

### 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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#### **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	KRA/HQS/NCB-010/2019- 2020: PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE	AGPO	24 <sup>TH</sup> SEPTEMBER, 2019 10.00 AM	8 <sup>TH</sup> OCTOBER, 2019 11.00 AM

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

Email: 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 <a href="www.kra.go.ke">www.kra.go.ke</a>. 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 8th 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

#### 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

A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or electronic mail 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

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

 $\mathbf{or}$ 

- (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

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	A tender security in the any of the following forms:     A bank Guarantee.     Insurance Guarantee Approved by the Authority.     Letter of Credit     Cash Deposit  However for reserved groups the bidders are required to fill the Tender Securing Declaration Form which is attached.
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	Time, date, and place for bid opening are: 11.00 hours, local time, on TUESDAY, 8 <sup>th</sup> October,2019 Place: Convention Centre on the 5 <sup>th</sup> Floor of Times Tower Building. Street: Haile Selassie Avenue City: Nairobi Country: Kenya.

2.20	Opening of Technical Proposals will be done in public at the time of closing the tender.
	Opening of Financial Proposals of the bids that meet the minimum technical specifications will be done upon completion of the technical evaluation.
2.22	Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.
	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.
2.24	The bid evaluation will take into account technical factors in addition to cost factors. Bidders must conform to the specific Technical Requirements in Section IV.
2.25	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.
2.27.4	The evaluation of the responsive bids will take into account technical factors, in addition to cost factors.
	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.
2.30	The performance security required will be 10% of the Contract Value.

## 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 tights 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 "indemnitee"), 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 indemnitee

#### 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:

No.	Description	Quantity	Delivery Time Start End
1	Provision of Cleaning and Garbage Collection Services		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.

S/N	ITEM DESCRIPTION	Mandatory	
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		
	(WOMEN, YOUTH and PLWD)		
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

Criteria	Maximum Score	Cut-Off Score
Experience	50010	50010
Experience in works of a similar nature for 3	5	
years and over.	O	
0-1yr-2mks		
1-2yrs-3mks		
2-3yrs-4mks		
3yrs and over-5mks		
Managerial and Key Personnel		
<b>Competency Profiles</b>	5	
Key Staff Competency Profiles (Attach 2 CVs	_	
and Certificates of <b>key managerial staff</b> .		
Diploma2.5 marks for each		
Certificate2 marks for each		
None		
(2.5 marks for each staff key staff)		
Reference from at least one (1) client		
indicating nature of services, contract value,	4	
name and contact person. (5 marks for each		
client with full details given)		
A detailed description of approach,		
methodology and work plan for the	6	
performance of carrying out the services.		
Approach -2 marks		
Methodology- 2 marks		
Work plan- 2 marks.		
Totals	20	

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; -

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

#### SECTION VI - DESCRIPTION OF SERVICES

#### **Instructions to Bidders**

- o Bidders are required to fill the table below or use its format to respond.
- o Bidders are required to give substantive response or can use "Understood and will Comply" to respond to the technical requirements.
- o 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 <u>MUST</u> 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, <u>excluding supervisory staff</u>, is provided in the table below.
- Specification of the tissue is as follows:
  - o White in colour, made from 100% virgin pulp, or blended paper.
- All supplies, cleaning chemicals or consumables used during the duration of the contract <u>MUST</u> be approved by the Kenya Bureau of Standards.
- All contractors <u>must</u> 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

Lot 1 (A)  1. TIMES TOWER 2. CITY SQUARE (PPO) & GