs.	Cost per month-Kshs
2	Bungalow	3		
1	Bungalow	20		
<b>Total</b>		<b>23</b>		
<b>Other services to be provided at the estates</b>				
		Area		
	Cleaning of all road/foot paths & paved areas daily			
	Daily cleaning of common stair cases in the blocks of flats			
	Cutting of grass in compound & disposing of the same continuously			
	Collecting any loose waste in the compound on daily basis	item		
	Cleaning of drainage & opening up any clogged ones continuously			
	Cutting of live fence & gardening around both sides External side up to the edge of roof/drain where applicable			
	Cleaning of approach roads & opening of drainages			
	Replacement of bulbs in all the internal street lights & wall lights as they occur			
	Carrying out gardening & tending to plants in the compound continuously			
	Provide plant and maintain 10 trees /flowers per month			
	Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
	Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>				

7. KENYA REVENUE AUTHORITY NAMANGA STAFF HOUSES (ESTATES)

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month-Kshs.	Cost per month Kshs.
4	Bungalow	2		
3	Bungalow	24		
<b>Total per month</b>		<b>26</b>		
<b>Total per annum x 12</b>				
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 flowers/trees per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total Cost per month</b>				
<b>Total Cost per year (monthly cost x 12)</b>				



## 8. LOITOKITOK RESIDENTIAL UNITS.

### GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month-Kshs.	Cost per month Kshs.
3	Bungalow	89		
<b>Total per month</b>		<b>89</b>		
<b>Total per annum x 12</b>				
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		Item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 flowers/ trees per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total Cost per month</b>				
<b>Total Cost per year (monthly cost x 12)</b>				

**LOT 1 (B) NAIROBI RESIDENTIAL ESTATES.**

**COLLECTION OF PRICES FOR NAIROBI RESIDENTIAL (ESTATES)**

<b>NO.</b>	<b>RESIDENTIAL ESTATES</b>	<b>TOTAL COST-KSHS</b>
<b>1.</b>	TOTAL LANGATA ESTATE	
<b>2</b>	TOTAL MAWENZI ESTATE PHASE 1	
<b>3</b>	TOTAL MAWENZI ESTATE PHASE 11	
<b>4</b>	TOTAL SOUTH C KONGONI	
<b>5</b>	TOTAL SOUTH C ESTATE NDEKWA AVENUE	
<b>6</b>	TOTAL EMBAKASI ESTATE	
<b>7</b>	TOTAL NAMANGA ESTATE	
<b>8</b>	TOTAL LOITOKITOK ESTATE	
	<b>TOTAL PER MONTH</b>	
	<b>TOTAL PER ANNUM x 12</b>	
	<b>Add 16 % VAT</b>	
	<b>GRAND TOTAL</b>	

**LOT 1 (C) COMMON AREA.**

**1.0 LOCATION**

<b>STATION NAME</b>	<b>DESCRIPTION</b>
CBC- UPPERHILL (Pension Tower)	Common Areas

**2.0 DESCRIPTION OF SERVICES**

1. Garbage collection & disposal from the entire building
2. Sweeping & general cleanliness to **common area** of the building
3. Opening of sewer, foul & storm water drains
4. Sweeping & cleaning of internal roads, footpaths & parking area/ 3 no. basements
5. Painting to gate and the fence.

**3. 0 SPECIFICATION & SPECIAL REQUIREMENT**

<b>SPECIAL REQUIREMENTS</b>	<b>FREQUENCY</b>
1. Cleaning & mopping of concrete screed, paved areas & terrazzo floors	Twice Daily
2. Provision of four 2 no. paper rolls in each closet in basement.	Once every day
3. Installation of hand liquid soap dispenser & 1/2 litre liquid soap in toilet cubicle in basement.	Once every day
4. Removal of dry & wet waste from <b>common areas</b> to common garbage point	Daily
5. Cleaning & washing of external windows	Once every 4 months
6. Painting & maintenance of entrance and exit gates	Once a year

**BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -1 C (COMMON AREAS-USHURU PENSION TOWERS-CBC)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

**FINANCIAL PROPOSAL FOR CBC OFFICES COMMON AREAS – 10 CLEANERS.**

<b>SPECIAL REQUIREMENTS</b>
<b>Frequency</b>

1. Cleaning of all screed/granite tile floors		Once every day	
Description( floor)	Annual frequency	Total area to be cleaned annually	Total KSHS
3 basements, front parking, open air area, Generator areas, lobby areas, lifts floor and 5 no staircases and 1 no. washrooms	251	14,230.79 m <sup>2</sup>	

<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
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2. Provision of two no. toilet paper roll in each closet Once every day

Description	Annual Frequency	Qty Per Closet	Total Roll To Be Provided Annually	Rate	Total Kshs
<b>Total</b>					
1	251	2	502		

<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
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3. Cleaning & washing of external walls, louvered doors and external windows months Once every 4

Description	Annual Frequency	Rate	Total Kshs
All external walls, louvered doors & external windows.	3	ITEM	

<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
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4. Provision of 2 no. packet paper towels dispenser in each toilet cubicle Once every day

Description	Annual Frequency	Qty	Total Rolls To Be Provided Annually	Rate	Total Kshs
<b>No. of toilets</b>					
1	251	2	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>
5. Provision of ½ litre liquid toilet soap in each toilet cubicle and dispenser					Once every day
<b>Description</b>	<b>Annual Frequency</b>	<b>Qty Per Toilet( Ltrs)</b>	<b>Total Ltrs To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>No. of toilets</b>					
1	251	½	123		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>
6. Garbage Handling					Daily Basis
<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty</b>	<b>Rate</b>	<b>Total Kshs</b>	
Removal of wet & dry waste from common areas to garbage bin	251	Item			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>
7. Provision and servicing of one sanitary bin in each ladies' toilet.					Weekly
<b>Description</b>	<b>Qty Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>No. of toilets</b>					
1	1	48	48		

<b>Description</b>	<b>Area</b>	<b>Rate Unit Per Month Kshs</b>	<b>Total Cost Per Month</b>
8.Cleaning approach roads & unclogging of drainage and storm water drains	<b>ITEM</b>		
9.Collection and ferrying of garbage away from the building to an authorized council dumping site on twice per week.	<b>ITEM</b>		
10.Painting and maintenance of entrance, exit and pedestrian gates (Once a year)	<b>21.94M<sup>2</sup></b>		

### **SUMMARY OF FINANCIAL PROPOSAL FOR CBC COMMON AREAS**

	<b>Technical Specification</b>	<b>GrossArea(M2)/ Quantity</b>	<b>RATE</b>	<b>TOTAL COST</b>
1.	Cleaning of all screed / PVC/ terrazzo/tiled floors	<b>14,230.79</b>		
2.	Provision of two no. toilet paper roll in each closet	<b>502</b>		
3.	Cleaning & washing of louvered doors, external walls and windows	<b>ITEM</b>		
4.	Provision of two no. packet paper towel dispenser in each closet	<b>502</b>		
5.	Provision of 1/2 litre liquid toilet soap in each closet and dispenser	<b>123</b>		
6.	Garbage Handling	<b>ITEM</b>		
7.	Provision and servicing of one sanitary bin in each ladies toilet	<b>48</b>		
8	Cleaning approach roads & unclogging of drainage	<b>ITEM</b>		
9	Collection and ferrying of garbage away from the building to an authorized council dumping site on twice per week.	<b>ITEM</b>		
10	Painting and maintenance of entrance, exit and pedestrian gates (once a year)	<b>21.94 M<sup>2</sup></b>		
	<b>TOTAL</b>			

**COMMON AREA FOR USHURU PENSION PLAZA (Fortis Park)**

**1.0 LOCATION**

<b>STATION NAME</b>	<b>DESCRIPTION</b>
USHURU PENSION PLAZA	Provision of Cleaning of common Areas and Garbage collection services

**2.0 DESCRIPTION OF SERVICES.**

- 1 Garbage collection & disposal for the entire Building.
- 2 Sweeping & general cleanliness to staircases, lobby areas, lift floors, roof top, open terrace and 3 No. Basements of the building
- 3 Maintenance of all security lights
- 4 Opening of sewer, foul & storm water drains
- 5 Sweeping & cleaning of internal roads, footpaths & Front parking area
- 6 Painting of the entrance and exit gates.
- 7 General maintenance of outdoor plants and shrubs.

**3. 0 SPECIFICATION & SPECIAL REQUIREMENT**

<b>SPECIAL REQUIREMENTS</b>	<b>FREQUENCY</b>
1. Cleaning & mopping of concrete screed, paved areas, tiled floor & terrazzo floors	Twice Daily
2. Provision of 2 rolls toilet paper in each closet in Basement	Once every day
3. Installation of hand liquid soap dispenser & 1/2 litre liquid soap in toilet cubicle in the Basement.	Once every day
4. Removal of dry & wet waste from <b>common areas</b> to common garbage point	Daily
5. Cleaning & washing of external windows	Once every 3 months
6. Trimming of flowers and planting of outdoor plants.	Whenever necessary
7. Painting & maintenance of entrance and exit gates	Once every 3 months

**BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -1 C (COMMON AREAS- USHURU PENSION PLAZA-FORTIS PARK)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

#### 4. o FINANCIAL PROPOSAL

##### USHURU PENSION PLAZA OFFICES

<b>SPECIAL REQUIREMENTS</b>				
<b>Frequency</b>				
1. Cleaning of all screed/ granite tile floors				Once every day
<b>Description ( Floor)</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
3 No. Basements, front parking, open air area, Roof tops, balconies, lift lobby areas and 6 no. staircases and 1 no. washrooms	251	10,869 m <sup>2</sup>		

<b>SPECIAL REQUIREMENTS</b>					
<b>Frequency</b>					
2. Provision of two toilet paper rolls in each closet					Once every day
<b>Description</b>	<b>Annual Frequency</b>	<b>Qty Per Closet</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>Total</b>					
2	251	2	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>
3. Cleaning & washing of external walls and external windows months				once every 2
<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	



All external walls, louvered doors & external windows.	6		
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### SPECIAL REQUIREMENTS

SPECIAL REQUIREMENTS					Frequency
4. Provision of two packets of paper towels dispenser in each toilet cubicle					Once every day
Description	Annual frequency	Qty	Total rolls to be provided annually	Rate	Total Kshs
<b>No. of toilets</b>					
2	251	2	1004		

SPECIAL REQUIREMENTS					Frequency
5. Provision of 1/2 litre liquid toilet soap in each toilet cubicle and dispenser					Once every day
Description	Annual Frequency	Qty Per Toilet( Ltrs)	Total Ltrs To Be Provided Annually	Rate	Total Kshs
<b>No. of toilets</b>					
2	251	1/2	251		

SPECIAL REQUIREMENTS				Frequency
6. Garbage Handling				Daily
Description	Annual Frequency	Total Equivalent Annual Qty	Rate	Total Kshs
Removal of wet & dry waste from common areas to garbage bin	251	Item		
SPECIAL REQUIREMENTS				Frequency

7.Provision and servicing of one sanitary bin in Weekly each ladies' toilet				Item	
<b>Description</b>	<b>Qty Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>No. of toilets</b>					
1	1	48	48		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>
8. Other Services to be provided at the building			Items
<b>Description</b>	<b>Area</b>	<b>Rate unit per month Kshs</b>	<b>Total Cost per month</b>
Collecting any loose waste in the compound on daily basis	Item		
Replacement of security bulbs whenever necessary	Item		
Cleaning approach roads & unclogging of drainage	Item		
Collection and ferrying of garbage away from the building to an authorized council dumping site once per week	Item		
Trimming, weeding and planting of outdoor plants when need be.	Item		
Painting and maintenance of entrance and exit gates once in 3 months	Item		

### 5. 0 Summary of financial Proposal for Fortis Park (Ushuru Plaza)

	<b>Technical Specification</b>	<b>Kshs</b>
1.	Cleaning of all screed / PVC/ terrazzo/tiled floors	

2.	Provision of two toilet paper rolls in each closet	
3.	Cleaning & washing of louvered doors, external walls and windows	
4.	Provision of two packets paper towels dispenser in each closet	
5.	Provision of 1/2 litre liquid toilet soap in each closet and dispenser	
6.	Garbage Handling	
7.	Provision and servicing of one sanitary bin in each ladies toilet	
8.	Other Services to be provided at the Building	
	<b>Grand Total ( annually) KSHS</b>	

## COLLECTION FOR COMMON AREAS

### GRAND SUMMARY

No.	LOT 1-(C) COMMON AREAS	TOTAL COST- KSHS
1.	USHURU PENSION TOWERS (CBC)	
2.	USHURU PENSION PLAZA (FORTIS PARK)	
	<b>TOTAL PER MONTH</b>	
	<b>TOTAL PER ANNUM x 12</b>	
	<b>Add 16 % VAT</b>	
	<b>GRAND TOTAL</b>	

**PRICE-SCHEDULE FOR LOT 1 (A, B & C)- NAIROBI REGION**

**GRAND SUMMARY**

	<b>Description</b>	<b>Total Annual contract cost Kshs.</b>
<b>Lot 1 –A NAIROBI REGION</b>		
1. TIMES TOWER	Offices	
2.CITY SQUARE (PPO) &GPO OFFICES	Offices	
3.I-TAX NAIROBI RAILWAYS CLUB	Offices	
4. SAMEER PARK OFFICES	Offices	
5..FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices	
6. PEPE OFFICES ATHI RIVER	Offices	
7.WILSON CUSTOMS OFFICES	Offices	
8..ICD EMBAKASI I. OFFICES II. SCANNER III. WAREHOUSE	Offices	
9. USHURU PENSION TOWERS (CBC)	Offices	
10. PODO PARK-KESRA	Offices/ training Centre	
11.FORTIS BUILDING –WESTLANDS		
12. NAMANGA OFFICES	Offices	
13. LOIKITOKTOK OFFICES	Offices	
	<b>Sub Total</b>	
<b>LOT 1 –B NAIROBI ESTATES</b>		
1. LANGATA	Residential	
2. MAWENZI I		
3. MAWENZI II		
4. SOUTH C KONGONI		
5. SOUTH C NDEKWA		
6. EMBAKASI		
7. NAMANGA ESTATES		
8. LOITOKITOK ESTATES		
	<b>Sub Total</b>	
<b>LOT 1- C COMMON AREAS</b>		
1. Ushuru Pension Tower (CBC)		
2. Ushuru Pension Plaza (Fortis Park)		
	<b>Sub Total</b>	
<b>Add 16 % VAT</b>		
<b>GRAND TOTAL FOR LOT 1 A, B &amp; C</b>		
<b>(To be carried to Form of Tender)</b>		

## SCHEDULE OF REQUIREMENTS

### CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES –COUNTRY WIDE

#### (a). Schedule of Requirements

Kenya Revenue Authority will require the selected Bidder to provide **CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN MOMBASA** which will include the following activities;

- i) Cleaning of the Estates.
- ii) Cleaning of Sewers, Foul and Storm Drains.
- iii) Grass cutting, pruning, weeding.
- iv) Tree planting and grounds maintenance.
- v) Garbage Collection.

<b>Technical Specifications</b>	
<b>1</b>	<b><i>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</i></b>
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>
	<ul style="list-style-type: none"> <li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> </ul>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>
<b>2</b>	<b><i>GENERAL CLEANLINESS OF THE ESTATES</i></b>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>
	<ul style="list-style-type: none"> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> </ul>

#### **PART “A”**

##### **(ii) TECHNICAL SPECIFICATIONS**

	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>INDICATE CAPABILITY</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• All access staircases</li> <li>• Gate houses</li> <li>• Security guard toilets</li> </ul>	Sweeping and mopping thrice a week.	

2	<ul style="list-style-type: none"> <li>• Car parks, driveways, roads</li> <li>• Surrounding area within the fence and pavement area outside the fence</li> <li>• Low level walls including the wall and embankment</li> <li>• Adjustment parking bays round the fence</li> <li>• All storage areas</li> <li>• All fence pillars and grill work</li> <li>• All foul, sewer and storm water drains, manholes</li> </ul>	Sweeping and general cleaning every day	
3	<ul style="list-style-type: none"> <li>• Grass cutting, trimming/weeding of fences</li> <li>• Tree pruning, cutting unwanted or dry trees</li> </ul>	Every day	

**GARBAGE COLLECTION AND GROUND MAINTENANCE FOR KENYA REVENUE AUTHORITY STAFF HOUSES.**

1	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will place five (5 NO.) Refuse Bins in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to one meter wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
<b>5</b>	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>• <b>The contractor will plant forty (40 NO.) garden trees per year in consultation with the Authority in each estate and take full care of them during the period of contract.</b> <ol style="list-style-type: none"> <li>1. SOWETO</li> <li>2. MIRITINI I</li> <li>3. MIRITINI II</li> <li>4. NYERERE</li> <li>5. BUXTON</li> <li>6. MIGADINI</li> <li>7. CHANGAMWE</li> <li>8. BAMBURI SENIOR</li> <li>9. BAMBURI NAKUMATT</li> <li>10. SHIMONI</li> </ol> </li> </ul>	
<b>6</b>	<b>LABOUR</b>	
	<ul style="list-style-type: none"> <li>• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
<b>7.</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	The contractor shall maintain all security lights & street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.	

### BIDDER'S RESPONSE DECLARATION FORM

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR RESIDENTIAL ESTATES IN MOMBASA** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_



**LOT 2**  
**SOUTHERN REGION**

**OFFICES ON SOUTHERN REGION.**

**Forodha House Mombasa, Parcels Post Office & Customs Railway Station**  
**Schedule of Cleaning Activities.**

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
7	Removal of all wet and dry waste from Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
11	Provision of 6 (six no.) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year
22	Painting of all iron mongery installed on the Perimeter wall.	Once per year

23	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly
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## KESRA – MOMBASA INSTITUTE & HOSTELS

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Washing of concrete screed and paved areas. To be included are the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every week
10	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
11	Provision of six (6 no.) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto the edge of the road outside the fence and up to three metres from the fence of the dog kennel compound	Weekly
15	Stripping and polishing all PVC/screed/terrazzo floors	Twice weekly
16	Shampooing of all carpeted areas	Once every 3 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every month
18	Cleaning and Washing of external walls and windows.	Once every 3 months
19	Laundering of ceremonial flag and curtains	Once every 3 months

20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year
22	Painting of all iron mongery installed on the Perimeter wall.	Once per year
23	Installation of automatic air freshener dispensers and provision of two cans of freshener per month in the toilet common area.	Two cans monthly
24	Planting of two hundred (200) flower plants in consultation with the Authority	Per year

### **KILINDINI (OFFICES, WAREHOUSE – I & SCANNER MOMBASA)**

**(Includes Shed 5, warehouse, 3 fixed scanners, mobile scanners, Scanner yard, gate 5/12 office, gate 22/26 offices and washrooms, fixed scanner gate 20, fixed scanner G section, and new terminal 2 offices washrooms.)**

#### **Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
10	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times per week
11	Provision of six (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
16	Shampooing of all carpeted areas	Once every 2 months

17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year
31	Painting of all iron mongery installed on the Perimeter wall.	Once per year
32	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

## MOI AIRPORT MOMBASA & MOI AIRPORT SCANNERS.

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice per day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once per day
8	Removal of all wet and dry waste from offices to Garbage bin.	Once every day
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every three Months
14	Shampooing of all carpeted areas	Once every 2 months
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
16	Laundering of ceremonial flag and curtains	Once every 3 months
17	Annual timetable of weekly, monthly, and quarterly activities	Once every year
18	Mounting and removing of ceremonial flag	5 times every year

## CUSTOMS OLD PORT MOMBASA

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from Garbage room.	Three times a week
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year
22	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

**MALINDI MAIN OFFICES & WAREHOUSE**  
**Schedule of Cleaning Activities**

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Three times a week
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times a week
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Continuously
22	Mounting and removing of ceremonial flag	5 times every year
23	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly
24	Applying urinal moth balls to all urinals	Four balls per urinal per week

## MALINDI AIRPORT

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc. sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Cleaning and Washing of main fire exit/stair cases	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from offices to Garbage room.	Three times a week
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times a week
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall,	Once every three months
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

## LUNGA LUNGA OSBP OFFICES

### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Cleaning and washing windows	Once a week
10	Provision of three number toilet paper rolls in each closet	Once Daily
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	Twice a week
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	Twice a week
13	Planting and maintenance of 10 Ashok Trees	Monthly

### BIDDER'S RESPONSE DECLARATION FORM

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -2 (SOUTHERN REGION-OFFICES)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_



## LUNGA LUNGA RESIDENTIAL HOUSES

### **(a). Schedule of Requirements**

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN LUNGA LUNGA which will include the following activities;

#### **Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.

### **(b). Technical Specifications**

#### **GENERAL**

1. These specifications describe the basic requirements for the service.

	<b>PART 'A' Description of the Services</b>	<b>State Frequency</b>
<b>1</b>	<b><u>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</u></b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>	
<b>2</b>	<b><u>GENERAL CLEANLINESS OF THE ESTATES</u></b>	
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>	

	<ul style="list-style-type: none"> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>	

## **PART 'B' COMPLIANCE TO THE SPECIFICATIONS**

<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.	
	The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.	
	The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.	
	The contractor will dispose of the garbage appropriately at an approved city council dump.	
	The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.	
	Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.	
	Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.	
	Contractor must provide a temporary tools and equipment store in each estate during the contract period.	
	The Contractor must have a lorry/lorries for removing the garbage.	
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.	
	Contractor must provide all sweeping equipment.	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains</li> </ul>	

	including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.	
	<ul style="list-style-type: none"> <li>All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
<b>5</b>	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of garden trees in the respective Estates in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
	1. Lunga Lunga Estate – 60	
<b>6</b>	<b>LABOUR</b>	
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
<b>7</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	The contractor shall maintain all security lights & street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.	

## TAITA TAVETA ONE STOP BORDER POST OFFICES

### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All screed/ceramic tile/Terrazzo floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Provision of three number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week
11	Cleaning and washing of external areas, pavements and driveways	Twice a week
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass and	Twice a week
13	Planting and maintenance of 120 Ashok Trees	Annually

## TAITA TAVETA RESIDENTIAL HOUSES

### (a). Schedule of Requirements

Kenya Revenue Authority will require the selected Bidder to provide **CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN TAITA TAVETA** which will include the following activities;

#### **Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.

**(b). Technical Specifications**

1. These specifications describe the basic requirements for the service.

**GENERAL**

	<b>PART 'A' Description of the Services</b>	<b>State Frequency</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>	
	<ul style="list-style-type: none"> <li>All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> </ul>	
	<ul style="list-style-type: none"> <li>The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>The bidder must be licensed in garbage disposal by NEMA (National Environmental Management Authority).</li> </ul>	
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>	
	<ul style="list-style-type: none"> <li>All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>All grass, hedges, trees, flowers shall be properly maintained.</li> <li>All roads and footpaths to be swept and kept free of grass.</li> </ul>	

**PART 'B' COMPLIANCE TO THE SPECIFICATIONS**

<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in</li> </ul>	

	garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.	
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; <ul style="list-style-type: none"> <li>- wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; <ul style="list-style-type: none"> <li>- gloves, overalls, and gumboots.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding</li> </ul>	

	of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.	
	<ul style="list-style-type: none"> <li>• Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>• An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
<b>5</b>	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
<b>6</b>	<b>LABOUR</b>	
	<ul style="list-style-type: none"> <li>• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
<b>7</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	The contractor shall maintain all security lights & street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.	

## SHIMONI OFFICES & RESIDENTIAL

### Schedule of Cleaning Activities

<b>Technical Requirement</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
6	Removal of all wet and dry waste from offices to Garbage room.	Three times a week	
7	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times a week	

8	sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day	
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day	
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily	
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice a month	
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months	
14	Shampooing of all carpeted areas	Once every 2 months	
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months	
16	Cleaning and Washing of external walls and windows.	Once every three months	
17	Laundrying of ceremonial flag and curtains	Once every 3 months	
18	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
19	Mounting and removing of ceremonial flag	5 times every year	

## VANGA

### Schedule of Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily	
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	



7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
8	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week	
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week	
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week	
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months	
17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
20	Mounting and removing of ceremonial flag	5 times every year	

## KIUNGA

### Schedule of Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence, etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	

6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily	
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
8	Removal of all wet and dry waste from Garbage room.	Once every day	
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day	
10	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily	
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day	
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week	
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month	
16	Shampooing of all carpeted areas	Once every 2 months	
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months	
18	Cleaning and Washing of external walls and windows.	Once every three months	
19	Laundering of ceremonial flag and curtains	Once every 3 months	
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
21	Mounting and removing of ceremonial flag	5 times every year	

## LAMU

### Schedule of Daily Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	

5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
7	Removal of all wet and dry waste from Garbage room.	3 times per week	
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	3 times per week	
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day	
10	Provision of two(numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month	
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every three months	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months	
17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day	
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
21	Mounting and removing of ceremonial flag	5 times every year	

**NGOMENI****Schedule of Cleaning Activities**

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily	
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
8	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week	
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week	
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week	
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months	
17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	

19	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
20	Mounting and removing of ceremonial flag	5 times every year	

## DIANI/UKUNDA

### Schedule of Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
7	Removal of all wet and dry waste from Garbage room.	3 times per week	
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	3 times per week	
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day	
10	Provision of two(numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month	
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every three months	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months	

17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day	
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
21	Mounting and removing of ceremonial flag	5 times every year	

## KILIFI

### Schedule of Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
7	Removal of all wet and dry waste from Garbage room.	3 times per week	
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	3 times per week	
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day	
10	Provision of two(numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily	
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month	
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month	

14	Stripping and polishing all PVC/screed/terrazzo floors	Once every three months	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months	
17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day	
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
21	Mounting and removing of ceremonial flag	5 times every year	

## VOI

### Schedule of Cleaning Activities

<b>Technical Specification</b>			
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>	<b>State Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc. sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day	
2	Mopping of All PVC/screed/terrazzo floors.	Once every day	
3	Vacuum cleaning of all carpeted areas	Once every day	
4	Cleaning and Washing of main fire exit/stair cases	Once every day	
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days	
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day	
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily	
8	Removal of all wet and dry waste from offices to Garbage room.	3 times per week	
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	3 times per week	
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall,	Once every 3 Months	

11	Provision of two (numbers) toilet paper rolls in each closet	Once every day	
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily	
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months	
15	Shampooing of all carpeted areas	Once every 2 months	
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months	
17	Cleaning and Washing of external walls and windows.	Once every three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
20	Mounting and removing of ceremonial flag	5 times every year	

### **BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -2 (SOUTHERN REGION- Offices & OSBP's)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_



SECTION VII - PRICE SCHEDULE FOR SERVICES ON LOT -2

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**(ii) Price and Delivery Schedule**

**LOT 2 –SOUTHERN REGION (ESTATES)**

**CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN MOMBASA**

**Price Schedule**

KENYA REVENUE AUTHORITY STAFF HOUSES

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE  
MOMBASA CITY**

**1. SOWETO ESTATE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
<b>No of bedrooms</b>	<b>Type of houses</b>	<b>No of units</b>	<b>Rate per unit per month Kshs.</b>	<b>Cost per month-Kshs.</b>
3	Flats	18		
2	Flats	178		
<b>Total</b>		<b>196</b>		
<b>Other services to be provided at the estates</b>				
		Area		
	Cleaning of all road/foot paths & paved areas daily			
	Daily cleaning of common stair cases in the blocks of flats			
	Cutting of grass in compound & disposing of the same continuously			
	Collecting any loose waste in the compound on daily basis	item		
	Cleaning of drainage & opening up any clogged ones continuously			
	Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
	Cleaning of approach roads & opening of drainages			
	Replacement of bulbs in all the internal street lights & wall lights as they occur			

Carrying out gardening & tending to plants in the compound continuously			
Provide plant and maintain 10 trees /flowers per month			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

## **2. MIRITINI I - ESTATE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month-Kshs.	Cost per month-Kshs
3	Flats	16		
2	Flats	84		
1	Flats	24		
<b>Total</b>		<b>124</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the				

compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

### 3. MIRITINI II -ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month- Kshs
2	Flats	144		
<b>Total</b>		<b>144</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

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#### 4. NYERERE ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month Kshs.	Cost per month-Kshs
3	Flats	24		
<b>Total</b>		<b>24</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

#### 5. BUXTON ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month-Kshs
3	Flats	24		
<b>Total</b>		<b>24</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				

Daily cleaning of common stair cases in the blocks of flats			
Cutting of grass in compound & disposing of the same continuously			
Collecting any loose waste in the compound on daily basis	item		
Cleaning of drainage & opening up any clogged ones continuously			
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
Cleaning of approach roads & opening of drainages			
Replacement of bulbs in all the internal street lights & wall lights as they occur			
Carrying out gardening & tending to plants in the compound continuously			
Provide plant and maintain 10 trees /flowers per month			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

## 6. MIGADINI ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month-Kshs
2	Flats	42		
<b>Total</b>		<b>42</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				

Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
Cleaning of approach roads & opening of drainages			
Replacement of bulbs in all the internal street lights & wall lights as they occur			
Carrying out gardening & tending to plants in the compound continuously			
Provide plant and maintain 10 trees /flowers per month			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

#### 7. CHANGAMWE ESTATE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month-Kshs.
2	Flats	7		
1	Flats	68		
<b>Total</b>		<b>75</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				

Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

### 8. BAMBURI SENIOR ESTATE (CUSTOMS)

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
3	Bungalow	10		
2	Maisonette	4		
<b>Total</b>		<b>14</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

### 9. BAMBURI SENIOR ESTATE (NAKUMATT)

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month Kshs	Cost per month-Kshs.
3	Bungalow	6		
<b>Total</b>		<b>6</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide plant and maintain 10 trees /flowers per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

### 10. SHIMONI

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month-Kshs.	Cost per month Kshs.
1	Bungalow	9		
2	Bungalow	2		
<b>Total</b>		<b>11</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				



Daily cleaning of common stair cases in the blocks of flats			
Cutting of grass in compound & disposing of the same continuously			
Collecting any loose waste in the compound on daily basis	Item		
Cleaning of drainage & opening up any clogged ones continuously			
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
Cleaning of approach roads & opening of drainages			
Replacement of bulbs in all the internal street lights & wall lights as they occur			
Carrying out gardening & tending to plants in the compound continuously			
Provide plant and maintain 10 trees /flowers per month			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

## **LOT 2. SOUTHERN REGION OFFICES**

### **1. FORODHA HOUSE MOMBASA, PARCELS POST OFFICE & CUSTOMS RAILWAY STATION**

#### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>			
1. Cleaning of concrete screed, paved areas and parking. To be included are the fence pillars, low-level walls and embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices – 6,009 m2	251	1,508,259

<b>SPECIAL REQUIREMENTS</b>			
2. Washing of concrete screed and paved areas. To be included are the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices – 6,009 m2	52	312,468

<b>SPECIAL REQUIREMENTS</b>				
3. Mopping of All PVC/screed/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices – 6,009m2	251	6009	1,508,259

<b>SPECIAL REQUIREMENTS</b>				
4. Stripping and polishing all PVC/screed/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	6,009	24,036

<b>SPECIAL REQUIREMENTS</b>				
5. Vacuum cleaning of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	251	729	182,979

<b>SPECIAL REQUIREMENTS</b>				
6. Shampooing of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices			
		4	729	2,916

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of three (numbers) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Toilets</b>			
1	51	6	251	76,806

<b>SPECIAL REQUIREMENTS</b>				
8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	51	251	N/A	12,801

<b>SPECIAL REQUIREMENTS</b>				
9. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
1	Ground to 4 <sup>th</sup> floor	4	54	216

<b>SPECIAL REQUIREMENTS</b>				
10. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	<b>No. of toilets</b>			
1	28	1	24	672
	<b>TOTAL</b>			<b>672</b>

<b>SPECIAL REQUIREMENTS</b>			
11. Cleaning and Washing of external walls and windows.			
	Description		Annual Frequency
1	All external walls & windows		4

<b>SPECIAL REQUIREMENTS</b>				
12. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	8	32

<b>SPECIAL REQUIREMENTS</b>			
14. Cleaning and Washing of main fire exit/stair cases			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of main fire exit/stair cases	244	244

<b>SPECIAL REQUIREMENTS</b>				
15. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
	Toilets			
1	15	2	251	7,530

<b>SPECIAL REQUIREMENTS</b>			
16. Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of all Drains and Manholes, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	251	item

<b>SPECIAL REQUIREMENTS</b>				
17. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	51	0.5	251	6,400.5

<b>SPECIAL REQUIREMENTS</b>			
18. Garbage Handling			

	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from Garbage room on ground floor.	156	item
2	Collection and ferrying of Garbage away from Forodha House Mombasa, Parcels Post Office & Customs Railway Station Building to an authorised City Council dumping site.	156	item
3	Cleaning and Washing of Garbage room on ground floor.	156	item

### SPECIAL REQUIREMENTS

19. Painting of all iron mongery installed on the Perimeter wall.

	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Painting of all iron mongery in matching colours	1	item
2	Painting of all access gates in matching colours	1	Item

### SPECIAL REQUIREMENTS

20. Installation of automatic air freshener dispensers and provision of two cans of freshener per month

	Description	No Of Cans Per Mth	Annual Frequency	Total Cans To Be Provided Annually
	No. of Cubicles			
1	15	2	24	720

### SPECIAL REQUIREMENTS

21. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.

	Description	Annual Frequency	Item
1	Offices	251	
	<b>TOTAL</b>		

### Summary of Financial Proposal for Forodha Mombasa.

	Technical Specification	Gross Annual Area (Sq.Mts)/Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>1,508,259</b>		
2	Washing of concrete screed and paved areas. To be included is the	<b>312,468</b>		

	stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
3	Mopping of All PVC/screed/terrazzo floors.	<b>1,508,259</b>		
4	Stripping and polishing all PVC/screed/terrazzo floors.	<b>24,036</b>		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>182,979</b>		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>2,916</b>		
7	Provision of three (numbers) toilet paper rolls in each closet.	<b>76,806</b>		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>12,801</b>		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>216</b>		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>672</b>		
11	Cleaning and Washing of external walls and windows on the buildings.	<b>4</b>		
12	Laundering of ceremonial flag and curtains.	<b>32</b>		
13	Mounting and removing of ceremonial flag.	<b>5</b>		
14	Cleaning and Washing of main fire exit/stair cases.	<b>244</b>		
15	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	<b>7,530</b>		
16	Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	<b>Item</b>		
17	Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.	<b>6,400.5</b>		
18	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>720</b>		

19	Garbage handling	<b>Item</b>		
20	Painting of all iron mongery installed on the Perimeter wall	<b>Item</b>		
21	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 2. KESRA MOMBASA

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>			
1. Cleaning of concrete screed, paved areas and parking. To be included are the fence pillars, low-level walls and embankments, external gate house, pump room, machine rooms , pavement parking, etc.			
	Description	Annual Frequency	Item
1	<b>Offices, canteen, dining hall, and upper hostels (50 rooms).</b>	251	
	<b>TOTAL</b>		

<b>SPECIAL REQUIREMENTS</b>			
2. Washing of concrete screed and paved areas. To be included are the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	Description	Annual Frequency	Item
1	Offices, canteen, dining hall, hostels	52	
	<b>TOTAL</b>		

<b>SPECIAL REQUIREMENTS</b>				
3. Mopping of All PVC/screed/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices, canteen, dining hall, and upper hostels (50 rooms) hostels	251	4,542	1,140,042

<b>SPECIAL REQUIREMENTS</b>				
4. Stripping and polishing all PVC/screed/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices, canteen, dining hall, and upper hostels (50 rooms) hostels	104	4,542	454,200

<b>SPECIAL REQUIREMENTS</b>				
5. Vacuum cleaning of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	251	58	14,558

<b>SPECIAL REQUIREMENTS</b>				
6. Shampooing of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	58	232

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of three (numbers) toilet paper rolls in each closet				

	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Toilets</b>			
<b>1</b>	100	3	251	75,300
	<b>Total</b>			

### SPECIAL REQUIREMENTS

8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.

	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total No Of Times To Be Cleaned Annually
1	100	502	-	50,200

### SPECIAL REQUIREMENTS

9. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)

	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
1	Offices	4	4	16

### SPECIAL REQUIREMENTS

10. Provision and servicing of one (numbers) sanitary bin in each ladies toilet

	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. Of Toilets			
<b>1</b>	38	1	48	1824

### SPECIAL REQUIREMENTS

11. Cleaning and Washing of external walls and windows.

	DESCRIPTION	ANNUAL FREQUENCY
1	All external walls & windows	4

### SPECIAL REQUIREMENTS

12. Laundering of ceremonial flag and curtains

	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	4	8	32

### SPECIAL REQUIREMENTS

13. Mounting and removing of ceremonial flag

	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
<b>1</b>	Ceremonial flag	5	8	40

### SPECIAL REQUIREMENTS

14. Cleaning and Washing of main fire exit/stair cases

	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of main fire exit/stair cases	244	244



<b>SPECIAL REQUIREMENTS</b>				
15. Provision of two (numbers) packets paper towel dispensers in each cubicle. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Packets To Be Provided Annually
	Office Toilets			
1	27	2	251	13,554

<b>SPECIAL REQUIREMENTS</b>			
16. Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Cleaning and Washing of all Drains and Manholes, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	251	item

<b>SPECIAL REQUIREMENTS</b>				
17. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.				
	Description	Qty. Per Cubicle (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of Office toilets			
1	20	0.5	251	2,510

<b>SPECIAL REQUIREMENTS</b>			
18. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from Garbage room on ground floor.	156	item
2	Collection and ferrying of Garbage away from KESRA Mombasa to an authorised City Council dumping site.	156	item
3	Cleaning and Washing of Garbage room on ground floor.	156	item

<b>SPECIAL REQUIREMENTS</b>			
19. Painting of all iron mongery installed on the Perimeter wall.			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Painting of all iron mongery in matching colours	1	Item
2	Painting of all access gates in matching colours	1	Item

<b>SPECIAL REQUIREMENTS</b>				
20. Installation of automatic air freshener dispensers and provision of two cans of freshener per month				
	Description	Qty. Per Cubicle (Cans)	Annual Frequency	Total Cans To Be Provided Annually
	No. of Office toilets			
<b>1</b>	20	2	24	960

<b>SPECIAL REQUIREMENTS</b>			
21. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	Description	Annual Frequency	
1	<b>Offices, canteen, dining hall, and upper hostels (50 rooms).</b>	251	
	<b>TOTAL</b>		

***BAMBURI JUNIOR QUARTERS (PART OF KESRA)***

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of houses	No of units	Rate per unit per month Kshs.	Cost per month-shs.
2	Flat	18		
<b>Total</b>		<b>18</b>		
<b>Other services to be provided at the estates</b>				
		Area		
	Cleaning internal rooms, 1 toilet and 1 shower and making beds.	18units		
	Cleaning of all road/foot paths & paved areas daily			
	Daily cleaning of common stair cases in the blocks of flats			
	Cutting of grass in compound & disposing of the same continuously			
	Collecting any loose waste in the compound on daily basis	item		
	Cleaning of drainage & opening up any clogged ones continuously			
	Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable			
	Cleaning of approach roads & opening of drainages			
	Replacement of bulbs in all the internal street lights & wall lights as they occur			

Carrying out gardening & tending to plants in the compound continuously			
Provide and plant 100 trees per year			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Add: Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total per month</b>			
<b>Total per annum x 12</b>			
<b>Total</b>			

**Summary of Financial Proposal For KESRA Offices, Upper & Lower Hostels (Mombasa)**

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>ITEM</b>		
2	Washing of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>ITEM</b>		
3	Mopping of All PVC/screed/terrazzo floors.	<b>1,140,042</b>		
4	Stripping and polishing all PVC/screed/terrazzo floors.	<b>454,200</b>		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>14,558</b>		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>232</b>		
7	Provision of three (numbers) toilet paper rolls in each closet.	<b>75,300</b>		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>50,200</b>		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>16</b>		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>912</b>		
11	Cleaning and Washing of external walls and windows on the buildings.	<b>4</b>		
12	Laundering of ceremonial flag and curtains.	<b>32</b>		
13	Mounting and removing of ceremonial flag.	<b>40</b>		
14	Cleaning and Washing of main fire exit/stair cases.	<b>244</b>		
15	Provision of TWO (numbers) packets paper towel dispensers in each office toilet. Each packet is to have at least 125 paper towels.	<b>13,554</b>		

16	Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	<b>251</b>		
17	Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.	<b>2,510</b>		
18	Garbage Handling	<b>156</b>		
19	Painting of all iron mongery installed on the Perimeter wall	<b>Once</b>		
20	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>960</b>		
21	Servicing Bamburi Junior quarters			
22	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### 3. KILINDINI, (OFFICES, WAREHOUSE & SCANNER MOMBASA )

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	2,986	749,486

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/screed/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	4	2,986	11,944

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three (numbers) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
<b>Total</b>				
1	26	6	251	39,156

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	26	502	-	13,052

<b>SPECIAL REQUIREMENTS</b>				
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>					
6 Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	Description		Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	Floor	No. of toilets			
1	Ground & 1 <sup>st</sup>	12	1	24	288
<b>TOTAL</b>					<b>288</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	150	600

<b>SPECIAL REQUIREMENTS</b>				
8 Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>			
9.Cleaning and Washing of main fire exit/stair cases			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Main stair case/fire exit	244	244

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet cubicle. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Packets To Be Provided Annually
1	Toilet cubicle	14	251	7,080

<b>SPECIAL REQUIREMENTS</b>				
11.Installation of automatic air freshener dispensers and provision of two cans of freshener per month				
	Description	Qty. Per Cubicle	Annual Frequency	Total Cans To Be Provided Annually
	Total			
1	14	6	24	2,016

<b>SPECIAL REQUIREMENTS</b>				
12. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.				
	Description	Qty. Per Cubicle (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilet cubicles			
1	14	1/2	251	1,757

<b>SPECIAL REQUIREMENTS</b>			
13.Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to Garbage bin.	251	item

<b>SPECIAL REQUIREMENTS</b>			
14. Painting of all iron mongery installed on the Perimeter wall.			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Painting of all iron mongery in matching colours	1	Item
2	Painting of all access gates in matching colours	1	Item

<b>SPECIAL REQUIREMENTS</b>			
15. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	<b>Offices</b>	251	

<b>SPECIAL REQUIREMENTS</b>				
16. Cleaning and sweeping of paved scanning yard cleaning of concrete screed area, to be included are the fence pillars, low level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking etc.				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	<b>Open yard</b>	251	1,490	373,990

**SUMMARY OF FINANCIAL PROPOSAL – KILINDINI OFFICES, WAREHOUSE & SCANNER MOMBASA**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>749,486</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>11,944</b>		
3	Provision of three (numbers) toilet paper rolls in each closet	<b>39,156</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>13,052</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>288</b>		
7	Laundering of ceremonial flag and curtains	<b>600</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	<b>7080</b>		
11	Installation of automatic air freshener dispensers and provision of two cans of freshener per month			



12	Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.	<b>2016</b>		
13	Garbage Handling	<b>Item</b>		
14	Painting of all iron mongery installed on the Perimeter wall	<b>Item</b>		
15	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
16	Cleaning and sweeping of paved scanning yard cleaning of concrete screed area, to be included are the fence pillars, low level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking etc.	<b>373,990</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

#### 4. MOI AIRPORT- MOMBASA & SCANNERS AT MCT L1 and Consol Base.

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	325.28	<b>81,637.75</b>

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/screed/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m <sup>2</sup>	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
1	<b>Offices</b>	4	325.28	<b>1,301.12</b>

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
<b>1</b>	2	2	251	1004

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	2	502	-	1004

<b>SPECIAL REQUIREMENTS</b>				
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
<b>1</b>	1	1	24	24
	<b>TOTAL</b>			<b>24</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	30	120

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>				
9 Cleaning and Washing of main fire exit/stair cases				
	Description	Annual Frequency	Total Equivalent Annual Qty.	
1	Main stair case/fire exit	244	244	

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
1	2	2	251	1004

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of 1/2 litre liquid toilet soap in each toilet.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	2	1	251	502

<b>SPECIAL REQUIREMENTS</b>				
12. Garbage Handling				
	Description	Annual Frequency	Total Equivalent Annual Qty.	
1	Removal of all wet and dry waste from offices to Garbage bin.	251	item	

<b>SPECIAL REQUIREMENTS</b>				
Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				
	Description (Floor)	Annual Frequency		
	Offices	251		

## Summary of Financial Proposal - MOI AIRPORT- MOMBASA & SCANNERS

	Technical Specification	Gross Annual Area (Sq.Mts)/Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	<b>81,637.75</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>1,301.12</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1,004</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>1,004</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
7	Laundering of ceremonial flag and curtains	<b>120</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1,004</b>		
11	Provision of ½ litre liquid toilet soap in each closet.	<b>502</b>		
12	Garbage Handling	<b>item</b>		
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 5. CUSTOMS OLD PORT MOMBASA

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	60	15,060

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/screed/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	4	60	240

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	Total			
1	2	2	251	1004

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	2	502	-	1,004

<b>SPECIAL REQUIREMENTS</b>				
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
1	1	1	24	24
<b>TOTAL</b>				<b>24</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	10	40

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	<b>DESCRIPTION</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>			
9. Cleaning and Washing of main fire exit/stair cases			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	Main stair case/fire exit	244	244

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
<b>1</b>	2	2	251	1004

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of 1/2 litre liquid toilet soap in each toilet.				
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>
	<b>No. of toilets</b>			
<b>1</b>	2	1/2	251	251

<b>SPECIAL REQUIREMENTS</b>			
12. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage bin.</b>	251	Item

<b>SPECIAL REQUIREMENTS</b>				
13. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				
	<b>Description</b>	<b>Annual Frequency</b>		
	<b>Offices</b>	251		

### **Summary of Financial Proposal for Customs Old Port Mombasa.**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Cleaning of all screed/PVC/terrazzo floors.	<b>15,060</b>		
<b>2</b>	Stripping and polishing all PVC/terrazzo floors	<b>240</b>		

3	Provision of two (numbers) toilet paper rolls in each closet	<b>1004</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>1,004</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
7	Cleaning and Washing of external windows	<b>ITEM</b>		
8	Laundrying of ceremonial flag and curtains	<b>40</b>		
9	Mounting and removing of ceremonial flag	<b>5</b>		
10	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1,004</b>		
12	Provision of 1/2 litre liquid toilet soap in each closet.	<b>251</b>		
13	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
14	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## MALINDI MAIN OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily mopping & cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	641	160,891

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	4	641	2,564

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three (no.) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Total</b>			
1	6	3	251	4,518

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	6	251	6	9,036

<b>SPECIAL REQUIREMENTS</b>				
5 Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	<b>No. of toilets</b>			
1	3	1	52	156
	<b>TOTAL</b>			<b>156</b>

<b>SPECIAL REQUIREMENTS</b>				
6. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	80	320

<b>SPECIAL REQUIREMENTS</b>				
7. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>				
8. Cleaning and Washing of main fire exit/stair cases				
	Description	Annual Frequency	Total Equivalent Annual Qty.	
1	Main stair case/fire exit	251	251	



<b>SPECIAL REQUIREMENTS</b>				
9. Provision of One (numbers) packets paper towel dispensers in each Toilet cubicle. Each packet is to have at least 125 paper towels				
	Description No. Of Toilets	Qty.	Annual Frequency	Total Packets To Be Provided Annually
1	4	1	251	1,004

<b>SPECIAL REQUIREMENTS</b>				
10. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.				
	DESCRIPTION No. of toilets	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
1	4	1/2	251	502

<b>SPECIAL REQUIREMENTS</b>			
11. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	156	item

<b>SPECIAL REQUIREMENTS</b>			
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	Description (Floor)	Annual Frequency	Qty
	Offices	251	Item

<b>SPECIAL REQUIREMENTS</b>				
13. Applying urinal moth balls to all urinals				
	Description No. Of Toilets	Qty/Week	Annual Frequency	Total Packets To Be Provided Annually
1	2	4	52	416

### Summary of Financial Proposal – Malindi Main Offices

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Daily mopping & cleaning of all screed/PVC/terrazzo floors.	160,891		
2	Stripping and polishing all PVC/terrazzo floors	2,564		
3	Provision of three (numbers) toilet paper rolls in each closet	4,518		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	9,036		

5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	156		
7	Cleaning and Washing of external windows	Item		
8	Laundrying of ceremonial flag and curtains	320		
9	Mounting and removing of ceremonial flag	5		
10	Cleaning and Washing of main fire exit/stair cases	251		
11	Provision of one (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1,004		
12	Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.	502		
13	Applying urinal moth balls to all urinals	416		
14	Removal of all wet and dry waste from offices to an approved Garbage dumping site.	Item		
15	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	Item		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**MALINDI AIRPORT  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Offices	251	5	1,255

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	5	20

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	<b>DESCRIPTION</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
	<b>Total</b>			
<b>1</b>	<b>2</b>	<b>2</b>	<b>251</b>	<b>1004</b>

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>DESCRIPTION (Toilets)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
<b>1</b>	<b>2</b>	<b>502</b>	<b>-</b>	<b>1,004</b>

<b>SPECIAL REQUIREMENTS</b>			
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	
<b>1</b>	All seats	<b>4</b>	

<b>SPECIAL REQUIREMENTS</b>					
6 Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	<b>DESCRIPTION</b>		<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>
<b>1</b>	<b>Toilets</b>	<b>No. of toilets</b>			
		<b>1</b>	<b>1</b>	<b>24</b>	<b>24</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL (Qty.)</b>
<b>1</b>	Ceremonial flag	<b>4</b>	<b>20</b>	<b>80</b>

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain(Kg)</b>	<b>Total Equivalent Annual (Qty.)</b>
<b>1</b>	Ceremonial flag	<b>5</b>	<b>1</b>	<b>5</b>

<b>SPECIAL REQUIREMENTS</b>			
9. Cleaning and Washing of main fire exit/stair cases			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
<b>1</b>	Main stair case/fire exit	<b>244</b>	<b>244</b>

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
1	Toilet	2	251	502

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of ½ litre liquid toilet soap in each toilet.				
	<b>Description (Floor)</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>
	<b>No. of toilets</b>			
1	2	1	251	502

<b>SPECIAL REQUIREMENTS</b>			
12. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item

<b>SPECIAL REQUIREMENTS</b>				
13. Cleaning of roof gutters and drain pipes in houses and offices				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned AnnuallyM<sup>2</sup></b>
1	<b>Offices/houses</b>	4		Item

<b>SPECIAL REQUIREMENTS</b>			
14. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Total Area To Be Cleaned AnnuallyM<sup>2</sup></b>
	<b>Offices</b>	251	Item

### Summary of Financial Proposal- Malindi Airport

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>1,255</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>20</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1,004</b>		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		

5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
6	Cleaning and Washing of external windows	<b>Item</b>		
7	Laundering of ceremonial flag and curtains	<b>80</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>502</b>		
11	Provision of 1/2 litre liquid toilet soap in each closet.	<b>502</b>		
12	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
13	Cleaning of roof gutters and drain pipes in houses and offices	<b>Item</b>		
14	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## LUNGA LUNGA OSBP STATION FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>Description (Cubicles)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	27	360	738	256,680

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	<b>Description</b>	<b>Monthly Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Washed Monthly M<sup>2</sup></b>
1	Office area	360	1,246	448,560

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three number toilet paper rolls in each closet				
	<b>Description (Toilets)</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
<b>1</b>	27	3	360	29,160

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	<b>DESCRIPTION (No. of toilets)</b>	<b>Bins per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>
<b>1</b>	4	1	48	192

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL PKTS to be provided annually</b>
	<b>Toilets</b>			
<b>1</b>	11	1	360	3,960

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.				
	<b>DESCRIPTION (floor)</b>	<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
	<b>No. of toilets</b>			
<b>1</b>	11	0.5	360	1,980

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annually Qty.</b>
<b>1</b>	Removal of all wet and dry waste from offices to common garbage collection point	360	item

<b>SPECIAL REQUIREMENTS</b>			
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL area to be dusted annually</b>
1	Office area - <u>1246</u> <b>m<sup>2</sup></b>	360	448,560

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	<b>Description</b>	<b>Qty/Week</b>	<b>Annual Frequency</b>	<b>Total Balls To Be Provided Annually</b>
	<b>Urinals</b>			
1	12	4	52	2,496

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	<b>Description</b>	<b>Qty/Week</b>	<b>Annual Frequency</b>	<b>Total Area To Be Washed (M2) Annually</b>
	<b>Area of windows</b>			
1	Item	1	52	Item

<b>SPECIAL REQUIREMENTS</b>				
11. Cleaning of concreted external areas e.g. roads, car parks and footpaths				
	<b>Description (Area –M<sup>2</sup>)</b>		<b>Annual Frequency</b>	<b>Total Area To Be Washed (M2) Annually</b>
1	<b>25,150</b>		96	<b>2,414,400</b>

<b>SPECIAL REQUIREMENTS</b>				
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.				
	<b>DESCRIPTION (Area )</b>		<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE MAINTAINED (m2) annually</b>
1	<b>57,750</b>		96	<b>5,544,000</b>

<b>SPECIAL REQUIREMENTS</b>				
13. Planting of new 10 Ashok trees per month and watering the same.				
	<b>DESCRIPTION (Area )</b>	<b>Qty /month</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL NO OF TREES PER ANNUM</b>
1	Ashok Trees	10	12	120

**KENYA REVENUE AUTHORITY STAFF HOUSES- LUNGA LUNGA OSBP & RESIDENTIAL HOUSES.**

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
<b>No of bedrooms</b>	<b>Type of house</b>	<b>No of units</b>	<b>Rate per unit per month- Kshs.</b>	<b>Cost per month Kshs.</b>
3	Bungalow	16		
2	Bungalow	54		
1	Bungalow	25		
<b>Total</b>		<b>95</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide and plant 100 trees per annum				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total cost per month</b>				
<b>Total Cost per year (monthly cost x 12)</b>				

**Summary of Financial Proposal – LUNGA-LUNGA OSBP and RESIDENTIAL HOUSES**

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>256,680</b>		



	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>2</b>	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	<b>448,560</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>2,496</b>		
<b>4</b>	Provision of THREE number toilet paper rolls in each closet	<b>29,160</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>192</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>3,960</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>1,980</b>		
<b>8</b>	Garbage handling	<b>ITEM</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>448,560</b>		
<b>10</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>11</b>	Cleaning and washing of pavements and drive ways	<b>2,414,400</b>		
<b>12</b>	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>5,544,000</b>		
<b>13</b>	Planting of new 10 Ashok trees per month and watering the same.	<b>120</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Servicing of Lunga Lunga staff houses (from above)</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## TAITA TAVETA ONE STOP BORDER POST OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	16	360	900	5,184,000

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All screed/terrazzo, ceramic floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	360	3,000	1,080,000

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of toilet paper rolls in each closet				
	Description (Closets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	38	1	360	13,680

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	10	1	48	480

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	Description (Toilets)	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
1	16	1	360	5760

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of 1/2 litre liquid toilet soap in each Toilet.				
	Description (Toilets)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
1	16	0.5	360	2,880

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annually Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	360	Item

<b>SPECIAL REQUIREMENTS</b>			
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	Description	Annual Frequency	Total Area To Be Dusted Annually M <sup>2</sup>
1	Office area 800 m <sup>2</sup>	360	288,000

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION (Urinals)	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided ANNUALLY
1	14	4	52	2,912

<b>SPECIAL REQUIREMENTS</b>			
10. Cleaning and washing windows			
	Description	Annual Frequency	Total Area To Be Washed Annually (M <sup>2</sup> )
1	iTEM	52	iTEM

<b>SPECIAL REQUIREMENTS</b>			
11. Cleaning and washing of pavements and drive ways			
	Description (Area )	Annual Frequency	Total Area To Be Washed Annually (M <sup>2</sup> )
1	5,400	96	518,400

<b>SPECIAL REQUIREMENTS</b>			
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.			
	Description (Area )	Annual Frequency	Total Area To Be Maintained Annually (M <sup>2</sup> )
1	600 m <sup>2</sup>	96	38,400

<b>SPECIAL REQUIREMENTS</b>				
13. Planting of new 10 Ashok trees per month and watering the same.				
	DESCRIPTION (Area )	Qty /month	ANNUAL FREQUENCY	TOTAL NO OF TREES PER ANNUALLY
1	Ashok Trees	10	12	120

**KENYA REVENUE AUTHORITY STAFF HOUSES- TAITA TAVETA  
GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs	Cost per month kshs
3	Bungalow	24		
2	Bungalow	30		
<b>Total</b>		<b>54</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide and plant 100 trees per year				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total Cost per month</b>				
<b>Total Cost per year (monthly cost x 12)</b>				

**SUMMARY OF FINANCIAL PROPOSAL –TAVETA OSBP OFFICES + STAFF HOUSES**

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>5,184,000</b>		
<b>2</b>	Washing /Mopping of All screed/ceramic tiles /Terrazzo floors.	<b>1,080,000</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>2,912</b>		
<b>4</b>	Provision of toilet paper rolls in each closet	<b>13,680</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>480</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>5760</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>2,880</b>		
<b>8</b>	Garbage handling	<b>ITEM</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>288,000</b>		
<b>10</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>11</b>	Cleaning and washing of pavements and driveways	<b>518,400</b>		
<b>12</b>	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>38,400</b>		
<b>13</b>	Planting of new 10 Ashok trees per month and watering the same.	<b>120</b>		
	<b>Total Annual Cost of Cleaning offices</b>			
	<b>Servicing of Taveta staff houses</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost (Offices + residential houses)</b>			

**SHIMONI  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>	251	300	75,300		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	300	1200		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day		
	Description		Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	<b>Total</b>						
1	10		2	251	5020		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	Description		Annual Frequency		Rate	Total Kshs
1	All seats		4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month		
	Description		Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
1	Toilets	No. Of Toilets					
		10	1	24	240		
	<b>TOTAL</b>				<b>240</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty).	Rate	Total Kshs
1	Ceremonial flag	4	10	40		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Main stair case/fire exit	244	244		
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>				
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
1	10	2	251	5020

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>Description (Floor) No. of toilets</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	10	1	251	2510		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
Cleaning and Washing of external windows.			Once every three months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows	4		
<b>Total</b>				

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	

5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**VANGA  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description Cement Screed</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	30	7,530		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Total</b>					
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS</b>
1	All seats	N/A			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
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5.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month		
	<b>Description</b>		<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	<b>Toilets</b>	<b>No. of toilets</b>					
		N/A	N/A	N/A	N/A		
<b>TOTAL</b>					<b>72</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
6. Laundering of ceremonial flag and curtains					Once every 3 months		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag		4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
7. Mounting and removing of ceremonial flag					Once every 3 months		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag		5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases					Once every day	
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Main stair case/fire exit		244	N/A		
<b>TOTAL</b>						

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day		
	<b>Description No. Of Toilets</b>		<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	2		2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	<b>Description (Floor) No. of toilets</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	2		1	251	502		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11.Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**KIUNGA  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>Offices</b>	251	300	75,300		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	<b>DESCRIPTION (Floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	<b>Offices</b>	4	300	1200		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>DESCRIPTION</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>Total</b>					
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS</b>
1	All seats	4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	<b>Toilets</b>	<b>No. of toilets</b>				
		1	1	24		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>TOTAL KSHS</b>
1	Ceremonial flag	4	10	40		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL (Qty).</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Main stair case/fire exit	244	244		
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9.Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>DESCRIPTION No. of toilets</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	Office	2	251	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>DESCRIPTION (floor) No. of toilets</b>	<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	4	1	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	
1	All external windows	4			
<b>Total</b>					

## Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundering of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**LAMU  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once every day	251	460	115,460

<b>SPECIAL REQUIREMENTS</b>				
2. Mopping of All PVC/screed/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Once every day	251	330	82,830

<b>SPECIAL REQUIREMENTS</b>				
3. Vacuum cleaning of all carpeted areas:				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once every day	251		N/A

<b>SPECIAL REQUIREMENTS</b>				
4. Cleaning and Washing of main fire exit/stair cases				
	Description	Annual Frequency	Quantity	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once per week	52	1	52

<b>SPECIAL REQUIREMENTS</b>				
5. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once every (1) days	251	330	82830

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description	Annual Frequency	Quantity	Total Packets To Be Provided
	6	251	2	3,012

<b>SPECIAL REQUIREMENTS</b>				
7. Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.				
	Description (Cubicles)	Annual Frequency	Item	Total Number Of Collection Times
1	Once (1) a week	52	1	52

<b>SPECIAL REQUIREMENTS</b>				
8. Sweeping & cleaning building ground floor frontage				
	Description	Qty/Week	Annual Frequency	Total Area To Be Washed Annually M <sup>2</sup>
	Frontage yard area 130 sq. m	(2) Twice daily	251	65,260

<b>SPECIAL REQUIREMENTS</b>				
9. Provision of two(numbers) toilet paper rolls in each closet				
	Description (Cubicles)	Annual Frequency	Quantity	Total Toilet Rolls To Be Provided
	6	251	2	3,012

<b>SPECIAL REQUIREMENTS</b>				
10. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle				
	Description	Annual Frequency	Quantity	Total Number Of Litres To Be Provided
1	Once every day	251	0.5	125

<b>SPECIAL REQUIREMENTS</b>				
11. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Annual Frequency	Quantity	Total Number Of Bins To Be Provided
1	Once per month	12	3	36

<b>SPECIAL REQUIREMENTS</b>				
12. Cleaning and washing of roof and storm drains and manholes.				
	DESCRIPTION	ANNUAL FREQUENCY	ITEM	TOTAL CLEANING TIMES
1	Twice per month	6	item	6

<b>SPECIAL REQUIREMENTS</b>				
13. . Stripping and polishing all PVC/screed/terrazzo floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Stripped Annually M <sup>2</sup>
1	Once every three months	4	330	1320

<b>SPECIAL REQUIREMENTS</b>				
14. . Shampooing of all carpeted areas				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
1	Once every 2 months			N/A

<b>SPECIAL REQUIREMENTS</b>				
15. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Once every 2 months			N/A

<b>SPECIAL REQUIREMENTS</b>				
16. Cleaning and Washing of external walls and windows.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Quantity/Item</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Once every week	52	1	52

<b>SPECIAL REQUIREMENTS</b>				
17. Laundering of ceremonial flag and curtains				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Item</b>	<b>Total Number Of Times To Be Cleaned Annually M<sup>2</sup></b>
1	Once every 3 months	4	1	4

<b>SPECIAL REQUIREMENTS</b>				
18. Washing of toilets and toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	6	251	3.5	5,271

<b>SPECIAL REQUIREMENTS</b>				
19. Annual timetable of weekly, monthly, and quarterly activities				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1				N/A

<b>SPECIAL REQUIREMENTS</b>				
20. Mounting and removing of ceremonial flag				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight (1 Kg )</b>	<b>Total Equivalent Annual Quantity</b>
1	Ceremonial flag	5	1	5



### Summary of Financial Proposal – Lamu Forodha office

	Technical Specification	Gross Annual Area (M <sup>2</sup> )/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
<b>1</b>	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc	115,460		
<b>2</b>	Mopping of All PVC/screed/terrazzo floors	82,830		
<b>3</b>	Vacuum cleaning of all carpeted areas	N/A		
<b>4</b>	Cleaning and Washing of main fire exit/stair cases	52		
<b>5</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.h Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	82830		
<b>6</b>	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	3012		
<b>7</b>	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	52		
<b>8</b>	Sweeping & cleaning building ground floor frontage	65,260		
<b>9</b>	Provision of two number toilet paper rolls in each closet	3012		
<b>10</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	125		
<b>11</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	36		
<b>12</b>	Cleaning and washing of roof and storm drains and manholes	Item		
<b>13</b>	Stripping and polishing all PVC/screed/terrazzo floors	1,320		

	Technical Specification	Gross Annual Area (M <sup>2</sup> )/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
14	Shampooing of all carpeted areas	N/A		
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A		
16	Cleaning and Washing of external walls and windows	52		
17	Laundering of ceremonial flag and curtains	4		
18	Washing of toilets and toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	5,271		
19	Annual timetable of weekly, monthly, and quarterly activities	n/a		
20	Mounting and removing of ceremonial flag	5		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**NGOMENI CONTAINER OFFICE  
FINANCIAL PROPOSAL**

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of floor					Twice every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Office</b>	251	14	3,514		

SPECIAL REQUIREMENTS				Frequency	
2. Garbage Handling				Daily	
	Description	Annual Frequency	Total Equivalent Annual (Qty).	Rate	Total Kshs.
1	<b>Removal of all wet and dry waste from office to Garbage collection point</b>	251	Item		

SPECIAL REQUIREMENTS			Frequency	
3. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and interior of container			Daily	
	Description (Floor)	Annual Frequency	Rate	Total Kshs
	<b>Office</b>	251		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows		4		
<b>Total</b>					

## NGOMENI OFFICE

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Garbage Handling	
3	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
4	Cleaning and washing external windows	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## DIANI /UKUNDA OFFICE

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	186	46,686		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	4	186	744		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Total</b>					
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month		
	<b>Description</b>		<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	<b>Toilets</b>	<b>No. of toilets</b>					
		1	1	24	24		
<b>TOTAL</b>					<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
6. Laundering of ceremonial flag and curtains					Once every 3 months		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag		4	10	40		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>DESCRIP TION</b>	<b>ANNUAL FREQUEN CY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases					Once every day	
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
<b>1</b>	Main stair case/fire exit		244	244		
<b>TOTAL</b>						

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>DESCRIPTION No. of toilets</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
<b>1</b>	Office	2	251	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>DESCRIPTION (floor)</b>		<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be</b>	<b>RATE</b>	<b>TOTAL KSHS</b>

	<b>No. of toilets</b>	<b>Qty. per toilet (litres)</b>		<b>provided annually</b>		
<b>1</b>	4	1	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	Item		
<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	
<b>1</b>	All external windows	4			
<b>Total</b>					

#### **Summary of Financial Proposal for Diani/ Ukunda Offices**

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## KILIFI OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description Cement Screed	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>	251	100	25,100		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	<b>Total</b>					
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	4	502	-	-		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	Description	Annual Frequency		Rate	Total Kshs
1	All seats	N/A			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
1	<b>Toilets</b>					
	No. of toilets					
	1	1	N/A	N/A		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Mounting and removing of ceremonial flag					5 times per year	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
9. Cleaning and Washing of main fire exit/stair cases				Once every day		
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Main stair case/fire exit	244	N/A			
<b>T O T A L</b>						

<b>SPECIAL REQUIREMENTS</b>						<b>Frequency</b>
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels						Once every day
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	Description (Floor) No. of toilets	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	4	1	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
12. Garbage Handling				3 times a week		
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.	RATE	TOTAL KSHS.	
1	Removal of all wet and dry waste from offices to Garbage room.	251	Item			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
13. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs
	Offices	156	Item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<i>DESCRIPTION</i>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal for Kilifi Office

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to approved Garbage dumping site.	
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### VOI

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.				Once every day	
<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
<b>Offices</b>	251	280	70,280		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually(M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	4	280	1120		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	



	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Total					
1	4	2	251	2008		

SPECIAL REQUIREMENTS					Frequency	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	4	502	-	-		

SPECIAL REQUIREMENTS				Frequency	
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	DESCRIPTION		ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All seats		4		

SPECIAL REQUIREMENTS					Frequency		
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month		
	Description		Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
1	Toilets	No. of toilets	1	24	48		
		2					
<b>TOTAL</b>					<b>48</b>		

SPECIAL REQUIREMENTS					Frequency	
7. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	5	20		

SPECIAL REQUIREMENTS					Frequency	
8. Mounting and removing of ceremonial flag					5 times per year	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
9. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Main stair case/fire exit	244	244		
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>Description (Floor) No. of toilets</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	4	1	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
12. Garbage Handling				3 times a week		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>	
1	Removal of all wet and dry waste from offices to Garbage room.	156	item			

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
13. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			Once every two days		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	156	<b>Item</b>		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal for VOI

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
7	Cleaning and Washing of external windows	
8	Laundering of ceremonial flag and curtains	
9	Mounting and removing of ceremonial flag	
10	Cleaning and Washing of main fire exit/stair cases	
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
12	Provision of ½ litre liquid toilet soap in each closet.	
13	Removal of all wet and dry waste from offices to approved council dumping site.	
14	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**GRAND SUMMARY COLLECTION FOR LOT -2 (SOUTHERN REGION)**

**LIST OF STATIONS TO BE CLEANED (MANDATORY)**

**GRAND SUMMARY**

<b>No.</b>	<b>Stations</b>	<b>Description</b>	<b>Total contract Kshs.</b>	<b>Annual cost</b>
<b>Lot 2- Southern Region (Offices)</b>				
1.	FORODHA MOMBASA, PPO, RAILWAY	Offices		
2.	KESRA MOMBASA INSTITUTE & HOSTELS, DOG KENNELS AND 30 ACRE COMPOUND	Offices		
3.	KILINDINI I. OFFICES II. WAREHOUSE I III. SCANNER MOMBASA <b>a. MARINE OFFICES/MAST</b> <b>b. FIXED SCANNER</b> <b>c. MOBILE SCANNER KAPENGURIA</b>	Offices		
4.	I AIRPORT MOMBASA & MOI AIRPORT SCANNER MOBILE SCANNER AT MCT L1 JOMVU MOBILE SCANNER AT CONSOL BASE	Offices		
5.	CUSTOMS OLD PORT MOMBASA	Offices		
6.	MALINDI MAIN OFFICES AND WAREHOUSE	Offices		
7.	MALINDI AIRPORT	Offices		
8.	LUNGA LUNGA OSBP & RESIDENTIAL	Offices		
9.	TAVETA OSBP & RESIDENTIAL	Offices		
10.	SHIMONI & RESIDENTIAL	Offices/		
11.	VANGA	Offices		
12.	KIUNGA	Offices		
13.	LAMU	Offices		
14.	NGOMENI	Offices		
15.	DIANI /UKUNDA	Offices		
16.	KILIFI	Offices		
17.	VOI	Offices		
<b>SUB TOTAL</b>				
<b>Lot -2Southern Region (Mombasa Estates)</b>		Residential		
1.	SOWETO			
2.	MIRITINI I			

3.	MIRITINI II		
4.	NYERERE		
5.	BUXTON		
6.	MIGADINI		
7.	CHANGAMWE		
8.	BAMBURI SENIOR		
9.	BAMBURI NAKUMATT		
10.	SHIMONI		
<b>SUB TOTAL</b>			
<b>TOTAL PER MONTH</b>			
<b>TOTAL PER ANNUM x 12</b>			
<b>Add 16 % VAT</b>			
<b>GRAND TOTAL FOR LOT -2</b>			
<b>(To be carried to Form of Tender)</b>			

## LOT 3 – CENTRAL REGION

### 1. NYERI

#### Schedule of Cleaning Activities

Technical Specification		
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
11	Provision of four (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20		
21	Annual timetable of weekly, monthly, and quarterly activities	Once every year
22	Mounting and removing of ceremonial flag	5 times every year

## 2. THIKA

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
16	Shampooing of all carpeted areas	Once every 3 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
19	Cleaning and Washing of external walls and windows.	Once every three months
20	Laundering of ceremonial flag and curtains	Once every 3 months
21	Annual timetable of weekly, monthly, and quarterly activities	Once every year
22	Mounting and removing of ceremonial flag	5 times every year

### 3.KERUGOYA –MACHERE PLAZA

#### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Installation of one number Jumbo tissue dispenser and one (1) jumbo tissue in both ladies and Gents toilet.	Once Daily
10	Cleaning and washing windows	Once a week

### 4. NANYUKI OFFICE- UBII PLAZA

#### Schedule of Daily Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week



7	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Provision of two number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week

## 5. MURANGA

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year

### BIDDER'S RESPONSE DECLARATION FORM

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -3 (CENTRAL REGION)** STATED ABOVE IN THIS TENDER DOCUMENT.

Tenderer's Signature \_\_\_\_\_ Official

Stamp \_\_\_\_\_ Date \_\_\_\_\_

### LOT 4 - NORTH RIFT REGION

#### 1. ELDORET MAIN OFFICE – KIPTAGICH HOUSE

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
8	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall,	Once every day
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
16	Shampooing of all carpeted areas	Once every 3 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
19	Cleaning and Washing of external walls and windows.	Once every three months
20	Laundrying of ceremonial flag and curtains	Once every 3 months
21	Annual timetable of weekly, monthly, and quarterly activities	Once every year
22	Mounting and removing of ceremonial flag	5 times every year
23	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

#### 2. ELDORET – AIRPORT OFFICE & SCANNER

#### Schedule of cleaning activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	<b>Twice daily</b>
2	Cleaning and Washing of main stair cases	<b>Once every day</b>
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>Once every day</b>
4	Provision of four (4no) toilet paper rolls in each closet	<b>Once every day</b>
5	Provision of ½ litre liquid toilet soap in each closet.	<b>Once every day</b>
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	<b>Twice daily</b>
7	Removal of dry waste from Offices to common garbage point.	<b>Daily</b>
8	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Once every two days</b>

### 3. ELDORET – K.P.C OFFICE

#### Schedule of cleaning activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	<b>Twice daily</b>
2	Cleaning and Washing of main stair cases	<b>Once every day</b>
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>Once every day</b>
4	Provision of four (4no) toilet paper rolls in each closet	<b>Once every day</b>
5	Provision of ½ litre liquid toilet soap in each closet.	<b>Once every day</b>
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	<b>Twice daily</b>
7	Removal of dry waste from Offices to common garbage point.	<b>Daily</b>
8	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Once every two days</b>

### 4. LODWAR

#### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day

4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year

## 5. KITALE

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year
14	Cleaning and Washing of external windows.	Once every 3 months

## 6. SUAM

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
7	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
14	Shampooing of all carpeted areas	Once every 2 months
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
16	Cleaning and Washing of external walls and windows.	Once every three months
17	Laundering of ceremonial flag and curtains	Once every 3 months
18	Annual timetable of weekly, monthly, and quarterly activities	Once every year
19	Mounting and removing of ceremonial flag	5 times every year

## 7. NADAPAL BORDER POINT

### Schedule of cleaning activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	Twice daily
2	Cleaning and Washing of main stair cases	Once every day
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
4	Provision of four (4no) toilet paper rolls in each closet	Once every day
5	Provision of 1/2 litre liquid toilet soap in each closet.	Once every day
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	Twice daily
7	Removal of dry waste from Offices to common garbage point.	Daily
8	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two days
9	Cleaning and Washing of external windows.	Once every 3 months
10	Clearing of bushes	Once every 3 months

## 8. LOKICHOGGIO & LOKICHOGGIO AIRPORT (Offices)

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly

8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

### **BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -4 (NORTH RIFT REGION- OFFICES)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

## RESIDENTIAL ESTATES IN LOKICHOGGIO FOR LOT 4- NORTH RIFT REGION

### **(a). Schedule of Requirements**

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN LOKICHOGGIO which will include the following activities;

#### **Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.

	<b>(b). Technical Specifications</b>
	<b>GENERAL</b>
	1. These specifications describe the basic requirements for the service.
	<b>PART 'A' Description of the Services</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> </ul>
	<ul style="list-style-type: none"> <li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> </ul>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>
	<ul style="list-style-type: none"> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>
	<ul style="list-style-type: none"> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>



<b>PART 'B' COMPLIANCE TO THE SPECIFICATIONS</b>	
	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.
	The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.
	The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.
	The contractor will dispose of the garbage appropriately at an approved city council dump.
	The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.
	Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.
	Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.
	Contractor must provide a temporary tools and equipment store in each estate during the contract period.
	The Contractor must have a lorry/lorries for removing the garbage.
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>
	The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.
	Contractor must provide all sweeping equipment.
	The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.
	All roads must be free from weeds, grass, soil or other wastes.
	The contractor will ensure that all roads and boundary fences in all premises are properly maintained.
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>
	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.
	All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.
	Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.

<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>
	The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.
	Weeding will be done including 2 meters distance from the fence externally and internally.
	An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.
	Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.
	The Contractor will provide a lawn mower machine to cut the grass.
<b>5</b>	<b>PLANTING OF TREES</b>
	The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -
<b>6</b>	<b>LABOUR</b>
	Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.
<b>7</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>
	The contractor shall maintain all security lights & street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.
	Before taking over the work, all working tools mentioned will be checked.

### **BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -4 (NORTH RIFT REGION- RESIDENTIAL ESTATES)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

**LOT 5 - SOUTH RIFT REGION****1. NAKURU –GENERATION HOUSE****Schedule of Cleaning Activities**

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Continuously
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year
21	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly
22	Applying urinal moth balls to all urinals	Four balls per urinal per week

## 2. NAKURU – K.P.C OFFICE

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	Twice daily
2	Cleaning and Washing of main stair cases	Once every day
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
4	Provision of four (4no) toilet paper rolls in each closet	Once every day
5	Provision of ½ litre liquid toilet soap in each closet.	Once every day
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	Twice daily
7	Removal of dry waste from Offices to common garbage point.	Daily
8	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two days

## 3. NAROK

### Schedule of Cleaning Activities

	<b>Technical Specifications</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month

12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year

#### 4. KERICHO-SINENDET,IMARISHA PLAZA & DC's OFFICE

##### Schedule of Cleaning Activities

<b>Technical Specifications</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Provision of four (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundrying of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 5. NYAHURURU –NGUMMO HOUSE

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Installation of one number Jumbo tissue dispenser and one (1) jumbo tissue in both ladies and Gents toilet.	Once Daily
10	Cleaning and washing windows	Once a week

## 6. MARALAL

### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily

10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year

## 7. NAIVASHA

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Continuously
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundrying of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year

20	Mounting and removing of ceremonial flag	5 times every year
21	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly
22	Applying urinal moth balls to all urinals	Four balls per urinal per week

## 8. KRA NAKURU POSTA

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundrying of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year

### **BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -5 (SOUTH RIFT REGION)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_



**LOT 6 - NORTHERN REGION**

**1. EMBU**

**Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall,	Once every day
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
16	Shampooing of all carpeted areas	Once every 3 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
19	Cleaning and Washing of external walls and windows.	Once every three months
20	Laundrying of ceremonial flag and curtains	Once every 3 months
21	Annual timetable of weekly, monthly, and quarterly activities	Once every year
22	Mounting and removing of ceremonial flag	5 times every year

## 2. MERU

### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Continuously
3	Removal of all wet and dry waste from offices to common garbage collection point.	Twice every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every Month
9	Provision of two number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week

## 3. MACHAKOS OFFICE- SARTAJ BUILDING, 3<sup>RD</sup> FLOOR

### Schedule of Daily Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Continuously
3	Removal of all wet and dry waste from offices to common garbage collection point.	Twice every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day

8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every Month
9	Provision of two number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week

#### 4. KITUI OFFICES- PULA HOUSE

##### Schedule of Cleaning Activities

<b>Technical</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Removal of all wet and dry waste from Garbage room.	Thrice weekly
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

## 5. KAJIADO OFFICE

### Schedule of Daily Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	<b>Twice daily</b>
2	Provision of hand paper dispensers and provision of one (1) packet of paper towels. Each hand paper packet to be of 240 grammes.	<b>Once every day</b>
3	Provision of four (4no) toilet paper rolls in each closet	<b>Once every day</b>
4	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	<b>Once every day</b>
5	Washing of pit latrine cubicles	<b>Twice daily</b>
6	Removal of dry waste from Offices to common garbage point.	<b>Daily</b>
7	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Once every two (2) days</b>
8	Cleaning and Washing of external windows.	<b>Once every 3 months</b>

## 6. ISIOLO

### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of two (2) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily

10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
12	Laundering of ceremonial flag and curtains	Once every 3 months
13	Mounting and removing of ceremonial flag	5 times every year
14	Cleaning and washing of windows.	Once a week
15	Applying urinal moth balls to all urinals.	Four balls per urinal per week

## 7. WAJIR AIRPORT & OFFICE

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months

19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 8. DIFFU (WAJIR COUNTY)

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
11	Provision of four (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months

19	Laundrying of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

## 9. MOYALE BORDER STATION

### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
7	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
14	Shampooing of all carpeted areas	Once every 3 months
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
16	Cleaning and Washing of external walls and windows.	Once every three months
17	Laundrying of ceremonial flag and curtains	Once every 3 months

18	Annual timetable of weekly, monthly, and quarterly activities	Once every year
19	Mounting and removing of ceremonial flag	5 times every year

#### 10. MANDERA

#### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
11	Provision of four (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

#### 11. GARISSA



### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	THRICE WEEKLY
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	THRICE WEEKLY
10	Provision of TWO (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	ONCE DAILY
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	TWICE MONTHLY
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 MonthS
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

**12. LIBOI**

**Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
11	Provision of four (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

### 13. ELWAK

#### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from Garbage room.	Once every day
	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
9	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

**BIDDER'S RESPONSE DECLARATION FORM**

**THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -6 (NORTHERN REGION OFFICES)**

STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

## RESIDENTIAL ESTATES IN MOYALE FOR LOT 6 –NORTHERN REGION

### **(a). Schedule of Requirements**

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN MOYALE which will include the following activities;

#### **Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.
- 

### **(b). Technical Specifications**

#### **GENERAL**

	<b>PART 'A' Description of the Services</b>	<b>State Frequency</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>	
	<ul style="list-style-type: none"> <li>● All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>● The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> </ul>	
	<ul style="list-style-type: none"> <li>● The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>● The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>	
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>● The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>	
	<ul style="list-style-type: none"> <li>● All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>● All grass, hedges, trees, flowers shall be properly maintained.</li> <li>● All roads and footpaths to be swept and kept free of grass.</li> </ul>	

	<b>PART 'B' COMPLIANCE TO THE SPECIFICATIONS</b>	
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<b>1.</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>	
	<ul style="list-style-type: none"> <li>All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will</li> </ul>	

	also make sure that all manhole covers are in place and properly closed.	
	<ul style="list-style-type: none"> <li>• Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>• An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
<b>5</b>	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
<b>6</b>	<b>LABOUR</b>	
	<ul style="list-style-type: none"> <li>• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
<b>7</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	<ul style="list-style-type: none"> <li>• The contractor shall maintain all security lights &amp; street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.</li> </ul>	
	* Before taking over the work, all working tools mentioned will be checked.	

## RESIDENTIAL ESTATES IN MANDERA

### (a). Schedule of Requirements

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN MANDERA which will include the following activities;

**Cleaning of the Estates which will cover :-**

- ❑ Cleaning of Sewers, Foul and Storm Drains.
- ❑ Grass cutting, pruning, weeding including fence maintenance.
- ❑ Tree planting and grounds maintenance.
- ❑ Garbage Collection.
- ❑ Sweeping of internal roads & footpaths.

**(b). Technical Specifications**

**GENERAL**

1. These specifications describe the basic requirements for the service.

	<b>PART 'A' Description of the Services</b>	<b>State Frequency</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The successful bidder will dispose off the garbage appropriately at an approved Council dumping site.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> </ul> <p>The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</p>	
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>○ The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>	



**PART 'B' COMPLIANCE TO THE SPECIFICATIONS**

<b>2</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	

	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>	
	<ul style="list-style-type: none"> <li>All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
	<b>LABOUR</b>	
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	<ol style="list-style-type: none"> <li>The contractor shall maintain all security lights &amp; street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.</li> </ol>	

## RESIDENTIAL ESTATES IN LIBOI

**(a). Schedule of Requirements**

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN LIBOI which will include the following activities;

**Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.

- (b). Technical Specifications
1. These specifications describe the basic requirements for the service.

**GENERAL**

	<b>PART 'A' Description of the Services</b>	<b>State Frequency</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>	
	<ul style="list-style-type: none"><li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li></ul>	
	<ul style="list-style-type: none"><li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li><li>•</li></ul>	
	<ul style="list-style-type: none"><li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li><li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li></ul>	
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"><li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li></ul>	
	<ul style="list-style-type: none"><li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li></ul>	
	<ul style="list-style-type: none"><li>• All grass, hedges, trees, flowers shall be properly maintained.</li></ul>	

	<ul style="list-style-type: none"> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>	
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## PART 'B' COMPLIANCE TO THE SPECIFICATIONS

<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
<b>2</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	

	<ul style="list-style-type: none"> <li>The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
<b>3</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>	
	<ul style="list-style-type: none"> <li>All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
<b>4</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
<b>5</b>	<b>PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
<b>6.</b>	<b>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	

	a. The contractor shall maintain all security lights & street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.	

**BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ,  
 UNDERSTOOD AND WILL COMPLY WITH ALL  
**CLEANING AND GARBAGE COLLECTION  
 SERVICES REQUIREMENT FOR LOT -6  
 (NORTHERN REGION –Residential Estates)**  
 STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

**SECTION VII - PRICE SCHEDULE FOR SERVICES**

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**(iii) Price and Delivery Schedule****LIST OF STATIONS TO BE CLEANED.**

<b>CENTRAL REGION- LOT 3</b>	<b>Description</b>
NYERI	Offices
THIKA	Offices
KERUGOYA	Offices
NANYUKI	Offices
MURANG'A	Offices
<b>NORTH RIFT REGION- LOT 4</b>	
ELDORET KIPTAGICH HOUSE	Offices
ELDORET AIRPORT & SCANNER	Offices
ELDORET KPC OFFICE	Offices
LODWAR	Offices
LODWAR AIRPORT OFFICES	Offices
KITALE	Offices
SUAM	Offices
NADAPAL BORDER POINT	Offices
LOKICHOGGIO & LOKICHOGGIO AIRPORT-OFFICES & RESIDENTIAL	Offices & Residential
<b>SOUTH RIFT REGION- LOT 5</b>	
NAKURU	Offices
NAKURU –K.P.C OFFICE	Offices
NAROK	Offices
KERICHO- SINENDET HOUSE & DC'S OFFICES	Offices
NYAHURURU	Offices
MARALAL	Offices
NAIVASHA	Offices
<b>NORTHERN REGION- LOT 6</b>	
EMBU	Offices
MERU	Offices
MACHAKOS	Offices
KITUI	Offices
KAJIADO	Offices
ISIOLO	Offices
WAJIR AIRPORT	Offices
DIFFU – WAJIR	Offices
MOYALE	Offices & Residential
MANDERA	Offices & Residential

GARISSA	Offices
LIBOI	Offices & Residential
ELWAK	
<b>WESTERN REGION- LOT 7</b>	
FORODHA KISUMU, ICD, PIER, AIRPORT	
KISUMU SWAN CENTER	
ISEBANIA OSBP OFFICES & RESIDENTIAL	
MALABA OSBP OFFICES	
BUSIA OSBP	
KAKAMEGA	
BUNGOMA	
PIPELINE OFFICE KISUMU	
POSTA KISUMU OFFICE	
NYAMTIRO	
KOPANGA	
USENGE	
KISII	
MUHURU BAY	
MBITA	
KISUMU MILIMANI ESTATE	
SIO PORT	
LWAKHAKHA	



## **CENTRAL REGION- LOT 3**

### **NYERI**

#### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	<b>DESCRIPTION (floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
	<b>Offices</b>	251	942.38	236,537.38

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
1	<b>Offices</b>	4	942.38	3,769.52

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	<b>DESCRIPTION</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
	<b>Total</b>			
1	21	2	251	10,542

<b>SPECIAL REQUIREMENTS</b>				
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>
	<b>No. of toilets</b>			
1	12	1	24	288

<b>SPECIAL REQUIREMENTS</b>				
6. Laundering of ceremonial flag and curtains				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>

1	Ceremonial flag	4	100	400
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**SPECIAL REQUIREMENTS**

7. Mounting and removing of ceremonial flag

	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.
1	Ceremonial flag	5	1	5

**SPECIAL REQUIREMENTS**

8. Cleaning and Washing of main fire exit/stair cases

	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Main stair case/fire exit	244	244

**SPECIAL REQUIREMENTS**

9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels

	DESCRIPTION No. of toilets	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
1	10	2	251	5,020

**SPECIAL REQUIREMENTS**

10. Provision of 1/2 litre liquid toilet soap in each toilet.

	DESCRIPTION No. of toilets	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
1	10	1	251	2,510

**SPECIAL REQUIREMENTS**

11. Garbage Handling

	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

**SPECIAL REQUIREMENTS**

12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.

	DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
	Offices	251	Item

### Summary of Financial Proposal for Nyeri

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	<b>236,537.38</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>3,769.52</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>10,542</b>		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>288</b>		
6	Cleaning and Washing of external windows			
7	Laundering of ceremonial flag and curtains	<b>400</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>5,020</b>		
11	Provision of 1/2 litre liquid toilet soap in each closet.	<b>2,510</b>		
12	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### THIKA FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed floors.				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>

	Offices	251	2,843	713,593
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**SPECIAL REQUIREMENTS**

2. Stripping and polishing all screed floors

	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices	4	2,843	11,372

**SPECIAL REQUIREMENTS**

3. Provision of two (numbers) toilet paper rolls in each closet

	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Total</b>			
1	12	2	251	6024

4. Vacuum cleaning of all carpeted areas

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Offices	251	24	6,024

**SPECIAL REQUIREMENTS**

5. Shampooing of all carpeted areas

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices			
1		4	24	96

**SPECIAL REQUIREMENTS**

6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)

	DESCRIPTION	ANNUAL FREQUENCY
1	All seats	4

**SPECIAL REQUIREMENTS**

7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet

	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	<b>No. of toilets</b>			
1	5	1	24	120

**SPECIAL REQUIREMENTS**

8. Laundering of ceremonial flag and curtains

	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	100	400

**SPECIAL REQUIREMENTS**

9 Mounting and removing of ceremonial flag

	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
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1	Ceremonial flag	5	1	5
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**SPECIAL REQUIREMENTS**

10. Cleaning and Washing of main fire exit/stair cases

	DESCRIPTION	ANNUAL FREQUENCY
1	Main stair case/fire	244

**SPECIAL REQUIREMENTS**

11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels

	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
1	8			
		2	251	4016

**SPECIAL REQUIREMENTS**

12. Provision of 1/2 litre liquid toilet soap in each toilet.

	Description No. of toilets	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
1	8	1/2	251	1,004

**SPECIAL REQUIREMENTS**

13. Garbage Handling

	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

**SPECIAL REQUIREMENTS**

14. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.

DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY (m <sup>2</sup> )
Offices	251	Item

**Summary of Financial Proposal - THIKA**

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed floors.	713,593		
2	Stripping and polishing all screed floors	11,372		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	6,024		

4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	6,024		
5	Provision of two (numbers) toilet paper rolls in each closet	4016		
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	120		
9	Laundering of ceremonial flag and curtains	400		
10	Mounting and removing of ceremonial flag	5		
11	Cleaning and Washing of main fire exit/stair cases	244		
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	4,016		
13	Provision of ½ litre liquid toilet soap in each closet.	1,004		
14	Removal of all wet and dry waste from offices to Garbage room.	251		
15.	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	251		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## KERUGOYA –MACHERE PLAZA

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	<b>Description (Cubicles)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	3	240	9	6,480

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Washed Annually M<sup>2</sup></b>

1	Office area- 321m <sup>2</sup>	240	321	77,040
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**SPECIAL REQUIREMENTS**

3) provision of toilet paper rolls in each closet

	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	3	2	251	1506

**SPECIAL REQUIREMENTS**

4. Provision and servicing of one (no.) sanitary bin in each ladies toilet

	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	2	1	48	96

**SPECIAL REQUIREMENTS**

5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels

	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided ANNUALLY
	Toilets			
1	2	1	251	502

**SPECIAL REQUIREMENTS**

6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.

	DESCRIPTION (floor)	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided ANNUALLY
	No. of toilets			
1	2	0.5	251	251

**SPECIAL REQUIREMENTS**

7. Garbage Handling

	Description	Annual Frequency	Total Equivalent Annually Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	251	item

**SPECIAL REQUIREMENTS**

8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.

	DESCRIPTION	ANNUAL FREQUENCY
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<b>SPECIAL REQUIREMENTS</b>		
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
1	Office area -321 m <sup>2</sup>	251

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided ANNUALLY
	Urinals			
1	2	4	251	2008

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	Description	Qty/Week	Annual Frequency	Total Area To Be Washed (M2)
	Area of windows			
1	Item	1	48	Item

#### **Summary of Financial Proposal – KERUGOYA –MACHERE PLAZA**

	Technical Specification	Gross Annual Area (M2)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	6,480		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	77,040		
3	Applying urinal moth balls to urinals	2008		
4	Provision of toilet paper rolls in each closet	1506		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	96		
6	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	502		
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.	251		
8	Garbage handling	item		



	Technical Specification	Gross Annual Area (M2)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	item		
10	Cleaning and washing windows	item		
	<b>Total ANNUAL Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total ANNUAL Contract Cost</b>			

## NANYUKI OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	2	240	9	4,320

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	240	279	66,960

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	6	2	251	3012

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	2	1	24	48

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Pkts To Be Provided Annually

	<b>Toilets</b>			
1	2	1	251	502

**SPECIAL REQUIREMENTS**

6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.

	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	TOTAL Litres To Be Provided Annually
	No. of toilets			
1	2	0.5	251	251

**SPECIAL REQUIREMENTS**

7. Garbage Handling

	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent monthly Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	251	item

**SPECIAL REQUIREMENTS**

8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.

	DESCRIPTION	ANNUAL FREQUENCY
1	Office area -279 m <sup>2</sup>	251

**SPECIAL REQUIREMENTS**

9. Applying urinal moth balls to all urinals

	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
	Urinals			
1	2	4	48	384

**SPECIAL REQUIREMENTS**

10. Cleaning and washing windows

	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED (m2)
	Area of windows			
1	Item	1	48	Item

### Summary of Financial Proposal – NANYUKI office

	Technical Specification	Gross Annual Area (M <sup>2</sup> )/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	4,320		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	66,960		
3	Applying urinal moth balls to urinals	384		
4	Provision of two number toilet paper rolls in each closet	3012		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	48		
6	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	502		
7	Installation of TWO hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	251		
8	Garbage handling	Item		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Item		
10	Cleaning and washing windows	Item		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### MURANGA FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
Offices	251	3152.89	791,375.39			

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	

	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	3152.89	12,611.56		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	8	2	251	4016		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	-	-		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	4	1	24	96		
<b>TOTAL</b>				<b>96</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	30	120		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
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8. Cleaning and Washing of main fire exit/stair cases			Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Main stair case/fire	251		
<b>TOTAL</b>				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day		
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>	
1	4	2	251	2008			
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	<b>Toilet</b>	<b>No. of toilets cubicles</b>					
		4	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Garbage Handling					3 times a week	
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Equivalent Annual (Qty)</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>		251	Item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.					Once every two days	
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>		251	Item		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
13. Cleaning and Washing of external windows.					Once every three months	
	<b>DESCRIPTION</b>			<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows			4		
<b>Total</b>						

### Summary of Financial Proposal for Muranga

	Technical Specification	Gross Annual Area(M <sup>2</sup> )/ Quantity(No)	Rate	Total Annual Cost
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	<b>791,375.39</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>12,611.56</b>		
3	Provision of four (numbers) toilet paper rolls in each closet	<b>4016</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	-		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>96</b>		
6	Laundrying of ceremonial flag and curtains	<b>120</b>		
7	Mounting and removing of ceremonial flag	<b>5</b>		
8	Cleaning and Washing of main fire exit/stair cases	<b>251</b>		
9	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>2008</b>		
11	Provision of 1/2 litre liquid toilet soap in each closet and dispenser	<b>251</b>		
12	Removal of all wet and dry waste from offices to Garbage room.	<b>Item</b>		
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>Item</b>		
14	Cleaning and Washing of external windows.	<b>Item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**GRAND SUMMARY COLLECTION FOR LOT -3 (CENTRAL REGION)**

**LIST OF STATIONS TO BE CLEANED (MANDATORY)**

**GRAND SUMMARY**

<b>No.</b>	<b>Stations</b>	<b>Description</b>	<b>Total contract Kshs.</b>	<b>Annual cost</b>
<b>Lot 4- North Rift Region (Offices)</b>				
1.	NYERI	Offices		
2.	THIKA	Offices		
3.	KERUGOYA	Offices		
4.	NANYUKI	Offices		
5.	MURANG'A	Offices		
<b>SUB TOTAL</b>				
<b>TOTAL PER MONTH</b>				
<b>TOTAL PER ANNUM x 12</b>				
<b>Add 16 % VAT</b>				
<b>GRAND TOTAL FOR LOT -3</b>				
<b>(To be carried to Form of Tender)</b>				

**LOT 4 – NORTH RIFT REGION**

**1. ELDORET OFFICES(KIPTAGICH), AIRPORT & SCANNER  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices, airport & scanner	251	2,592	650,592		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	2592	10,368		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually(M <sup>2</sup> )	Rate	Total Kshs
1	Offices	251	67	16,817		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	67	268		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	14	2	251	7,028		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	Description	Annual Frequency			Rate	Total Kshs
1	All seats	4				
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	



7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
1	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
1	7	1	24	168		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	250	1000		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases					Once every day	
	Description	Annual Frequency		Rate	Total Kshs.	
1	Main stair case/fire	244				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1						
		2	251	7028		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
12. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.					Once every day	
	Description	Qty. Per Toilet	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
1	14	1/2	251	1,757		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
13. Installation of automatic air freshener dispensers and provision of two cans of freshener per month					Once every day	
	Description		Annual Frequency	Total Cans To Be	Rate	Total Kshs

	<b>Toilet</b>	<b>No. of toilets cubicles</b>	<b>Cans. Per Cubicle</b>		<b>Provided Annually</b>		
<b>1</b>		6	2	24	288		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
14. Garbage Handling					3 times a week		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>		
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	Item				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
15. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.					Once every two days		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>		
	Offices	156	Item				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
Cleaning and Washing of external windows.					Once every three months		
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>		
1	All external windows		4				
<b>Total</b>							

**SUMMARY OF FINANCIAL PROPOSAL - ELDORET MAIN OFFICE, AIRPORT & SCANNE**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors	<b>650,592</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>10,368</b>		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>16,817</b>		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>267</b>		
5	Provision of two (numbers) toilet paper rolls in each closet	<b>7,028</b>		

6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	168		
8	Laundering of ceremonial flag and curtains	1000		
9	Mounting and removing of ceremonial flag	5		
10	Cleaning and Washing of main fire exit/stair cases	244		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	7,028		
12	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	1,757		
13	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	288		
14	Removal of all wet and dry waste from offices to Garbage room.	251		
15.	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	251		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 2. ELDORET –K.P.C OFFICE

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of concrete screed, paved areas and terrazzo floors					Twice every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs

Offices	502	97	48,694		
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<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty Toilet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	Toilet	3	251	753		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	3	4	251	3,012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Provision of ½ litre liquid toilet soap in each toilet.					Once every day	
	DESCRIPTION	Qty. per toilet (litres)	Annual Frequency	TOTAL litres to be provided annually	RATE	TOTAL KSHS
	No. of toilets					
1	3	½	251	376.5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	2	1	24	48		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Stripping and polishing all concrete screed and terrazzo floor tiles.					Once every Month	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Office area	12	97	1,164		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	2	2,008		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Removal of dry waste from offices to common garbage point.				Daily	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Removal of all wet and dry waste from offices to Garbage disposal point	251	item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.					Once every two days	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	156				

### Summary of Financial Proposal for ELDORET K.P.C Offices.

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	
2	Provision of <b>one</b> packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	
3	Cleaning and Washing of main fire exit/stair cases	
4	Provision of ½ litre liquid toilet soap in each closet.	
5	Provision of four (numbers) toilet paper rolls in each closet	
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8.	Removal of all wet and dry waste from offices to Garbage collection point.	
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 3. LODWAR

#### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	238	59,738		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	238	952		

SPECIAL REQUIREMENTS					Frequency	
3. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	2	4	251	2,008		

SPECIAL REQUIREMENTS					Frequency	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	-	-		

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	1	1	24	24		
<b>TOTAL</b>				<b>24</b>		

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain(Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	30	120		

SPECIAL REQUIREMENTS					Frequency	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPECIAL REQUIREMENTS			Frequency	
8. Cleaning and Washing of main fire exit/stair cases			Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Main stair case/fire	244		
<b>TOTAL</b>				

SPECIAL REQUIREMENTS					Frequency	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1,004		

SPECIAL REQUIREMENTS					Frequency	
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day	
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	2	251	251		
	<b>No. of toilets cubicles</b>					
		1/2				

SPECIAL REQUIREMENTS				Frequency	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

SPECIAL REQUIREMENTS				Frequency	
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	156	Item		

SPECIAL REQUIREMENTS			Frequency		
13. Cleaning and Washing of external windows.			Once every three months		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal for Lowdar

	Technical Specification	KShs.
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of four (numbers) toilet paper rolls in each closet	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet and dispenser	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
14	Cleaning & washing external windows	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

#### 4. CLEANING OF EXTRA LODWAR AIRPORT OFFICES –CONTAINERIZED OFFICE

##### Minimum number of cleaners 1 NO.

##### **Schedule of Cleaning Activities**

	Technical Specification	Frequency	Bidder to state frequency
	<b>SPECIAL REQUIREMENTS</b>		
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	<b>Twice daily</b>	
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 200 paper towels	<b>Once every day</b>	
4	Provision of 2 no toilet paper rolls	<b>Once every day</b>	



5.	Stripping and polishing all floor tiles once every three months.	Once every three months.	
6.	Removal of dry/wet waste from Offices to common garbage point.	<b>Daily</b>	
7.	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>Once every day</b>	
8.	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>Daily</b>	

### Lodwar Airport Offices

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning and mopping of Tiled floor				
	<b>DESCRIPTION (floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY M<sup>2</sup></b>
	Offices	251	15	3,736

<b>SPECIAL REQUIREMENTS</b>				
4. Provision of ten (numbers) toilet paper rolls in each closet				
	<b>DESCRIPTION Toilets</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
<b>1</b>	<b>1</b>			
		2	251	502

<b>SPECIAL REQUIREMENTS</b>				
7. Stripping and polishing all floor tiles once every three months.				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
1	Office area	12	15	180

<b>SPECIAL REQUIREMENTS</b>			
9. Removal of dry waste from offices to common garbage point.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>
<b>1</b>	Removal of all wet and dry waste from offices to Garbage room.	251	item

<b>SPECIAL REQUIREMENTS</b>			
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10. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				
	<b>DESCRIPTION (floor)</b>	<b>ANNUAL FREQUENCY</b>		<b>TOTAL equivalent ANNUAL Qty. item</b>
	Offices	251		item

### Summary of Financial Proposal – LODWAR AIRPORT

	<b>Technical Specification</b>	<b>Gross ANNUAL Area (sq.mts)/ Quantity (no)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	3,736		
4	Provision of paper rolls in each closet	<b>502</b>		
7	Stripping and polishing all floor tiles once every three months.	180		
9	Removal of dry/wet waste from Offices to common garbage point.	<b>251</b>		
10	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 5. KITALE

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
Offices	251	334	83,834			

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
1 Offices	4	334	1,336			

SPECIAL REQUIREMENTS					Frequency	
3. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs	
Toilet						
1	4	4	251	4,016		

SPECIAL REQUIREMENTS					Frequency	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
1	4	502	-	-		

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs	
No. Of Toilets						
1	2	1	24	48		
<b>TOTAL</b>			<b>48</b>			

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual(Qty).	Rate	Total Kshs	
1 Ceremonial flag	4	30	120			
SPECIAL REQUIREMENTS					Frequency	
7. Mounting and removing of ceremonial flag					Once every 3 months	

	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual(Qty).	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPECIAL REQUIREMENTS					Frequency	
8. Cleaning and Washing of main fire exit/stair cases					Once every day	
	Description	Annual Frequency		Rate	Total Kshs.	
1	Main stair case/fire	244				
<b>TOTAL</b>						

SPECIAL REQUIREMENTS					Frequency	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	4	2	251	2,008		

SPECIAL REQUIREMENTS						Frequency	
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser						Once every day	
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	Toilet	No. of toilets cubicles	1/2	251	251		
		2					

SPECIAL REQUIREMENTS					Frequency	
11. Garbage Handling					3 times a week	
	Description		Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.		251	Item		

SPECIAL REQUIREMENTS				Frequency	
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days	
	Description	Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	156	Item		

SPECIAL REQUIREMENTS				Frequency	
Cleaning and Washing of external windows.				Once every three months	
	Description		Annual Frequency	Rate	Total Kshs
1	All external windows		4		
<b>Total</b>					

## Summary of Financial Proposal for Kitale

	Technical Specification	KShs.
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of four (numbers) toilet paper rolls in each closet	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
7	Laundering of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet and dispenser	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
14	Cleaning & washing external windows	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 6. SUAM

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description Cement Screed	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>	251	92.94	23,327.94		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>DESCRIPTION</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	Toilet					
<b>1</b>	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS</b>
1	All seats	N/A			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. Of Toilets</b>					
<b>1</b>	2	1	N/A	N/A		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Main stair case/fire	N/A			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	2	1/2	251		
	<b>No. of toilets</b>					

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>Description</b>		<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal for SUAM

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	

11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13.	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost.</b>	

## 7. NADAPAL BORDER POINT

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning and mopping of concrete screed, paved areas and terrazzo floors					Twice every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	502	90	45,180		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty Toilet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	Toilet	2	251	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	4	251	2,008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	



	DESCRIPTION	Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually	RATE	TOTAL KSHS
	No. of toilets					
1	2	1/2	251	251		

SPECIAL REQUIREMENTS					Frequency	
6.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	1	1	24	24		

SPECIAL REQUIREMENTS					Frequency	
7. Stripping and polishing all concrete screed and terrazzo floor tiles.					Once every Month	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Office area	12	90	1,080		

SPECIAL REQUIREMENTS					Frequency	
8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	2	2,008		

SPECIAL REQUIREMENTS				Frequency		
10. Removal of dry waste from offices to common garbage point.				Daily		
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Removal of all wet and dry waste from offices to Garbage disposal point	251	item			

SPECIAL REQUIREMENTS				Frequency		
11. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers,				Once every two days		

Fax machines etc, and all window sills and low level partitions.						
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	156	ITEM	ITEM		

### Summary of Financial Proposal for Napadal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	
2	Provision of <b>one</b> packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	
3	Cleaning and Washing of main fire exit/stair cases	
4	Provision of ½ litre liquid toilet soap in each closet.	
5	Provision of four (numbers) toilet paper rolls in each closet	
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
9	Removal of all wet and dry waste from offices to Garbage collection point.	
10	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 8. LOKICHOGGIO

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	251	795	199,545		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	795	3180		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>3. Vacuum cleaning of all carpeted areas</b>					<b>Once every day</b>	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>4. Shampooing of all carpeted areas</b>					<b>Once every 3 months</b>	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>5. Provision of two (numbers) toilet paper rolls in each closet</b>					<b>Once every day</b>	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	3012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)</b>					<b>Once every 3 months</b>	
	Description	Annual Frequency	Rate	Total Kshs		
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet</b>					<b>Two times every month</b>	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	2	1	24	48		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
<b>8 Laundering of ceremonial flag and curtains</b>					<b>Once every 3 months</b>	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	50	200		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9 Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases				Once every day	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS.	
1	Main stair case/fire	244			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	3012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
1		6	1/2	251	753		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
13. Garbage Handling				3 times a week	
	Description	Annual Frequency	Total Equivalent Annual (Qty)	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4			
<b>Total</b>					

**LOT 4- NORTH RIFT REGION (RESIDENTIAL)**

**1. GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES**

**Price Schedule**

**KENYA REVENUE AUTHORITY STAFF HOUSES  
GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

**a. LOKICHOGGIO**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per monthKshs.	Cost per month Kshs.
2	Bungalow	12		
<b>Total per month</b>		<b>12</b>		
<b>Total per annum x 12</b>				
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		Item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 flowers/ trees per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.		Once Per year		
<b>Total</b>				

### Summary of Financial Proposal for Lokichoggio

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundrying of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to an approved Garbage dumping site.	
15	Annual timetable of weekly, monthly, and quarterly activities.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**GRAND SUMMARY COLLECTION FOR LOT -4 (NORTH RIFT REGION)****LIST OF STATIONS TO BE CLEANED (MANDATORY)****GRAND SUMMARY**

<b>No.</b>	<b>Stations</b>	<b>Description</b>	<b>Total Annual contract cost Kshs.</b>
<b>Lot 4- North Rift Region (Offices)</b>			
1.	ELDORET OFFICE( KIPTAGICH HOUSE, AIRPORT AND SCANNER)	Offices	
2.	ELDORET KPC OFFICE	Offices	
3.	LODWAR	Offices	
4	LODWAR AIRPORT	Offices	
5.	KITALE	Offices	
6.	SUAM	Offices	
7.	NADAPAL BORDER POINT	Offices	
8.	LOKICHOGGIO & LOKICHOGGIO AIRPORT-OFFICES & RESIDENTIAL	Offices & Residential	
<b>SUB TOTAL</b>			
<b>TOTAL PER MONTH</b>			
<b>TOTAL PER ANNUM x 12</b>			
<b>Add 16 % VAT</b>			
<b>GRAND TOTAL FOR LOT -4</b>			
<b>(To be carried to Form of Tender)</b>			

## LOT 5 – SOUTH RIFT REGION

### 1. NAKURU-GENERATIONS BUILDING

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all Ceramic/PVC/terrazzo floors.				
	<b>DESCRIPTION PVC(floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
	Offices	251	2,865	<b>719,115</b>

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed floors				
	<b>DESCRIPTION PVC floor</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
1	Offices	4	2,865	<b>11,460</b>

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet				
	<b>DESCRIPTION Toilets</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
1	29	2	251	<b>14,558</b>

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>
	<b>No. of toilets</b>			
1	15	1	24	<b>360</b>

<b>SPECIAL REQUIREMENTS</b>		
5. Cleaning and Washing of main fire exit/stair cases		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>
1	Main stair case/fire	<b>244</b>

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels				
	<b>DESCRIPTION No. of toilets</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
1	29	2	251	<b>14,558</b>



<b>SPECIAL REQUIREMENTS</b>					
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.					
	<b>DESCRIPTION</b>		<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
	<b>Toilet</b>	<b>No. of toilets</b>			
<b>1</b>		29	1/2	251	<b>3,639.50</b>

<b>SPECIAL REQUIREMENTS</b>			
8. Garbage Handling			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage dumping site.</b>	251	item

<b>SPECIAL REQUIREMENTS</b>			
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
	Offices	251	Item

<b>SPECIAL REQUIREMENTS</b>					
10. Provision of Automatic air fresheners and two number cans per month in all toilets.					
	<b>DESCRIPTION</b>		<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
	<b>Toilet</b>	<b>No. of toilets</b>			
<b>1</b>		29	1/2	251	<b>3,639.50</b>

<b>SPECIAL REQUIREMENTS</b>				
11. Applying urinal moth balls to all urinals				
	<b>No. of urinals</b>	<b>Qty. of urinal balls/urinal</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL balls to be provided annually</b>
<b>1</b>	14	2	251	<b>7,028</b>

<b>SPECIAL REQUIREMENTS</b>				
12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Number of units</b>	<b>TOTAL equivalent ANNUAL Qty.</b>
<b>1</b>	Offices	4	7	<b>28</b>

**Summary of Financial Proposal for Nakuru-Generations Building**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all ceramic/PVC/terrazzo floors.	<b>719,115</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>11,460</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>14558</b>		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>360</b>		
5	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>14558</b>		
7	Provision of ½ litre liquid toilet soap in each closet.	<b>3639.50</b>		
8	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>3639.50</b>		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>7,028</b>		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>28</b>		
13	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**2. NAKURU –K.P.C OFFICE  
FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning and mopping of concrete screed, paved areas and terrazzo floors					Twice every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
	Offices	502	48.64	24,418		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty Toilet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	Toilet	2	251	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	4	251	2,008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
1	2	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	1	1	24	24		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Stripping and polishing all concrete screed and terrazzo floor tiles.					Once every Month	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Office area	12	48.64	583.68		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	<b>Description (Toilets)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	502	2	2,008		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
10. Removal of dry waste from offices to common garbage point.				Daily	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Removal of all wet and dry waste from offices to Garbage disposal point	251	item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.					Once every two days	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	156				

### Summary of Financial Proposal Nakuru K.P.C Office

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	
2	Provision of <b>one</b> packet paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	
3	Cleaning and Washing of main fire exit/stair cases	
4	Provision of 1/2 litre liquid toilet soap in each closet.	
5	Provision of four (numbers) toilet paper rolls in each closet	
6	Washing of toilet public areas i.e. toilets floors and sanitary ware and wall tiles.	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
9	Removal of all wet and dry waste from offices to Garbage collection point.	
10	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 3. NAROK

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all ceramic/PVC/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>	251	374	<b>93,874</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	374	<b>1,496</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	3	2	251	<b>1,506</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	1	1	24	24		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
5. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency	Rate	Total Kshs.	
1	Main stair case/fire	<b>244</b>			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	

	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	<b>1,004</b>		

<b>SPECIAL REQUIREMENTS</b>						<b>Frequency</b>	
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.						Once every day	
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
<b>1</b>	<b>Toilet</b>	<b>No. of toilets cubicles</b>					
		2	1/2	251	<b>251</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Garbage Handling					3 times a week	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	<b>Item</b>			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days	
	Description	Annual Frequency	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
	<b>Offices</b>	156	<b>Item</b>		

<b>SPECIAL REQUIREMENTS</b>					
10. Provision of Automatic air fresheners and two number cans per month in all toilets.					
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
<b>1</b>	<b>Toilet</b>	<b>No. of toilets</b>			
		2	1/2	251	<b>251</b>

<b>SPECIAL REQUIREMENTS</b>					
11. Applying urinal moth balls to all urinals					
	No. Of Urinals		Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually
<b>1</b>		1	2	251	<b>502</b>

<b>SPECIAL REQUIREMENTS</b>				
12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Number Of Units</b>	<b>Total Equivalent Annual Qty.</b>
1	Offices	4	1	4

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all ceramic/PVC/terrazzo floors.	<b>93,874</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>1496</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1506</b>		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
5	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1004</b>		
7	Provision of 1/2 litre liquid toilet soap in each closet.	<b>251</b>		
8	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>251</b>		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>502</b>		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
13	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**4. KERICHO OFFICES- Sinendet, Imarisha plaza & offices in DC's compound**

**FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all Ceramic/PVC/terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	480	<b>120,480</b>		

<b>SPECIAL REQUIREMENTS</b>						<b>Frequency</b>
2. Stripping and polishing all screed floors						Once every 3 Months
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	480	<b>1920</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet					<b>Once every day</b>	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
<b>1</b>	7	2	251	<b>3514</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	Description	Annual Frequency		Rate	Total Kshs
1	All seats	4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
<b>1</b>	No. Of Toilets	3	1	24	<b>72</b>	

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
6. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency	Rate	Total Kshs.	
1	Main stair case/fire	244			



<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels towels.					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	7	2	251	<b>3514</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.					Once every day	
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequen cy</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Toilet</b>	<b>No. of toilets</b>				
1	7	1/2	251	<b>878.50</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Garbage Handling					3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>	
1	<b>Removal of all wet and dry waste from offices to Garbage dumping site.</b>	251	Item			

<b>SPECIAL REQUIREMENTS</b>			
10. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
	Offices	251	Item

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of Automatic air fresheners and two number cans per month in all toilets.				
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>
	<b>Toilet</b>	<b>No. of toilets</b>		
1	7	1/2	251	<b>878.50</b>

<b>SPECIAL REQUIREMENTS</b>				
12. Applying urinal moth balls to all urinals				
	<b>No. Of Urinals</b>	<b>Qty. Of Urinal Balls/Urinal</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL Balls To Be Provided Annually</b>
1	3	2	251	<b>1506</b>

<b>SPECIAL REQUIREMENTS</b>				
13. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
1	Offices	4	7	<b>28</b>

### Summary of Financial Proposal

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all Ceramic/PVC/terrazzo floors.	<b>120,480</b>		
2	Stripping and polishing all screed floors	<b>1920</b>		
3	Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet	<b>3514</b>		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>28</b>		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>72</b>		
6	Cleaning and Washing of main fire exit/stair cases	<b>ITEM</b>		
7	Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels towels.	<b>3514</b>		
8	Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet.	<b>878.50</b>		
9	Garbage Handling	<b>ITEM</b>		
10	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
11	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>878.50</b>		
12	Applying urinal moth balls to all urinals	<b>1506</b>		
13	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 5. NYAHURURU – NGUMMO HOUSE

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all Ceramic/PVC/terrazzo floors.				
	<b>DESCRIPTION PVC(floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>Area m<sup>2</sup></b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
	Offices	251	209	<b>52459</b>

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed floors				
	<b>Description Pvc Floor</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	4	209	<b>836</b>

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet				
	<b>Description Toilets</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
1	4	2	251	<b>2008</b>

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	<b>Description (No. Of Toilets)</b>	<b>Bins Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>
1	2	1	24	<b>48</b>

<b>SPECIAL REQUIREMENTS</b>		
5. Cleaning and Washing of main fire exit/stair cases		
	<b>Description</b>	<b>Annual Frequency</b>
1	Main stair case/fire	<b>244</b>

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Pkts To Be Provided Annually</b>
	<b>Toilets</b>			
1	4	2	240	<b>1920</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet..				
	<b>Description (Floor)</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>TOTAL Litres To Be Provided ANNUALLY</b>
	<b>No. Of Toilets</b>			
1	4	0.5	240	<b>480</b>

<b>SPECIAL REQUIREMENTS</b>			
8. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annually Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	240	item

<b>SPECIAL REQUIREMENTS</b>		
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office area -209 m <sup>2</sup>	251

<b>SPECIAL REQUIREMENTS</b>					
10. Provision of Automatic air fresheners and two number cans per month in all toilets.					
	DESCRIPTION		Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
	Toilet	No. of toilets			
1		4	1/2	251	502

<b>SPECIAL REQUIREMENTS</b>					
11. Applying urinal moth balls to all urinals					
	No. of urinals		Qty. of urinal balls/urinal	ANNUAL FREQUENCY	TOTAL balls to be provided annually
1		2	2	251	1004

<b>SPECIAL REQUIREMENTS</b>				
12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY	Number of units	TOTAL equivalent ANNUAL Qty.
1	Offices	4	1	4

## NYAHURURU NGUMMO HOUSE

### Summary of Financial Proposal

	Technical Specification	Gross ANNUAL Area (sq.mts)/ Quantity (no)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all ceramic/PVC/terrazzo floors.	<b>52459</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>836</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1004</b>		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>48</b>		
5	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>960</b>		
7	Provision of ½ litre liquid toilet soap in each closet.	<b>240</b>		
8	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>251</b>		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>1004</b>		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 6. MARALAL TOWN

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all CERAMIC/PVC/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>	251	246	<b>61,746</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	246	<b>984</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	<b>Toilet</b>					
1	2	2	251	<b>1,004</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	<b>No. OfToilets</b>					
1	1	1	24	24		
	<b>TOTAL</b>			<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
5. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency	Rate	Total Kshs.	
1	Main stair case/fire	<b>244</b>			
	<b>TOTAL</b>				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	<b>1,004</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
<b>1</b>	Toilet	No. of toilets cubicles					
		2	1/2	251	<b>251</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
8. Garbage Handling				3 times a week		
	Description		Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>		251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days		
	Description		Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	<b>Offices</b>		156	Item		

<b>SPECIAL REQUIREMENTS</b>					
10. Provision of Automatic air fresheners and two number cans per month in all toilets.					
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets			
<b>1</b>		2	1/2	251	<b>251</b>

<b>SPECIAL REQUIREMENTS</b>					
11. Applying urinal moth balls to all urinals					
	No. Of Urinals		Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually
<b>1</b>		1	2	251	<b>502</b>

<b>SPECIAL REQUIREMENTS</b>					
12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					
	Description		Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
<b>1</b>	Offices		4	1	<b>4</b>

### Summary of Financial Proposal for Maralal Town

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all ceramic/PVC/terrazzo floors.	<b>61,746</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>984</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1004</b>		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
5	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1004</b>		
7	Provision of 1/2 litre liquid toilet soap in each closet.	<b>251</b>		
8	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>251</b>		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>502</b>		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			



7. NAIVASHA

FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS				Frequency	
1. Cleaning of all Ceramic/PVC/terrazzo floors.				Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
Offices	251	540	<b>135540</b>		

SPECIAL REQUIREMENTS				Frequency	
2. Stripping and polishing all screed floors				Once every 3 Months	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1 Offices	4	540	<b>2160</b>		

SPECIAL REQUIREMENTS					Frequency	
3.Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	<b>3012</b>		

SPECIAL REQUIREMENTS					Frequency	
4. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
1	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets	1	24	<b>72</b>		
1	3					

SPECIAL REQUIREMENTS				Frequency	
5. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	244			

SPECIAL REQUIREMENTS					Frequency	
6. Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels towels.					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	<b>3012</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.					Once every day		
	Description		Qty. Per Toilet	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
<b>1</b>		6	1/2	251	<b>753</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
8. Garbage Handling				3 times a week		
	Description		Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage dumping site.</b>		251	Item		

<b>SPECIAL REQUIREMENTS</b>				
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				
	Description		Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>
	Offices		251	Item

<b>SPECIAL REQUIREMENTS</b>					
10. Provision of Automatic air fresheners and two number cans per month in all toilets.					
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets			
<b>1</b>		3	2	251	<b>753</b>

<b>SPECIAL REQUIREMENTS</b>					
11. Applying urinal moth balls to all urinals					
	No. Of Urinals		Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually
<b>1</b>		1	2	251	<b>502</b>

<b>SPECIAL REQUIREMENTS</b>					
12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					
	Description		Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
<b>1</b>	Offices		4	7	<b>28</b>

### Summary of Financial Proposal Naivasha

	Technical Specification	Gross Annual Area(Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all Ceramic/PVC/terrazzo floors.	<b>135540</b>		
2	Stripping and polishing all screed floors	<b>2160</b>		
3	Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet	<b>3012</b>		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>28</b>		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>72</b>		
6	Cleaning and Washing of main fire exit/stair cases	<b>ITEM</b>		
7	Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels towels.	<b>3012</b>		
8	Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet.	<b>753</b>		
9	Garbage Handling	<b>ITEM</b>		
10	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
11	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>753</b>		
12	Applying urinal moth balls to all urinals	<b>502</b>		
13	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 8. POSTA KRA OFFICE-NAKURU

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all Ceramic/PVC/terrazzo floors.				
	Description Pvc(Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	Office	251	50	<b>12550</b>

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed floors				
	Description Pvc Floor	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Office	4	50	<b>200</b>

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet				
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
<b>1</b>	2	2	251	<b>1,004</b>

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets			
<b>1</b>	1	1	24	<b>24</b>

<b>SPECIAL REQUIREMENTS</b>				
6. Provision of one number paper towel dispenser and two (numbers) packets paper towel in each Toilet. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	No. of toilets			
<b>1</b>	2	2	251	<b>1,004</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Provision of 1/2 litre liquid toilet soap dispenser and liquid soap in each toilet.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets		
<b>1</b>		2	1/2	251
				<b>251</b>

<b>SPECIAL REQUIREMENTS</b>				
8. Garbage Handling				

	Description	Annual Frequency	Total Equivalent Annual Qty.
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage dumping site.</b>	251	<b>item</b>

### SPECIAL REQUIREMENTS

9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.

	DESCRIPTION	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
	Office	251	<b>Item</b>

### SPECIAL REQUIREMENTS

10. Provision of Automatic air fresheners and two number cans per month in all toilets.

	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets			
<b>1</b>		2	1/2	251	<b>251</b>

### SPECIAL REQUIREMENTS

11. Applying urinal moth balls to all urinals

	No. Of Urinals	Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually
<b>1</b>	1	2	251	<b>502</b>

### SPECIAL REQUIREMENTS

12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)

	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.
1	Office	4	1	<b>4</b>

### Summary of Financial Proposal for Posta KRA Offices at Nakuru

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all ceramic/PVC/terrazzo floors.	<b>12550</b>		
2	Stripping and polishing all screed/PVC/terrazzo floors	<b>200</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>1004</b>		

4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>24</b>		
5	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1004</b>		
7	Provision of 1/2 litre liquid toilet soap in each closet.	<b>251</b>		
8	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	<b>251</b>		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	<b>502</b>		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**GRAND SUMMARY COLLECTION FOR LOT -5 (SOUTH RIFT REGION)****LIST OF STATIONS TO BE CLEANED (MANDATORY)****GRAND SUMMARY**

<b>No.</b>	<b>Stations</b>	<b>Description</b>	<b>Total Annual contract cost Kshs.</b>
<b>Lot 5- South Rift Region (Offices)</b>			
1.	NAKURU	Offices	
2.	NAKURU –K.P.C OFFICE	Offices	
3.	NAROK	Offices	
4.	KERICHO- SINENDET HOUSE ,IMARISHA PLAZA& DC'S OFFICES	Offices	
5.	NYAHURURU	Offices	
6.	MARALAL	Offices	
7.	NAIVASHA		
8.	KRA NAKURU POSTA	Offices	
<b>SUB TOTAL</b>			
<b>TOTAL PER MONTH</b>			
<b>TOTAL PER ANNUM x 12</b>			
<b>Add 16 % VAT</b>			
<b>GRAND TOTAL FOR LOT -5 (To be carried to Form of Tender)</b>			

## **LOT 6- NORTHERN REGION**

### **1. EMBU**

#### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/Terrazzo floors.				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
	Offices	251	905	227,155

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all screed/PVC/Terrazzo floors				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	4	905	3,620

<b>3. Vacuum cleaning of all carpeted areas</b>				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	251	24	6,024

<b>SPECIAL REQUIREMENTS</b>				
4. Shampooing of all carpeted areas				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	4	24	96

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of two (numbers) toilet paper rolls in each closet				
	<b>Description Toilets</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
1	8	2	251	4,016

<b>SPECIAL REQUIREMENTS</b>				
1. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	<b>Description</b>	<b>Annual Frequency</b>		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>
	<b>No. of toilets</b>			
1	4	1	24	96



<b>SPECIAL REQUIREMENTS</b>				
7.Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	80	320

<b>SPECIAL REQUIREMENTS</b>				
8.Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty).
1	Ceremonial flag	5	1	5

9.Cleaning and Washing of main fire exit/stair cases		
	DESCRIPTION	ANNUAL FREQUENCY
1	Main stair case/fire	244

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
1	8			
		2	251	4,016

<b>SPECIAL REQUIREMENTS</b>					
Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.					
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	Toilet	No. of toilets			
1		8	1/2	251	1,004

<b>SPECIAL REQUIREMENTS</b>			
Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual (Qty).
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

<b>SPECIAL REQUIREMENTS</b>			
Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	DESCRIPTION (Floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY M2
	Offices =905 m2	251	227,155

**SUMMARY OF FINANCIAL PROPOSAL- EMBU**

	<b>Technical Specification</b>	<b>Gross Annual Area(Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>227,155</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>3,620</b>		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>6,024</b>		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>96</b>		
5	Provision of two (numbers) toilet paper rolls in each closet	<b>4,016</b>		
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>Item</b>		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>96</b>		
8	Laundrying of ceremonial flag and curtains	<b>320</b>		
9	Mounting and removing of ceremonial flag	<b>5</b>		
10	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>4,016</b>		
12	Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.	<b>1,004</b>		
13	Removal of all wet and dry waste from offices to Garbage room.	<b>item</b>		
14	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>227,155</b>		
16	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 2. MERU OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	2 Ladies 1 Executive 2 Gents & 2 Urinals 1 Bathroom	240	116	27,840

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	240	930	223,200

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	5	2	240	2400

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	2	1	12	36

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided annually
	Toilets			
1	2	1	240	480

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	2	0.5	240	240

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Monthly Qty.</b>
<b>1</b>	Removal of all wet and dry waste from offices to common garbage collection point	240	item

<b>SPECIAL REQUIREMENTS</b>		
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>
1	Office area – 930 sq. m <sup>2</sup>	240

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	<b>Description</b>	<b>Qty/Week</b>	<b>Annual Frequency</b>	<b>Total Balls To Be Provided Annually</b>
	<b>Urinals</b>			
1	2	4	52	416

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	<b>Description</b>	<b>Qty/Week</b>	<b>Annual Frequency</b>	<b>Total Area To Be Washed (M2)</b>
	<b>Area of windows</b>			
1	Item	1	52	Item

### Summary of Financial Proposal – MERU OFFICE

	<b>Technical Specification</b>	<b>Gross ANNUAL Area (m<sup>2</sup>)/Quantity (no)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	27,840		
<b>2</b>	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	<b>223,200</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>416</b>		
<b>4</b>	Provision of two number toilet paper rolls in each closet	<b>2400</b>		
<b>5</b>	Provision and servicing of two (numbers) sanitary bins in each ladies toilet.	<b>36</b>		

	<b>Technical Specification</b>	<b>Gross ANNUAL Area (m<sup>2</sup>)/Quantity (no)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>480</b>		
<b>7</b>	Installation of TWO hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.	<b>240</b>		
<b>8</b>	Garbage handling	<b>item</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>item</b>		
<b>10</b>	Cleaning and washing windows	<b>item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### 3. MACHAKOS OFFICES

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	3 ladies 2Gents & 2 Urinals	240	9	15120

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	DESCRIPTION	ANNUAL FREQUENCY	Area m <sup>2</sup>	TOTAL AREA TO BE WASHED ANNUALLY m <sup>2</sup>
1	Office area	240	9000sq m	2,160,000

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	5	2	240	2400

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	3	1	24	72

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided annually
	Toilets			
1	5	1	240	1200

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	5	0.5	240	600

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Monthly Qty.
1	Removal of all wet and dry waste from offices to common garbage collection point	240	item

<b>SPECIAL REQUIREMENTS</b>		
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office area – 9000 sq. m <sup>2</sup>	240

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
	Urinals			
1	2	4	48	384

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED (m <sup>2</sup> )
	Area of windows			
1	Item	1	48	Item

#### **4. KITUI TOWN (OFFICES & TWO CONTAINERS)**

##### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	365	91,615		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	365	1,460		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of four (numbers) toilet paper rolls in each closet					Once every day	
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS
	Toilet					
<b>1</b>	3	4	251	3,012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
<b>1</b>	2	502	-	-		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of two (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
<b>1</b>	1	1	24	48		
	<b>TOTAL</b>			<b>48</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
<b>1</b>	Ceremonial flag	4	30	120		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
8. Cleaning and Washing of main fire exit/stair cases				Once every day		
	Description	Annual Frequency	Rate	Total Kshs.		
<b>1</b>	Main stair case/fire	244				
	<b>TOTAL</b>					



<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	3	2	251	1,506		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day		
	<b>DESCRIPTION</b>		<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
<b>1</b>	<b>Toilet</b>	<b>No. of toilets cubicles</b>					
		3	1/2	251	376.5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
11. Garbage Handling				3 times a week		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>	
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days		
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>	
	<b>Offices</b>	156	Item			

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
13. Cleaning and Washing of external windows.			Once every three months		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal for Kitui Town.

	<b>Technical Specification</b>	<b>Qty/ Rate</b>	<b>Total cost KShs.</b>
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	91,615	

2	Stripping and polishing all PVC/terrazzo floors	<b>1,460</b>	
3	Provision of four (numbers) toilet paper rolls in each closet	<b>3012</b>	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>N/A</b>	
5.	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>48</b>	
6.	Laundrying of ceremonial flag and curtains	<b>120</b>	
7.	Mounting and removing of ceremonial flag	<b>5</b>	
8.	Cleaning and Washing of main fire exit/stair cases	<b>ITEM</b>	
9.	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>1,506</b>	
10	Provision of ½ litre liquid toilet soap in each closet and dispenser	<b>376.5</b>	
11	Removal of all wet and dry waste from offices to Garbage room.	<b>ITEM</b>	
12	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>ITEM</b>	
13	Cleaning and Washing of external windows	<b>4</b>	
	<b>Total Annual Cost of Cleaning Activities</b>		
	<b>Add Value Added Tax @ 16%</b>		
	<b>Total Annual Contract Cost</b>		

## 5. KAJIADO OFFICE

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	90	22,590		

<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
2. Stripping and polishing all PVC/screed/terrazzo floors		Once every 3 Months

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	90	360		

SPECIAL REQUIREMENTS					Frequency	
3. Provision of FOUR (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
<b>Total</b>						
1	2	4	251	2,008		

SPECIAL REQUIREMENTS					Frequency	
4. Washing of pit latrine cubicles					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	2	502	1	1,004		

SPECIAL REQUIREMENTS					Frequency	
5. Cleaning and Washing of external walls and windows.					Once every three months	
	Description		Annual Frequency	Rate	Total Kshs	
1	All external walls & windows		4			
<b>Total</b>						

SPECIAL REQUIREMENTS					Frequency	
6. Provision of ONE (number) packet paper towel dispenser in each Toilet cubicle. Each packet is to have at least 125 paper towels					Once every day	
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS
<b>No. of toilets</b>						
1	2	1	251	502		

SPECIAL REQUIREMENTS					Frequency	
7. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day	
	DESCRIPTION	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
<b>No. of toilets</b>						
1	2	1/2	251	251		

SPECIAL REQUIREMENTS					Frequency	
8. Garbage Handling					3 times a week	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Removal of all wet and dry waste from offices to Garbage bin.	251	Item			

<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>	
9. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.		Once every two days	
<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>Offices</b>	130		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
10. Cleaning and Washing of external windows.			Once every three months		
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows		4		
<b>Total</b>					

**KAJIADO OFFICE**  
**Summary of Financial Proposal**

	<b>Technical Specification</b>	<b>Qty/Area</b>	<b>Rate</b>	<b>Amount</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>22,590</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>360</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>2008</b>		
4	Washing of pit latrine cubicles	<b>1004</b>		
5	Cleaning and Washing of external walls and windows	<b>4</b>		
6	Provision of one (number) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>502</b>		
7	Provision of ½ litre liquid toilet soap in each closet.	<b>251</b>		
8	Garbage Handling	<b>ITEM</b>		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>N/A</b>		
10.	Cleaning and Washing of external windows	<b>N/A</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 6. ISIOLO

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping/sweeping of all screed/PVC/terrazzo floors.(office area, warehouse floor and open space					Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually(M <sup>2</sup> )	Rate	Total Kshs	
Offices	251	1100	276,100			

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs	
1 Offices	4	630	2,520			

SPECIAL REQUIREMENTS					Frequency	
3. Provision two (2) toilet paper rolls in each closet					Once every day	
DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS	
Toilet						
1 6	2	251	3012			

SPECIAL REQUIREMENTS					Frequency	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs	
1 6	251	130	195,780			

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually	RATE	TOTAL KSHS	
No. of toilets						
1 4	1	24	96			
<b>TOTAL</b>			<b>96</b>			

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs	
1 Ceremonial flag	4	1	4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	244			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	6	2	251	3,012		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day		
	DESCRIPTION		Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually	RATE	TOTAL KSHS
1	Toilet	No. Of Toilets Cubicles	1/2	251	251		
		2					

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	Description	Annual Frequency	Total Equivalent Annual (Qty).	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>		
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office area – 630 m <sup>2</sup>	251

<b>SPECIAL REQUIREMENTS</b>				
13. Applying urinal moth balls to all urinals				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL balls to be provided annually</b>
	<b>Urinals</b>			
1	2	4	52	416

<b>SPECIAL REQUIREMENTS</b>				
14. Cleaning and washing windows				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE WASHED (m2)</b>
	<b>Area of windows</b>			
1	Item	1	52	Item

### Summary of Financial Proposal for Isiolo

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two(2) toilet paper rolls in each closet	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Laundrying of ceremonial flag and curtains	
7	Mounting and removing of ceremonial flag	
8	Cleaning of fire exit/staircase	
9	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
10	Provision of ½ litre liquid toilet soap in each closet and dispenser	
11	Removal of all wet and dry waste from offices to Garbage room.	
12	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
13	Applying urinal moth balls to all urinals	
14	Cleaning and washing of external windows.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 7. WAJIR OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	<b>Description (Floor) Cement Screed</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	251	137	34,387		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description Toilets</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>			<b>Rate</b>	<b>Total Kshs</b>
1	All seats	N/A				



<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>No. of toilets</b>					
<b>1</b>	1	1	24	24		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8.Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9.Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>Description</b>	<b>Annual Frequency</b>		<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Main stair case/fire	N/A			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. Of Toilets</b>					
<b>1</b>	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>DESCRIPTION</b>	<b>Qty. per toilet (litres)</b>	<b>Annual Frequency</b>	<b>TOTAL litres to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>Toilet</b>					
<b>1</b>		1/2	251	251		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
13. Garbage Handling					3 times a week	

	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All external windows	4			
<b>Total</b>					

### **Summary of Financial Proposal for Wajir Offices**

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundrying of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	N/A
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of 1/2 litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 8. WAJIR AIRPORT

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	25	6,275		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	25	100		

<b>SPECIAL REQUIREMENTS</b>						<b>Frequency</b>
3. Vacuum cleaning of all carpeted areas						Once Every Day
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY			RATE	TOTAL KSHS
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>No. of toilets</b>					
<b>1</b>	1	1	24	24		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8.Laundrying of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9.Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>	
<b>1</b>	Main stair case/fire	244			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
<b>1</b>	<b>No. of toilets</b>					
	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of ½ litre liquid toilet soap in each toilet.					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Toilet</b>	<b>No. of toilets</b>					
<b>1</b>		2	½	251	251		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual (Qty).</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		
<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundrying of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 9. DIFFU -WAJIR

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	27	6,777		
SPECIAL REQUIREMENTS					Frequency	
2. Provision of FOUR (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	<b>Total</b>					
<b>1</b>	<b>2</b>	<b>4</b>	<b>251</b>	<b>2,008</b>		

SPECIAL REQUIREMENTS					Frequency	
3. Washing of pit latrine cubicles					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
<b>1</b>	<b>2</b>	<b>502</b>	<b>1</b>	<b>1,004</b>		

SPECIAL REQUIREMENTS					Frequency	
4. Cleaning and Washing of external walls and windows.					Once every three months	
	Description		Annual Frequency	Rate	Total Kshs	
<b>1</b>	All external walls & windows		<b>4</b>			
<b>Total</b>						

SPECIAL REQUIREMENTS					Frequency	
5. Provision of ONE (number) packet paper towel dispenser in each Toilet cubicle . Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
<b>1</b>	<b>2</b>	<b>1</b>	<b>251</b>	<b>502</b>		

SPECIAL REQUIREMENTS					Frequency	
6. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day	
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
<b>1</b>	<b>2</b>	<b>1/2</b>	<b>251</b>	<b>251</b>		

SPECIAL REQUIREMENTS				Frequency	
7. Garbage Handling				Daily	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage bin.</b>	<b>251</b>	<b>item</b>		

<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>	
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.		Daily	
<b>DESCRIPTION (floor)</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
<b>Offices</b>	251		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
Cleaning and Washing of external windows.			Once every three months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows	4		
<b>Total</b>				

**DIFFU OFFICE (WAJIR COUNTY)  
Summary of Financial Proposal**

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Provision of two (numbers) toilet paper rolls in each closet	
3	Washing of pit latrine cubicles	
4	Cleaning and Washing of external walls and windows	
5	Provision of one (number) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
6	Provision of 1/2 litre liquid toilet soap in each closet.	
7	Garbage Handling	
8	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

10. MOYALE

**FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	251	260	65,260		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	260	1040		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Ksh</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>DESCRIPTION Toilets</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>		<b>Rate</b>	<b>Total Kshs</b>	
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. of toilets</b>					



1	2	1	24	48		
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<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Laundering of ceremonial flag and curtains					Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.	RATE	TOTAL KSHS
1	Ceremonial flag	4	15	60		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
9. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	244			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	4					
		2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
11. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
1		4	1/2	251	502		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
Garbage Handling					3 times a week	
	Description		Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.		251	item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
Cleaning of roof gutters & drain pipes in all houses and offices					Once every 3 months	

	Description Roof Gutters/Pipes	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Fumigated Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices/houses	4				

SPECIAL REQUIREMENTS				Frequency	
Cleaning and Washing of external windows.				Once every three months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS	
1	All external windows	4			
<b>Total</b>					

KENYA REVENUE AUTHORITY STAFF HOUSES

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

**1. MOYALE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
3	Bungalow	64		
<b>Total per month</b>		<b>64</b>		
<b>Total per annum x 12</b>				
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 flowers/ trees per month				

Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
<b>Total</b>			

### Summary of financial proposal for Moyale

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundering of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Residential houses	
16	Cleaning of roof gutters & drain pipes in all houses and offices	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 11.MANDERA

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	260	65,260		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	260	1040		

SPECIAL REQUIREMENTS					Frequency	
3. Vacuum cleaning of all carpeted areas					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	251	N/A	N/A		

SPECIAL REQUIREMENTS					Frequency	
4. Shampooing of all carpeted areas					Once every 3 months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices					
		4	N/A	N/A		

SPECIAL REQUIREMENTS					Frequency	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	DESCRIPTION Toilets	Qty. per closet	Annual Frequency	Total Rolls To Be Provided Annually	RATE	TOTAL KSHS
1	8					
		2	251	4016		

SPECIAL REQUIREMENTS					Frequency	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	Description	Annual Frequency			Rate	Total Kshs
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
<b>1</b>	4	1	24	96		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8.Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
<b>1</b>	Ceremonial flag	4	10	40		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9.Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases			Once every day	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS.
<b>1</b>	Main stair case/fire	244		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
<b>1</b>	No. Of Toilets	4				
		2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
<b>1</b>		8	1/2	251	1004		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
13. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
14. Cleaning of roof gutters & drain pipes in all houses and offices					Once every 3 months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Fumigated Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices/houses	4				

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All external windows	4			
<b>Total</b>					

### KENYA REVENUE AUTHORITY STAFF HOUSES- MANDERA

#### GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
3	Bungalow	16		
2	Bungalow	18		
<b>Total per month</b>		<b>34</b>		
<b>Total per annum x 12</b>				
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide, plant and maintain 10 flowers/ trees per month				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total per month (shs)</b>				
<b>Total per annum x 12 (shs)</b>				

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundering of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	

12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Residential Houses	
16	Cleaning of roof gutters & drain pipes in all houses and offices	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 12.GARISSA

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Offices	251	240	60,240		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	240	960		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description Toilets</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	4					



		2	251	2008		
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<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	<b>No. of toilets</b>					
1	2	1	24	48		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8.Laundrying of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
1	Ceremonial flag	4	30	120		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases					Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>		
1	Main stair case/fire	244				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	4					
		2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	

	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
1		4	1/2	251	502		

SPECIAL REQUIREMENTS					Frequency		
13. Garbage Handling					3 times a week		
	Description			Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.			251	item		

SPECIAL REQUIREMENTS				Frequency	
Cleaning and Washing of external windows.				Once every three months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal for Garissa

	Technical Specification	KShs.
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
8	Cleaning and Washing of external windows	
9	Laundering of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of 1/2 litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
14	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 13. LIBOI OFFICES

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	Cement Sced					
	Offices	251	137	34,387		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description Toilets</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>		
1	All seats	4				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. Of Toilets</b>					
<b>1</b>	1	1	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
10. Cleaning and Washing of main fire exit/stair cases				Once every day		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>		
<b>1</b>	Main stair case/fire	N/A				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. Of Toilets</b>					
<b>1</b>	<b>2</b>	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Toilet</b>	<b>No. of toilets</b>					
<b>1</b>		2	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
13. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	N/A
8	Cleaning and Washing of external windows	
9	Laundering of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	N/A
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Provide annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 14. ELWAK TOWN OFFICES

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/Terrazzo floors.					Once every day	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
	<b>Cement Screed</b>					
	Offices	251	245	61,495		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all screed/PVC/Terrazzo floors					Once every 3 Months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Vacuum cleaning of all carpeted areas					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	251	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all carpeted areas					Once every 3 months	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	4	2	251	2,008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	Description	Annual Frequency			Rate	Total Kshs
1	All seats	N/A				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	<b>No. of toilets</b>					
1	4	1	N/A	N/A		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
10. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	N/A			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	4	2	251	2008		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
12. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
	Toilet	No. of toilets					
1		4	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
13. Garbage Handling					3 times a week	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Removal of all wet and dry waste from offices to Garbage room.	251	Item			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal ELWAK TOWN OFFICES

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	N/A
5	Provision of two (numbers) toilet paper rolls in each closet	
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	N/A
8	Cleaning and Washing of external windows	
9	Laundrying of ceremonial flag and curtains	
10	Mounting and removing of ceremonial flag	
11	Cleaning and Washing of main fire exit/stair cases	N/A
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
13	Provision of ½ litre liquid toilet soap in each closet.	
14	Removal of all wet and dry waste from offices to Garbage room.	
15	Provide annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	



**GRAND SUMMARY COLLECTION FOR LOT -6 (NORTHERN REGION)****LIST OF STATIONS TO BE CLEANED (MANDATORY)****GRAND SUMMARY**

<b>No.</b>	<b>Stations</b>	<b>Description</b>	<b>Total Annual contract cost Kshs.</b>
<b>Lot 6- Northern Region (Offices)</b>			
1.	EMBU	Offices	
2.	MERU	Offices	
3.	MACHAKOS	Offices	
4.	KITUI	Offices	
5.	KAJIADO	Offices	
6.	ISIOLO	Offices	
7.	WAJIR OFFICE	Offices	
8.	WAJIR AIRPORT	Offices	
9.	DIFFU- WAJIR	Offices	
10.	MOYALE	Offices & Residential	
11.	MANDERA	Offices & Residential	
12.	GARISSA	Offices & Residential	
13.	LIBOI	Offices & Residential	
14.	ELWAK	Offices	
<b>SUB TOTAL</b>			
<b>TOTAL PER MONTH</b>			
<b>TOTAL PER ANNUM x 12</b>			
<b>Add 16 % VAT</b>			
<b>GRAND TOTAL FOR LOT -6</b> <b>(To be carried to Form of Tender)</b>			

**LOT 7. WESTERN REGION**

**LIST OF STATIONS TO BE CLEANED AND MINIMUM NO OF STAFF TO BE DEPLOYED:**

	<b>Offices/Residential Estates</b>	<b>Description</b>	<b>Minimum number of cleaners</b>	<b>Bidder's Response/ Provision</b>
1	FORODHA KISUMU, ICD, PIER, AIRPORT	Offices	9	
2	KISUMU SWAN CENTER	Offices	7	
3	ISEBANIA OSBP OFFICES & RESIDENTIAL	Offices & residential	29	
4	MALABA OSBP OFFICES	Offices	34	
5	BUSIA OSBP	Offices	34	
6	KAKAMEGA	Offices	4	
7	BUNGOMA	Offices	5	
8	PIPELINE OFFICE KISUMU	Offices	1	
9	POSTA KISUMU OFFICE	Offices	1	
10	NYAMTIRO	Offices	2	
11	KOPANGA	Offices	2	
12	USENGE	Offices	1	
13	KISII	Offices	5	
14	MUHURU BAY	Offices	2	
15	MBITA	Offices	2	
16	KISUMU MILIMANI ESTATE	Residential	1	
17	SIO PORT	Offices	1	
18	LWAKHAKHA	Offices	3	

**1. FORODHA HOUSE KISUMU, CUSTOMS PIER KISUMU, CUSTOMS AIRPORT OFFICE KISUMU & ICD KISUMU  
Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, , sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day

6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Three times a week
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times per week
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of six (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year
21	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

## 2. SWAN CENTER KISUMU

### Schedule of Cleaning Activities

Technical Specification		
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week
7	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers,	Once every day

	Fax machines etc, and all window sills and low level partitions.	
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of three (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year
21	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

### 3. ISEBANIA OSBP OFFICES

#### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Once every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day

8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Provision of three number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	Twice a week
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass and	Twice a week
13	Planting and maintenance of 10 Ashok Trees	Monthly

## **ISEBANIA RESIDENTIAL HOUSES**

### **(a). Schedule of Requirements**

Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN ISEBANIA which will include the following activities;

#### **Cleaning of the Estates which will cover :-**

- Cleaning of Sewers, Foul and Storm Drains.
- Grass cutting, pruning, weeding including fence maintenance.
- Tree planting and grounds maintenance.
- Garbage Collection.
- Sweeping of internal roads & footpaths.

### **(b). Technical Specifications**

#### **GENERAL**

1. These specifications describe the basic requirements for the service.

	<b>PART 'A' Description of the Services</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> <li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> </ul>

	<ul style="list-style-type: none"> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> </ul>
	<ul style="list-style-type: none"> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>

**PART 'B' COMPLIANCE TO THE SPECIFICATIONS  
GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES**

1.	<b>1. GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>	
	<b>2. SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</b>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	

	<b>3. OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
	<ul style="list-style-type: none"> <li>The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>	
	<ul style="list-style-type: none"> <li>All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
	<b>4. GRASS CUTTING, TRIMMING/WEEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEEDING OF LIVE HEDGE</b>	
	<ul style="list-style-type: none"> <li>The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well-kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>	
	<ul style="list-style-type: none"> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul style="list-style-type: none"> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>	
	<b>5. PLANTING OF TREES</b>	
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>	
	<ul style="list-style-type: none"> <li>Isebania Estate – 30</li> </ul>	
	<b>6. LABOUR</b>	
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>	
	<b>7. MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</b>	
	<ul style="list-style-type: none"> <li>The contractor shall maintain all security lights &amp; street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.</li> </ul>	

#### 4. MALABA OSBP OFFICES

##### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Twice every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week
7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Provision of three number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	Twice a week
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	Twice a week

#### 5. BUSIA OSBP STATION

##### Schedule of Cleaning Activities

	<b>Technical Specification</b>	
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Washing / Mopping of All PVC/screed/ceramic tile/wooden floors.	Twice every day
2	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	Once every day
3	Removal of all wet and dry waste from offices to common garbage collection point.	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Washing of toilet areas i.e. toilets floors and sanitary ware, mirrors and wall tiles	Continuously
6	Applying urinal moth balls to all urinals	Four balls per urinal per week



7	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once every day
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
9	Provision of three number toilet paper rolls in each closet	Once Daily
10	Cleaning and washing windows	Once a week
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	Twice a week
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	Twice a week

## 6.KAKAMEGA

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from OFFICES TO Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of TWO (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months

17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 2. BUNGOMA

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every day
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
7	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
9	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
12	Cleaning and washing of roof and storm drains and manholes.	Twice every month
13	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
14	Shampooing of all carpeted areas	Once every 2 months
15	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
16	Cleaning and Washing of external walls and windows.	Once every three months

17	Laundering of ceremonial flag and curtains	Once every 3 months
18	Annual timetable of weekly, monthly, and quarterly activities	Once every year
19	Mounting and removing of ceremonial flag	5 times every year

## 8.KRA PIPELINE OFFICE KISUMU

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Removal of all wet and dry waste from offices to Garbage disposal point	Three times a week

## 9.KRA POSTA OFFICE KISUMU

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Removal of all wet and dry waste from offices to Garbage disposal point	Three times a week

## 10.NYAMTIRO

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day

5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 11.KOPANGA

### Schedule of Cleaning Activities

Technical Specification		
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days

7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from Garbage room.	Once every day
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
10	Cleaning and Washing of roof and storm Drains, Manholes including those outside the perimeter wall,	Once every day
11	Provision of TWO (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice every month
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

**USENGE**  
**Schedule of Cleaning Activities**

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, , sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding up to 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
9	Removal of all wet and dry waste from offices to Garbage room.	Three times weekly

10	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Three times weekly
11	Provision of two (numbers) toilet paper rolls in each closet	Once every day
12	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
13	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
14	Cleaning and washing of roof and storm drains and manholes.	Twice every month
15	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
16	Shampooing of all carpeted areas	Once every 2 months
17	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
18	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

### 13.KISII

#### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two(2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily

12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

#### 14.MUHURU BAY

##### Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from Garbage room.	Once every day
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Once every day
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month

14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 15.MBITA CUSTOMS OFFICE

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Cleaning and Washing of main fire exit/stair cases	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of ONE (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
7	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
8	Provision of TWO (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once everyweek
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month



## 16.KISUMU MILIMANI EASTATE

### CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES COUNTRY WIDE.

	<b>(a). Schedule of Requirements</b>
	Kenya Revenue Authority Will Require The Selected Bidder To Provide <b>CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN KISUMU</b> Which Will Include The Following Activities;
	<b>Cleaning of the Estates which will cover :-</b>
	<ul style="list-style-type: none"> <li>□ Cleaning of Sewers, Foul and Storm Drains.</li> <li>• Grass cutting, pruning, weeding including fence maintenance.</li> <li>• Tree planting and grounds maintenance.</li> <li>• Garbage Collection.</li> <li>• Sweeping of internal roads &amp; footpaths.</li> </ul>

	<b>(b). Technical Specifications</b>
	<b>GENERAL</b>
	1. These specifications describe the basic requirements for the service.
	<b>PART 'A' Description of the Services</b>
<b>1</b>	<b>GARBAGE COLLECTION AND DISPOSAL FROM ESTATES</b>
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places in the Bins provided three times in a week on the days to be agreed with the winning bidder.</li> <li>• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.</li> <li>• The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.</li> <li>• The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)</li> </ul>
<b>2</b>	<b>GENERAL CLEANLINESS OF THE ESTATES</b>
	<ul style="list-style-type: none"> <li>• The successful bidder will ensure thorough cleanliness in all areas within the Estates.</li> <li>• All the manholes, foul drains, sewer drains and storm water drains will be clearly identified and kept free of dirt and any waste, which may cause blockage.</li> <li>• All grass, hedges, trees, flowers shall be properly maintained.</li> <li>• All roads and footpaths to be swept and kept free of grass.</li> </ul>

<b>a</b>	<b><u>GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES</u></b>
	<ul style="list-style-type: none"> <li>• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will place five (5 NO.) Large Refuse Bins with lids in each estate at designated places for the tenants to put the garbage polythene bags for collection.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will provide eight (8 NO.) large plastic bags per month to each household in all the estates for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will dispose of the garbage appropriately at an approved city council dump.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all relevant local Authority by - laws are adhered to in the collection and disposal of the garbage and carrying out all other works.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>
<b>b</b>	<b><u>SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES</u></b>
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for sweeping of all staircases in each block thrice a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contractor must provide all sweeping equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>
	<ul style="list-style-type: none"> <li>• All roads must be free from weeds, grass, soil or other wastes.</li> </ul>
	<ul style="list-style-type: none"> <li>• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>
<b>c</b>	<b><u>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</u></b>
	<ul style="list-style-type: none"> <li>• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.</li> </ul>
	<ul style="list-style-type: none"> <li>• All manholes will be clearly identified and kept free of dirt and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>
<b>d.</b>	<b><u>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</u></b>

	<ul style="list-style-type: none"> <li>The contractor will ensure that the grass, flowers, plants, trees and live hedges in the whole compound are trimmed and weeded to give the required well kept appearance. The weeding of plot fences will be done on both sides up to 2 meters wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.</li> </ul>
	<ul style="list-style-type: none"> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>
	<ul style="list-style-type: none"> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>
	<ul style="list-style-type: none"> <li>Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.</li> </ul>
	<ul style="list-style-type: none"> <li>The Contractor will provide a lawn mower machine to cut the grass.</li> </ul>
<b>5</b>	<b><u>PLANTING OF TREES</u></b>
	<ul style="list-style-type: none"> <li>The contractor will plant the following number of short trees in the respective Estates where and when required in consultation with the Authority in each estate and take full care of them during the period of contract: -</li> </ul>
<b>6</b>	<b><u>LABOUR</u></b>
	<ul style="list-style-type: none"> <li>Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.</li> </ul>
<b>7</b>	<b><u>MAINTENANCE OF SECURITY LIGHTS &amp; STREET LIGHTS.</u></b>
	<ul style="list-style-type: none"> <li>a. The contractor shall maintain all security lights &amp; street lights in the estate including ensuring that all are in working condition and replacing bulbs, starters etc.</li> </ul>

## 17.SIO PORT

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, , sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day

11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
18	Laundering of ceremonial flag and curtains	Once every 3 months
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year
20	Mounting and removing of ceremonial flag	5 times every year

## 18.LWAKHAKHA

### Schedule of Cleaning Activities

<b>Technical Specification</b>		
	<b>SPECIAL REQUIREMENTS</b>	<b>Frequency</b>
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
7	Removal of all wet and dry waste from offices to Garbage room.	Thrice weekly
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice weekly
9	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice monthly
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month

14	Stripping and polishing all PVC/screed/terrazzo floors	Once every three months
15	Shampooing of all carpeted areas	Once every 3 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
17	Cleaning and Washing of external walls and windows.	Once every three months
19	Laundering of ceremonial flag and curtains	Once every 3 months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every year

**BIDDER'S RESPONSE DECLARATION FORM**

THIS IS TO CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH **ALL CLEANING AND GARBAGE COLLECTION SERVICES REQUIREMENT FOR LOT -7 (WESTERN REGION – Offices & Residential Estates)** STATED ABOVE IN THIS TENDER DOCUMENT.

*Tenderer's Signature* \_\_\_\_\_ *Official*

*Stamp* \_\_\_\_\_ *Date* \_\_\_\_\_

## FINANCIAL PROPOSAL FOR LOT- 7 ( WESTERN REGION)

### LOT 7 WESTERN REGION

**FORODHA HOUSE KISUMU, CUSTOMS PIER KISUMU, CUSTOMS AIRPORT OFFICE KISUMU & ICD KISUMU**

#### **FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>			
1. Cleaning of concrete screed, paved areas and parking. To be included are the fence pillars, low-level walls and embankments, external gate house, pump room, machine rooms , pavement parking, etc.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>ITEM</b>
1	Offices	251	
	<b>TOTAL</b>		

<b>SPECIAL REQUIREMENTS</b>			
2. Washing of concrete screed and paved areas. To be included are the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>ITEM</b>
1	Offices	52	
	<b>TOTAL</b>		

<b>SPECIAL REQUIREMENTS</b>				
3. Mopping of All PVC/screed/terrazzo floors.				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	251	674.72	169,354.72

<b>SPECIAL REQUIREMENTS</b>				
4. Stripping and polishing all PVC/screed/terrazzo floors				
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	4	674.72	2,698.88

<b>SPECIAL REQUIREMENTS</b>				
5. Vacuum cleaning of all carpeted areas				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>
1	Offices	251	72	18,072

<b>SPECIAL REQUIREMENTS</b>				
6. Shampooing of all carpeted areas				

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices			
		4	72	288

**SPECIAL REQUIREMENTS**

7. Provision of FOUR (numbers) toilet paper rolls in each closet

	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Toilets			
1	14	4	251	14056

**SPECIAL REQUIREMENTS**

8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.

	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	14	502	-	7,028

**SPECIAL REQUIREMENTS**

9. Installation of automatic air freshener dispensers and provision of two cans of freshener per month

	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL cans to be provided annually
	Toilets			
1	6	2	24	288
	<b>Total</b>			

**SPECIAL REQUIREMENTS**

10. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)

	DESCRIPTION	ANNUAL FREQUENCY	Number of units	TOTAL equivalent ANNUAL Qty.
1	Offices	4	4	16

**SPECIAL REQUIREMENTS**

11. Provision and servicing of one (numbers) sanitary bin in each ladies toilet

	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets			
1	7	1	24	168
	<b>TOTAL</b>			<b>168</b>

<b>SPECIAL REQUIREMENTS</b>			
12. Cleaning and Washing of external walls and windows.			
	<i>DESCRIPTION</i>		<b>ANNUAL FREQUENCY</b>
1	All external walls & windows		4

<b>SPECIAL REQUIREMENTS</b>				
13. Laundering of ceremonial flag and curtains				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>
1	Ceremonial flag	4	260	1040

<b>SPECIAL REQUIREMENTS</b>				
14. Mounting and removing of ceremonial flag				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>
1	Ceremonial flag	5	8	40

<b>SPECIAL REQUIREMENTS</b>				
15. Cleaning and Washing of main fire exit/stair cases				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	
1	Cleaning and Washing of main fire exit/stair cases	244	244	

<b>SPECIAL REQUIREMENTS</b>				
16. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>
	<b>Toilets</b>			
1	14	2	251	7,028

<b>SPECIAL REQUIREMENTS</b>				
17. Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence				
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	
1	Cleaning and Washing of all Drains and Manholes, sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	251	item	



<b>SPECIAL REQUIREMENTS</b>				
18. Installation of hand liquid dispenser and provision of 1/2 litre liquid soap in each toilet cubicle.				
	<b>DESCRIPTION</b>	<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
	<b>No. of toilets</b>			
<b>1</b>	14	0.5	251	1,757

<b>SPECIAL REQUIREMENTS</b>			
19. Garbage Handling			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL (Qty.)</b>
<b>1</b>	Removal of all wet and dry waste from Garbage room on ground floor.	156	item
<b>2</b>	Collection and ferrying of Garbage away from Forodha House Kisumu, Pier Kisumu, Customs Airport Office Kisumu & ICD Kisumu Building to an authorised City Council dumping site.	156	item
<b>3</b>	Cleaning and Washing of Garbage room on ground floor.	156	item

<b>SPECIAL REQUIREMENTS</b>			
20. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	
1	Offices	251	
	<b>TOTAL</b>		

**SUMMARY OF FINANCIAL PROPOSAL- FORODHA HOUSE KISUMU, CUSTOMS PIER KISUMU, CUSTOMS AIRPORT OFFICE KISUMU & ICD KISUMU**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc.	<b>ITEM</b>		
2	Washing of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room,	<b>ITEM</b>		

	machine rooms ,garage, pavement parking, covered parking, etc.			
3	Mopping of All PVC/screed/terrazzo floors.	<b>169,354.72</b>		
4	Stripping and polishing all PVC/screed/terrazzo floors.	<b>2,698.88</b>		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>18,072</b>		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>288</b>		
7	Provision of FOUR (numbers) toilet paper rolls in each closet.	<b>14,056</b>		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>7,028</b>		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>16</b>		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>168</b>		
11	Cleaning and Washing of external walls and windows on the buildings.	<b>4</b>		
12	Laundering of ceremonial flag and curtains.	<b>1,040</b>		
13	Mounting and removing of ceremonial flag.	<b>40</b>		
14	Cleaning and Washing of main fire exit/stair cases.	<b>244</b>		
15	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	<b>7,028</b>		
16	Cleaning and Washing of all Drains and Manholes ,sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	<b>item</b>		
17	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	<b>1,757</b>		
18	Garbage Handling	<b>item</b>		
19	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>288</b>		

20	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>item</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## KISUMU SWAN CENTER

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>			
1. Cleaning of all ceramic tile floors.			
Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
Offices	251	1,835.13	460,617.63

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all ceramic tile floors				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	1835.13	7,340.52

<b>SPECIAL REQUIREMENTS</b>				
3. Vacuum cleaning of all carpeted areas				
	DESCRIPTION	ANNUAL FREQUENCY	Area m <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	251	72	18,072

<b>SPECIAL REQUIREMENTS</b>				
4. Shampooing of all carpeted areas				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices	4	72	288

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of three (numbers) toilet paper rolls in each closet				
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	16	3	251	12,048

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of automatic air freshener dispensers and provision of two cans of freshener per month				
	Description Toilets Cubicles	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	4			
		2	24	192

<b>SPECIAL REQUIREMENTS</b>				
7. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	16	251	-	4,016

<b>SPECIAL REQUIREMENTS</b>			
8. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	DESCRIPTION	ANNUAL FREQUENCY	
1	All seats	4	

<b>SPECIAL REQUIREMENTS</b>				
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
1	7	1	24	168

<b>SPECIAL REQUIREMENTS</b>				
10. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	260	1,040

<b>SPECIAL REQUIREMENTS</b>				
11. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>		
12. Cleaning and Washing of main fire exit/stair cases		
	DESCRIPTION	ANNUAL FREQUENCY
1	Main stair case/fire	244

<b>SPECIAL REQUIREMENTS</b>				
13. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
1	No of Toilets			
	16	2	251	8,032

<b>SPECIAL REQUIREMENTS</b>					
14. Provision of 1/2 litre liquid toilet soap in each toilet.					
	DESCRIPTION		Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided annually
	Toilet	No. of toilets			

<b>SPECIAL REQUIREMENTS</b>			
15. Garbage Handling			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

<b>SPECIAL REQUIREMENTS</b>			
16. Painting of all iron mongery installed on the Perimeter wall.			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Painting of all iron mongery in matching colours	1	item
2	Painting of all access gates in matching colours	1	Item

<b>SPECIAL REQUIREMENTS</b>			
16. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
DESCRIPTION (floor)	ANNUAL FREQUENCY		TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
Offices	251		Item

## Summary of Financial Proposal

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all ceramic tile floors.	<b>460,617.63</b>		
2	Stripping and polishing all ceramic tile floors	<b>7,340.52</b>		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>18,072</b>		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	<b>288</b>		
5	Provision of three (numbers) toilet paper rolls in each closet	<b>12,048</b>		
6	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
7	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>168</b>		
8	Cleaning and Washing of external windows			
9	Laundering of ceremonial flag and curtains	<b>1,040</b>		
10	Mounting and removing of ceremonial flag	<b>5</b>		
11	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
12	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>8,032</b>		
13	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	<b>2,008</b>		
14	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
15	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	<b>192</b>		
16	Painting of all iron mongery installed on the Perimeter wall.	<b>Once</b>		
17	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		

18	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>4,016</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

### 3.ISEBANIA OSBP OFFICES

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description	Annual Frequency	Area( M <sup>2</sup> )	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	Toilet floors tiled/sanitary ware /mirrors	360	413	148,680

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/Screeed/Terrazzo, Wooden floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually M <sup>2</sup>
1	Office area	360	2200	792,000

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Rolls To Be Provided Annually
1	56 toilet closets	3	360	60,480

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins
1	28	1	52	1,456

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	QTY.	ANNUAL FREQUENCY	TOTAL PKTS TO BE PROVIDED ANNUALLY
	Toilets			
1	56	1	360	20,160

<b>SPECIAL REQUIREMENTS</b>				
<b>6. Installation of hand liquid soap dispenser &amp; provision of 1/2 litre liquid toilet soap in each closet.</b>				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	NO. OF TOILETS			
1	56	0.5	360	10,080

<b>SPECIAL REQUIREMENTS</b>			
<b>7. Garbage Handling</b>			
	Description	Annual Frequency	Total Equivalent Monthly (Qty).
1	Removal of all wet and dry waste from offices to common garbage collection point	360	item

<b>SPECIAL REQUIREMENTS</b>		
<b>8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.</b>		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office Area = 5200 m <sup>2</sup>	360

<b>SPECIAL REQUIREMENTS</b>				
<b>9. Applying urinal moth balls to all urinals</b>				
	Description	Qty/Week	Annual Frequency	Total Balls To Be Provided Annually
	Urinals			
1	21	4	52	4,368

<b>SPECIAL REQUIREMENTS</b>				
<b>10. Cleaning and washing windows</b>				
	Description	Qty/Week	Annual Frequency	Total Area To Be Washed (M2)
	Area of windows			
1	Item	1	52	Item

<b>SPECIAL REQUIREMENTS</b>			
<b>11. Cleaning of concreted external areas i.e roads, car parks and footpaths</b>			
	Description	Annual Frequency	Total Area To Be Cleaned Annually(M2)
1	Area = 32,000 m <sup>2</sup>	96	3,072,000



<b>SPECIAL REQUIREMENTS</b>			
12. Keeping of gardens e.g irrigation, trimming of flowers and cutting of grass.			
	<i>Description</i>	<b>Annual Frequency</b>	<b>Total Area To Be Maintained Annually (M2)</b>
1	Garden Area = 40,000 m <sup>2</sup>	96	3,840,000

### Summary of Financial Proposal – ISEBANIA OSBP OFFICES

	<b>Technical Specification</b>	<b>Gross Annual Area (M<sup>2</sup>)/ Quantity(No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>148,680</b>		
<b>2</b>	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	<b>792,000</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>4,032</b>		
<b>4</b>	Provision of THREE number toilet paper rolls in each closet	<b>60,480</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>1,456</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>20,160</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>10,080</b>		
<b>8</b>	Garbage handling	<b>item</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>item</b>		
<b>10</b>	Cleaning and washing windows	<b>item</b>		
<b>11</b>	Cleaning of concreted external areas e.g. roads, car parks and footpaths	<b>3,072,000</b>		
<b>12</b>	Keeping of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>3,840,000</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**ISEBANIA STAFF HOUSES (RESIDENTIAL)**

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
No of bedrooms	Type of house	No of units	Rate per unit per month-Kshs.	Cost per month Kshs.
3	Bungalow	6		
2	Bungalow	3		
<b>Total</b>		<b>9</b>		
<b>Other services to be provided at the estate</b>				
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				
Carrying out gardening & tending to plants in the compound continuously				
Provide , plant and maintain 10 trees / flowers PER MONTH.				
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage				
<b>Total per month</b>				
<b>Total per annum (x12) = shs.</b>				

**SUMMARY OF FINANCIAL PROPOSAL - ISEBANIA OLD OFFICES & RESIDENTIAL HOUSES.**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>70,029</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>1,116</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>3,012</b>		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>72</b>		
7	Laundrying of ceremonial flag and curtains	<b>4</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>502</b>		
11	Provision of ½ litre liquid toilet soap in each closet.	<b>753</b>		
12	Removal of all wet and dry waste from offices to an approved Garbage dump site by the Council.	<b>251</b>		
13	<b>Cost of cleaning Isebania residential houses</b>			
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

#### 4.MALABA OSBP OFFICES

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Toilet floors(tiled)/sanitary ware mirrors	360	243	87,480

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	DESCRIPTION	ANNUAL FREQUENCY	Area m <sup>2</sup>	ANNUALLY m <sup>2</sup>
1	Office area	360	1,773	638,280

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three number toilet paper rolls in each closet				
	DESCRIPTION (Toilets)	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided ANNUALLY
1	27 toilet closets	3	360	29,160

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	DESCRIPTION (No. of toilets)	Bins per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided ANNUALLY
1	16	1	48	768

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
	Toilets			
1	13	1	360	4,680

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	13	0.5	360	2,340

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annually (Qty)</b>
1	Removal of all wet and dry waste from offices to common garbage collection point	360	item

<b>SPECIAL REQUIREMENTS</b>			
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually (M2)</b>
1	Office area - <b>1,773 m<sup>2</sup></b>	360	638,280

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL balls to be provided ANNUALLY</b>
	<b>Urinals</b>			
1	16	4	48	3,072

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE WASHED ANNUALLY (m2)</b>
	<b>Area of windows</b>			
1	Item	1	4	Item

<b>SPECIAL REQUIREMENTS</b>			
11. Cleaning of concreted external areas e.g. roads, driveways car parks and footpaths			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL area to be maintained annually</b>
1	Area = 17,000m <sup>2</sup>	96	1,632,000 m <sup>2</sup>

<b>SPECIAL REQUIREMENTS</b>			
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL area to be maintained ANNUALLY</b>
1	Garden Area = 40,000 m <sup>2</sup>	96	3,840,000 m <sup>2</sup>

**SUMMARY OF FINANCIAL PROPOSAL – MALABA OSBP.**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>87,480</b>		
<b>2</b>	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	<b>638,280</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>3,072</b>		
<b>4</b>	Provision of THREE number toilet paper rolls in each closet	<b>29,160</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>768</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>4,680</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>2,340</b>		
<b>8</b>	Garbage handling	<b>item</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>638,280</b>		
<b>10</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>11</b>	Cleaning of concreted external areas e.g. roads, car parks and footpaths	<b>1,632,000 m<sup>2</sup></b>		
<b>12</b>	Keeping of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>3,840,000 m<sup>2</sup></b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

**BUSIA OSBP STATION****FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Toilet floors(tiled)/sanitary ware mirrors	360	162	58,320

<b>SPECIAL REQUIREMENTS</b>				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Washed Annually (M <sup>2</sup> )
1	Office area	360	1,653	595,080

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of three number toilet paper rolls in each closet				
	DESCRIPTION (Toilets)	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided ANNUALLY
1	22 toilet closets	3	360	23,760

<b>SPECIAL REQUIREMENTS</b>				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Annually
1	11	1	48	528

<b>SPECIAL REQUIREMENTS</b>				
5. Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	Description	Qty.	Annual Frequency	Total Pkts To Be Provided Annually
Toilets				
1	11	1	360	3,960

<b>SPECIAL REQUIREMENTS</b>				
6. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
No. of toilets				
1	11	0.5	360	1,980

<b>SPECIAL REQUIREMENTS</b>			
7. Garbage Handling			
	<b>Description</b>	<b>Monthly Frequency</b>	<b>Total Equivalent Monthly (Qty).</b>
1	Removal of all wet and dry waste from offices to common garbage collection point	240	item

<b>SPECIAL REQUIREMENTS</b>			
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE CLEANED (m2)</b>
1	Office area - <b>1,653 m<sup>2</sup></b>	360	595,080

<b>SPECIAL REQUIREMENTS</b>				
9. Applying urinal moth balls to all urinals				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL balls to be provided ANNUALLY</b>
	<b>Urinals</b>			
1	10	4	192	7,680

<b>SPECIAL REQUIREMENTS</b>				
10. Cleaning and washing windows				
	<b>DESCRIPTION</b>	<b>Qty/week</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE WASHED (m2)</b>
	<b>Area of windows</b>			
1	Item	1	4	Item

<b>SPECIAL REQUIREMENTS</b>			
11. Cleaning of concreted external areas e.g roads, car parks, driveways and footpaths			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL area to be maintained ANNUAL</b>
1	Area = 15,000m <sup>2</sup>	96	1,440,000 m <sup>2</sup>

<b>SPECIAL REQUIREMENTS</b>			
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL area to be maintained ANNUAL</b>
1	Garden Area = 30,000 m <sup>2</sup>	96	2,880,000 m <sup>2</sup>



## **Summary of Financial Proposal – BUSIA OSBP**

	<b>Technical Specification</b>	<b>Gross Monthly Area (M<sup>2</sup>)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Monthly Cost Kshs</b>
<b>1</b>	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>58,320</b>		
<b>2</b>	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	<b>595,080</b>		
<b>3</b>	Applying urinal moth balls to urinals	<b>7,680</b>		
<b>4</b>	Provision of THREE number toilet paper rolls in each closet	<b>23,760</b>		
<b>5</b>	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	<b>528</b>		
<b>6</b>	Provision of one packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels	<b>3,960</b>		
<b>7</b>	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	<b>1,980</b>		
<b>8</b>	Garbage handling	<b>ITEM</b>		
<b>9</b>	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	<b>595,080</b>		
<b>10</b>	Cleaning and washing windows	<b>ITEM</b>		
<b>11</b>	Cleaning of concreted external areas e.g. roads, car parks and footpaths	<b>1,440,000</b>		
<b>12</b>	Keeping of gardens e.g. irrigation, trimming of flowers and cutting of grass.	<b>2,880,000</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual of Contract Cost</b>			

## 6.KAKAMEGA

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	241.64	60,651.64

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	251	241.64	60,651.64

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
1	6	2	251	3012

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )
1	6	502	-	-

<b>SPECIAL REQUIREMENTS</b>				
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
6 Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	No. of toilets			
1	2	1	24	48
	<b>TOTAL</b>			<b>48</b>

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual (Qty).
1	Ceremonial flag	4	25	100

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>			
9. Cleaning and Washing of main fire exit/stair cases			
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Main stair case/fire exit	244	244

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
1	6	2	251	3012

<b>SPECIAL REQUIREMENTS</b>				
11. Provision of 1/2 litre liquid toilet soap in each toilet.				
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	6	1/2	251	753

<b>SPECIAL REQUIREMENTS</b>			
12. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Annual (Qty).
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

<b>SPECIAL REQUIREMENTS</b>		
13. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.		
Description (Floor)	Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>
	251	item

### Summary of Financial Proposal for Kakamega

	Technical Specification	Gross Annual Area (Sq .Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	<b>60,651.64</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>60,651.64</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>3,012</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>3,012</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>48</b>		
7	Laundrying of ceremonial flag and curtains	<b>100</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>3,012</b>		
11	Provision of ½ litre liquid toilet soap in each closet.	<b>753</b>		
12	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 7.BUNGOMA-NEW NYANZA WHOLESALERS LTD

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				
1. Cleaning of all screed/PVC/terrazzo floors.				
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
	<b>Offices</b>	251	750	188,250

<b>SPECIAL REQUIREMENTS</b>				
2. Stripping and polishing all PVC/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
1	<b>Offices</b>	4	750	3,000

<b>SPECIAL REQUIREMENTS</b>				
3. Provision of two (numbers) toilet paper rolls in each closet				
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
	<b>Toilet</b>			
1	6	2	251	3,012

<b>SPECIAL REQUIREMENTS</b>				
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M2)
1	6	502	-	3,012

<b>SPECIAL REQUIREMENTS</b>				
5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY		
1	All seats	4		

<b>SPECIAL REQUIREMENTS</b>				
6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
	<b>No. of toilets</b>			
1	3	1	24	72

<b>SPECIAL REQUIREMENTS</b>				
7. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.
1	Ceremonial flag	4	30	120

<b>SPECIAL REQUIREMENTS</b>				
8. Mounting and removing of ceremonial flag				
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>
<b>1</b>	Ceremonial flag	5	1	5

<b>SPECIAL REQUIREMENTS</b>		
9. Cleaning and Washing of main fire exit/stair cases		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>
<b>1</b>	Main stair case/fire	244

<b>SPECIAL REQUIREMENTS</b>				
10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>
	<b>No. of toilets</b>			
<b>1</b>	6	2	251	3,012

<b>SPECIAL REQUIREMENTS</b>					
11. Provision of 1/2 litre liquid toilet soap in each toilet.					
	<b>DESCRIPTION</b>		<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>
<b>1</b>	<b>Toilet</b>	<b>No. of toilets</b>			
		6	1/2	251	753

<b>SPECIAL REQUIREMENTS</b>			
12. Garbage Handling			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item

<b>SPECIAL REQUIREMENTS</b>			
13. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL AREA TO BE CLEANED ANNUALLY m<sup>2</sup></b>
	<b>Offices</b>	251	Item

**SUMMARY OF FINANCIAL PROPOSAL - BUNGOMA-NEW NYANZA  
WHOLESALE LTD**

	<b>Technical Specification</b>	<b>Gross Annual Area (Sq.Mts)/ Quantity (No)</b>	<b>Rate Kshs</b>	<b>Total Annual Cost Kshs</b>
1	Cleaning of all screed/PVC/terrazzo floors.	<b>188,250</b>		
2	Stripping and polishing all PVC/terrazzo floors	<b>3,000</b>		
3	Provision of two (numbers) toilet paper rolls in each closet	<b>3,012</b>		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	<b>3,012</b>		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	<b>4</b>		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	<b>72</b>		
7	Laundrying of ceremonial flag and curtains	<b>120</b>		
8	Mounting and removing of ceremonial flag	<b>5</b>		
9	Cleaning and Washing of main fire exit/stair cases	<b>244</b>		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	<b>3,012</b>		
11	Provision of 1/2 litre liquid toilet soap in each closet.	<b>753</b>		
12	Removal of all wet and dry waste from offices to Garbage room.	<b>251</b>		
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	<b>251</b>		
	<b>Total Annual Cost of Cleaning Activities</b>			
	<b>Add Value Added Tax @ 16%</b>			
	<b>Total Annual Contract Cost</b>			

## 8.KENYA PIPELINE OFFICE KISUMU

### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
1. Cleaning of concrete screed and paved areas.				Once every day	
Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
Offices	251	75	18,825		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Mopping of All PVC/screed/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	75	18,825		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Stripping and polishing all PVC/screed/terrazzo floors					Once every month	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M <sup>2</sup> )	Rate	Total Kshs
1	Offices	12	75	900		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.						
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices					
		156	n/a	Item		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
Removal of all wet and dry waste from offices to Garbage disposal point					Daily	
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1				Item		



## Summary of financial proposal Kenya Pipeline

	Technical Specification	KShs.
1	Cleaning of concrete screed and paved areas.	
2	Mopping of All PVC/screed/terrazzo floors.	
3	Stripping and polishing all PVC/screed/terrazzo floors	
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	
5	Removal of all wet and dry waste from offices to Garbage disposal point	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 9.POSTA OFFICE KISUMU

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS				Frequency	
1. Cleaning of concrete screed and paved areas.				Once every day	
Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
Offices	251	13	3,263		

SPECIAL REQUIREMENTS				Frequency	
2. Mopping of All PVC/screed/terrazzo floors.				Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1 Offices	251	13	3,263		

SPECIAL REQUIREMENTS				Frequency	
3. Stripping and polishing all PVC/screed/terrazzo floors				Once every month	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1 Offices	12	13	156		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.						
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	Offices	156	n/a	Item		
<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Removal of all wet and dry waste from offices to Garbage disposal point					Daily	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1				Item		

### Summary of financial proposal

	<b>Technical Specification</b>	<b>Total Cost KShs.</b>
1	Cleaning of concrete screed and paved areas.	
2	Mopping of All PVC/screed/terrazzo floors.	
3	Stripping and polishing all PVC/screed/terrazzo floors	
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	
5	Removal of all wet and dry waste from offices to Garbage disposal point	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 10.NYAMTIRO

#### FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description Cement Screed</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	92.94	23,327.94		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	N/A	N/A	371.76		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>DESCRIPTION</b>	<b>Qty. per closet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	Toilet					
<b>1</b>	<b>2</b>	<b>2</b>	<b>251</b>	<b>1004</b>		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS</b>
<b>1</b>	All seats	N/A			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>DESCRIPTION</b>	<b>Qty. per toilet</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL bins to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
	No. of toilets					
<b>1</b>	<b>1</b>	<b>1</b>	<b>24</b>	<b>24</b>		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
<b>1</b>	Ceremonial flag	<b>4</b>	<b>1</b>	<b>4</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
<b>1</b>	Ceremonial flag	<b>5</b>	<b>1</b>	<b>5</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases					Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>		<b>RATE</b>	<b>TOTAL KSHS.</b>	
<b>1</b>	Main stair case/fire	N/A				
<b>TOTAL</b>						

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>DESCRIPTION</b>	<b>Qty.</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL rolls to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	<b>No. of toilets</b>	1/2	251	251		
		2					

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	

7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 11.KOPANGA FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description Cement Screed</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually (M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	92.94	23,327.94		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually(M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	N/A	N/A	371.76		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Toilet</b>					
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>			<b>Rate</b>	<b>Total Kshs</b>
1	All seats	N/A				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. of toilets</b>					
<b>1</b>	1	1	24	24		
<b>TOTAL</b>						
						<b>24</b>

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
8. Cleaning and Washing of main fire exit/stair cases				Once every day		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>		
<b>1</b>	Main stair case/fire	N/A				
<b>TOTAL</b>						

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	<b>Toilet</b>	<b>No. of toilets</b>				
		2	1/2	251	251	

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>DESCRIPTION</b>		<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**12. USENGE**

**FINANCIAL PROPOSAL**

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	<b>Description Cement Screed</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	251	92.94	23,327.94		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	<b>Description (Floor)</b>	<b>Annual Frequency</b>	<b>Area M<sup>2</sup></b>	<b>Total Area To Be Cleaned Annually(M<sup>2</sup>)</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Offices</b>	N/A	N/A	371.76		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	<b>Description</b>	<b>Qty. Per Closet</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Toilet</b>					
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>			<b>Rate</b>	<b>Total Kshs</b>
1	All seats	N/A				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	<b>Description</b>	<b>Qty. Per Toilet</b>	<b>Annual Frequency</b>	<b>Total Bins To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>No. Of Toilets</b>					
1	1	1	N/A	N/A		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	Ceremonial flag	4	1	4		



<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>Weight of flag/curtain (kg)</b>	<b>TOTAL equivalent ANNUAL Qty.</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>	
1	Main stair case/fire	N/A			
<b>T O T A L</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>						<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.						Once every day	
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	<b>No. of toilets</b>	1/2	251	251		
		2					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
11. Garbage Handling					3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>	
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item			

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal for USENGE

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 13.KISII

#### SCHEDULE OF FINANCIAL PROPOSAL

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
1. Cleaning of all screed/PVC/terrazzo floors.				Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
<b>Offices</b>	251	650.56	163,290.56		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	4	650.56	2,602.24		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	5	2	251	2510		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY		RATE	TOTAL KSHS
1	All seats	4			

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	3	1	24	72		
	<b>TOTAL</b>			<b>72</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6.Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	10	40		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs.</b>	
1	Main stair case/fire	244			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	No. Of Toilets	5	2	251	2510	

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	<b>DESCRIPTION</b>		<b>Qty. per toilet (litres)</b>	<b>ANNUAL FREQUENCY</b>	<b>TOTAL litres to be provided annually</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	<b>Toilet</b>	<b>No. of toilets</b>	1/2	251	627.5		
		5					

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
11. Garbage Handling				3 times a week		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>		251	Item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.			Once every two days	
<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
<b>Offices</b>	251	Item		

<b>SPECIAL REQUIREMENTS</b>		<b>Frequency</b>		
Cleaning and Washing of external windows.		Once every three months		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows	4		
<b>Total</b>				

### Summary of Financial Proposal for KISII

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

## 14.MUHURU BAY

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description Cement Screed	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually(M <sup>2</sup> )	Rate	Total Kshs
	Offices	251	185.87	46,653.37		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually(M <sup>2</sup> )	Rate	Total Kshs
1	Offices	4	N/A	N/A		

SPECIAL REQUIREMENTS					Frequency	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	2	2	251	1004		

SPECIAL REQUIREMENTS			Frequency			
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			Once every 3 months			
	Description	Annual Frequency		Rate	Total Kshs	
1	All seats	N/A				

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	2	1	24	48		
<b>TOTAL</b>				<b>48</b>		

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	Description	Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	N/A			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	Toilet	No. of toilets					
		2	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Garbage Handling				3 times a week	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
Cleaning and Washing of external windows.				Once every three months	
	Description		Annual Frequency	Rate	Total Kshs
1	All external windows		4		
<b>Total</b>					

### Summary of Financial Proposal for Muhuru Bay

	Technical Specification	KShs.
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	N/A
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

### 15.MBITA CUSTOMS OFFICE

#### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning and mopping of all screed/PVC/terrazzo floors.					Once every day	
Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
Offices	251	95	23,845			



<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	95	380		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
3. Provision of TWO (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	2	2	251	1,004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					Twice every day	
	Description (Toilets)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	-	-		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. of toilets					
1	1	1	24	24		
<b>TOTAL</b>				<b>24</b>		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	30	120		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases			Once every day	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Main stair case/fire	244		
<b>TOTAL</b>				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of ONE (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	1	1	251	251		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet and dispenser					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	<b>No. of toilets cubicles</b>					
		1	1/2	251	126		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
12. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.				Once every two days	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned Annually M<sup>2</sup></b>	<b>Rate</b>	<b>Total Kshs</b>
	<b>Offices</b>	156	Item		

### Summary of Financial Proposal for MBITA

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	
3	Provision of four (numbers) toilet paper rolls in each closet	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
7	Laundering of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet and dispenser	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL  
ESTATES IN KISUMU**

**Price Schedule**

KENYA REVENUE AUTHORITY STAFF HOUSES

**GROUND MAINTENANCE AND DISPOSAL OF GARBAGE**

**1. MILIMANI ESTATE**

<b>Provision of two garbage bags per week per unit &amp; carrying away the garbage three times a week</b>				
<b>No of bedrooms</b>	<b>Type of house</b>	<b>No of units</b>	<b>Rate per unit per month- Kshs.</b>	<b>Cost per month Kshs.</b>
3	Bungalow	4		
2	Bungalow	2		
<b>Total</b>		<b>6</b>		
<b>Other services to be provided at the estates</b>				
		Area		
Cleaning of all road/foot paths & paved areas daily				
Daily cleaning of common stair cases in the blocks of flats				
Cutting of grass in compound & disposing of the same continuously				
Collecting any loose waste in the compound on daily basis		item		
Cleaning of drainage & opening up any clogged ones continuously				
Cutting of live fence & gardening around both sides .External side up to the edge of roof/drain where applicable				
Cleaning of approach roads & opening of drainages				
Replacement of bulbs in all the internal street lights & wall lights as they occur				

Carrying out gardening & tending to plants in the compound continuously			
Provide and plant 10 flower/trees per month			
Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage			
Painting of all iron mongery installed on the Perimeter wall in approved colours, i.e. security grills and access gates.	Once Per year		
<b>Total</b>			

**COLLECTION PAGE**

<b>No.</b>	<b>MILIMANI ESTATE</b>	<b>Total Cost Kshs.</b>
	TOTAL PER MONTH	
	TOTAL PER ANNUM x 12	
	Add 16% VAT	
	TOTAL ANNUAL CONTRACT COST	

## 17.SIO PORT

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description Cement Screed	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually(M <sup>2</sup> )	Rate	Total Kshs
	<b>Offices</b>	251	92.94	23,327.94		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	<b>Offices</b>	N/A	N/A	371.76		

SPECIAL REQUIREMENTS					Frequency	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS
	No. of toilets					
1	2	2	251	1004		

SPECIAL REQUIREMENTS				Frequency	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY		RATE	TOTAL KSHS
1	All seats	N/A			

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually	RATE	TOTAL KSHS
	No. of toilets					
1	1	1	24	24		
<b>TOTAL</b>				<b>24</b>		

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.	RATE	TOTAL KSHS
1	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual(Qty)</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases				Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>	
1	Main stair case/fire	N/A			
<b>TOTAL</b>					

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day	
	<b>Description</b>	<b>Qty. Per Toilet (Litres)</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	<b>Toilet</b>	1/2	251	251		
	<b>No. of toilets</b>					
	2					

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>	
11. Garbage Handling				3 times a week	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
1	<b>Removal of all wet and dry waste from offices to Garbage room.</b>	251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
Cleaning and Washing of external windows.			Once every three months	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>
1	All external windows	4		
<b>Total</b>				

### Summary of Financial Proposal for SIO PORT

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of ½ litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	



## 18.LWAKHAKHA

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS					Frequency	
1. Cleaning of all screed/PVC/terrazzo floors.					Once every day	
	Description Cement Screed	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	92.94	23,327.94		

SPECIAL REQUIREMENTS					Frequency	
2. Stripping and polishing all PVC/terrazzo floors					Once every 3 Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

SPECIAL REQUIREMENTS					Frequency	
3. Provision of two (numbers) toilet paper rolls in each closet					Once every day	
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
	Toilet					
1	2	2	251	1004		

SPECIAL REQUIREMENTS					Frequency	
4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					Once every 3 months	
	Description	Annual Frequency			Rate	Total Kshs
1	All seats	N/A				

SPECIAL REQUIREMENTS					Frequency	
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Description	Qty. Per Toilet	Annual Freque ncy	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	2	1	24	48		
<b>TOTAL</b>				<b>48</b>		

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
7. Mounting and removing of ceremonial flag					Once every 3 months	
	<b>Description</b>	<b>Annual Frequency</b>	<b>Weight Of Flag/Curtain (Kg)</b>	<b>Total Equivalent Annual (Qty).</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	Ceremonial flag	5	1	5		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>	
8. Cleaning and Washing of main fire exit/stair cases			Once every day	
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS.</b>
1	Main stair case/fire	N/A		
<b>TOTAL</b>				

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>	
9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	<b>Description No. Of Toilets</b>	<b>Qty.</b>	<b>Annual Frequency</b>	<b>Total Rolls To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
1	2	2	251	1004		

<b>SPECIAL REQUIREMENTS</b>					<b>Frequency</b>		
10. Provision of 1/2 litre liquid toilet soap in each toilet.					Once every day		
	<b>Description</b>		<b>Qty. Per Toilet (Litres )</b>	<b>Annual Frequency</b>	<b>Total Litres To Be Provided Annually</b>	<b>Rate</b>	<b>Total Kshs</b>
<b>1</b>	<b>Toilet</b>	<b>No. of toilets</b>					
		2	1/2	251	251		

<b>SPECIAL REQUIREMENTS</b>				<b>Frequency</b>		
11. Garbage Handling				3 times a week		
	<b>Description</b>		<b>Annual Frequency</b>	<b>Total Equivalent Annual Qty.</b>	<b>Rate</b>	<b>Total Kshs.</b>
<b>1</b>	<b>Removal of all wet and dry waste from offices to Garbage room.</b>		251	item		

<b>SPECIAL REQUIREMENTS</b>			<b>Frequency</b>		
Cleaning and Washing of external windows.			Once every three months		
	<b>DESCRIPTION</b>	<b>ANNUAL FREQUENCY</b>	<b>RATE</b>	<b>TOTAL KSHS</b>	
1	All external windows	4			
<b>Total</b>					

### Summary of Financial Proposal for Lwakhakha

	<b>Technical Specification</b>	<b>KShs.</b>
1	Cleaning of all screed/PVC/terrazzo floors.	
2	Stripping and polishing all PVC/terrazzo floors	N/A
3	Provision of two (numbers) toilet paper rolls in each closet	
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	N/A
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	
6	Cleaning and Washing of external windows	
7	Laundrying of ceremonial flag and curtains	
8	Mounting and removing of ceremonial flag	
9	Cleaning and Washing of main fire exit/stair cases	N/A
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
11	Provision of 1/2 litre liquid toilet soap in each closet.	
12	Removal of all wet and dry waste from offices to Garbage room.	
13	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	<b>Add Value Added Tax @ 16%</b>	
	<b>Total Annual Contract Cost</b>	

**SECTION VII - PRICE SCHEDULE FOR SERVICES**

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**(i) Price and Delivery Schedule****LIST OF STATIONS TO BE CLEANED (MANDATORY)****GRAND SUMMARY**

<b>Name of Stations</b>	<b>Description</b>	<b>Total Cost (Kshs)</b>
<b>Lot 1 (A)</b>		
1. TIMES TOWER	Offices	
2. CITY SQUARE (PPO) & GPO OFFICES	Offices	
3. I-TAX NAIROBI RAILWAYS CLUB	Offices	
4. SAMEER PARK OFFICES	Offices	
5. FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices	
6. PEPE OFFICES ATHI RIVER	Offices	
7. WILSON AIRPORT -CUSTOMS OFFICES	Offices	
8. ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE	Offices	
9. PODO PARK-KESRA	Offices/training Centre	
10. USHURU PENSIONS TOWERS (CBC)	Offices	
11. FORTIS BUILDING -WESTLANDS	Offices	
12. NAMANGA OSBP	Offices	
13. LOITOKITOK	Offices	
	<b>Sub Total</b>	
<b>Lot 1 (B) Nairobi Estates</b>		
1. LANGATA	Residential	
2. MAWENZI I		
3. MAWENZI II		
4. SOUTH C KONGONI		
5. SOUTH C NDEKWA		
6. EMBAKASI		
7. NAMANGA		
8. LOITOKITOK		
	<b>Sub Total</b>	
<b>Lot 1 (C) Common Areas</b>		
1. Ushuru Pension Towers (CBC-Upperhill)		
2. Ushuru Pension Plaza (Fortis Park)		
	<b>Sub Total</b>	
<b>Grand Total For Lot -1 A, B &amp; C (To be carried to Form of Tender as one (1) Lot.</b>		

**LOT – SOUTHERN REGION.**

<b>Lot 2- Estates</b>	<b>Description</b>	<b>Total Cost</b>
<b>Mombasa Estates</b>		
1. SOWETO	Residential	
2. MIRITINI I		
3. MIRITINI II		
4. NYERERE		
5. BUXTON		
6. MIGADINI		
7. CHANGAMWE		
8. BAMBURI SENIOR		
9. BAMBURI NAKUMATT		
10. SHIMONI		
	<b>Sub Total</b>	
<b>Lot -2 Offices</b>		
	<b>Description</b>	<b>Total Cost</b>
1. FORODHA MOMBASA, PPO, RAILWAY	Offices	
2. KESRA MOMBASA OFFICES & KESRA HOSTELS, DOG KENNELS AND 30 ACRE COMPOUND	Offices/Residential	
3. KILINDINI I. OFFICES II. WAREHOUSE I III. WAREHOUSE II IV. SCANNER MOMBASA a. SHED 5/MARINE OFFICES/MAST b. FIXED SCANNER c. MOBILE SCANNER KAPENGURIA	Offices	
4. MOI AIRPORT MOMBASA & MOI AIRPORT SCANNER	Offices	
5. MOBILE SCANNER AT MCT L1 JOMVU	Offices	
6. MOBILE SCANNER AT CONSOL BASE	Offices	
7. CUSTOMS OLD PORT MOMBASA	Offices	
8. MALINDI MAIN OFFICES AND MALINDI RESIDENTIAL QUARTERS	Offices/Res.	
9. MALINDI AIRPORT	Offices	
10. VOI	Offices	
11. KILIFI	Offices	
12. SHIMONI	Offices	
13. VANGA	Offices	

14. KIUNGA	Offices	
15. LAMU		
16. NGOMENI CONTAINER OFFICE		
17. DIANI/UKUNDA		
18. KILIFI		
19. VOI		
20. LAMU		
	<b>Sub Total Cost</b>	
<b>LOT -2 OSBP</b>		
1. LUNGA LUNGA OSBP & RESIDENTIAL	Offices & residential	
2. TAITA TAVETA OSBP & RESIDENTIAL	Offices & residential	
	<b>Sub Total Cost</b>	
<b>Grand Total Cost</b> <b>(To be carried to Form of Tender as Lot 2.)</b>		

### LOT 3

CENTRAL REGION	Description	Total Cost
NYERI	Offices	
THIKA	Offices	
KERUGOYA	Offices	
NANYUKI	Offices	
MURANG'A	Offices	
<b>Grand Total</b> <b>(To be carried to Form of Tender as Lot 3.)</b>		
<b>LOT 4</b>		
NORTH RIFT REGION	Description	Total Cost
ELDORET KIPTAGICH HOUSE	Offices	
ELDORET AIRPORT & SCANNER	Offices	
ELDORET KPC OFFICE	Offices	
LODWAR	Offices	
LODWAR AIRPORT	Offices	
KITALE	Offices	
SUAM	Offices	
NADAPAL BORDER POINT	Offices	
LOKICHOGGIO & LOKICHOGGIO AIRPORT-OFFICES & RESIDENTIAL	Offices & Residential	
<b>Grand Total</b> <b>(To be carried to Form of Tender as Lot 4.)</b>		
<b>Lot 5</b>		
SOUTH RIFT REGION	Description	Total Cost
NAKURU-GENERATION HOUSE	Offices	

NAKURU –K.P.C OFFICE	Offices	
NAROK	Offices	
KERICHO- SINENDET HOUSE & DC'S OFFICES	Offices	
NYAHURURU	Offices	
MARALAL	Offices	
NAIVASHA	Offices	
KRA POSTA NAKURU	Offices	
<b>Grand Total</b>		
<b>(To be carried to Form of Tender as Lot 5.)</b>		
<b>LOT 6</b>		
<b>NORTHERN REGION</b>	<b>Description</b>	<b>Total Cost</b>
EMBU	Offices	
MERU	Offices	
MACHAKOS	Offices	
KITUI	Offices	
KAJIADO	Offices	
ISIOLO	Offices	
WAJIR AIRPORT	Offices	
DIFFU – WAJIR	Offices	
MOYALE	Offices & Residential	
MANDERA	Offices & Residential	
GARISSA	Offices	
LIBOI	Offices & Residential	
ELWAK	Offices	
<b>Grand Total</b>		
<b>(To be carried to Form of Tender as Lot 6)</b>		
<b>LOT 7- WESTERN REGION</b>	<b>Description</b>	<b>Total Cost</b>
1.FORODHA KISUMU, ICD, PIER, AIRPORT	Offices	
2.KISUMU SWAN CENTER	Offices	
3.ISEBANIA OSBP OFFICES & RESIDENTIAL	Offices & Residential	
4.MALABA OSBP OFFICES	Offices	
5.BUSIA OSBP	Offices	
6.KAKAMEGA	Offices	
7.BUNGOMA	Offices	
8.PIPELINE OFFICE KISUMU	Offices	
9.POSTA KISUMU OFFICE	Offices	
10.NYAMTIRO	Offices	
11.KOPANGA	Offices	
12.USENGE	Offices	
13.KISII	Offices	
14.MUHURU BAY	Offices	
15.MBITA	Offices	
16.KISUMU MILIMANI ESTATE	Residential	

17.SIO PORT	Offices	
18.LWAKHAKHA	Offices	
<b>Grand Total</b> <b>(To be carried to Form of Tender as Lot 7.)</b>		



## SECTION VIII - STANDARD FORMS

### Notes on the Sample Forms

- 1 *Form of Tender-* The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
- 2 *Price Schedules (MANDATORY TO FILL THE GRAND SCHEDULE PG 441)*
- 3 *Contract Form-* The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
- 4 *Confidential Business Questionnaire Form -* This form must be completed by the tenderer and submitted with the tender documents.
- 5 *Tender Security Form-* When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the KRA.
- 6 *Performance Security Form-* The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the KRA.
- 7 *Bank Guarantee for Advance Payment Form-* When Advance payment is requested for by the successful bidder and agreed by the KRA, this form must be completed fully and duly signed by the authorized officials of the bank.

**8.1 FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: KENYA REVENUE AUTHORITY  
P. O. BOX 48240 – 00100 NAIROBI.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Provision Of Cleaning and Garbage Collection For KRA Offices And Residential Houses Countrywide** in conformity with the said tender documents;

**Lot 1** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 2** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 3** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 4** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 5** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 6** for the sum of .....  
.....*(total tender amount in words and figures)*

**Lot 7** for the sum of .....  
.....*(total tender amount in words and figures)*

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

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

4. We agree to abide by this Tender for a period of **335 Days** [*number*] 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. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_

[signature]

\_\_\_\_\_

[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

\_\_\_\_\_

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

<b>Part 1 – General</b>			
1.1	Business		Name
	.....		
	.....		
1.2	Location	of	Business Premises.
	.....		
	.		
1.3	Plot No.....		Street/Road
	.....		
	Postal Address .....		
	Tel No. ....		Fax .....
	E mail .....		
1.4	Nature	of	Business, .....
	.....		
1.5	Registration	Certificate	No.
	.....		
	.....		
1.6	Maximum Value of Business which you can handle at any one time – USD.....		
1.7	Name of your Bankers		Branch
	.....		
<b>Part 2 (a) – Sole Proprietor</b>			
2a.1	Your Name in Full		Age
	.....		
2a.2	Nationality		Country of Origin
	.....		
	Citizenship		Details
	.....		
	.....		
<b>Part 2 (b) Partnership</b>			
2b.1	Given details of Partners as follows:		
2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
	<u>Shares</u>		
	1.....		
	.....		
	2.....		
	.....		
	3.....		
	.....		
	4.....		
	.....		

**Part 2 (c) – Registered Company**

- 2c.1 Private or Public  
.....  
.....
- 2c.2 State the Nominal and Issued Capital of Company-  
Nominal USD .....  
Issued USD .....
- 2c.3 Given details of all Directors as follows
- | <u>Name</u>   | <u>Nationality</u> | <u>Citizenship Details</u> |
|---------------|--------------------|----------------------------|
| <u>Shares</u> |                    |                            |
| 1.....        | .....              | .....                      |
| 2.            | .....              | .....                      |
| 3.            | .....              | .....                      |
| 4.            | .....              | .....                      |
| 5             | .....              | .....                      |

**Part 3 – Eligibility Status**

- 3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3.2 If answer in '3.1' is **YES** give the relationship.  
.....  
.....  
.....
- 3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3.4 If answer in '3.3' above is **YES** give details.  
.....  
.....  
.....  
.....
- 3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes \_\_\_\_\_ No \_\_\_\_\_

3.6 If answer in '3.5' above is **YES** give details.

.....  
.....  
.....  
.....  
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:

.....  
.....  
.....  
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes \_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in '3.9' above is **YES** give details

.....  
.....  
.....  
.....  
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

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

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

### **8.3 TENDER-SECURING DECLARATION FORM**

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No. [insert number of bidding process]

To: [Kenya Revenue Authority ]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration

2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –

(a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or

(b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) fail or refuse to execute the Contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the ITT.

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Tender.

4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on ..... day of ....., ..... [insert date of signing

## 8.4 CONTRACT FORM

THIS AGREEMENT made the ___ day of _____ 20___ between.....[name of KRA] of .....[country of KRA](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 _____.



**8.5 PERFORMANCE SECURITY FORM**

To Kenya Revenue Authority

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]

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To Kenya Revenue Authority

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**

**Kenya Revenue Authority  
P.O Box 48240 – 00100,  
Nairobi.**

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 whose particulars appear below on the subject matter of this Letter of Notification of Award.

Deputy Commissioner,  
Procurement & Supplies Services,  
Haile Selassie Avenue, Times Tower, 25<sup>th</sup> Floor  
Telephone: +254-020-2817022  
Facsimile: +254-020-215809

FOR: **Commissioner General**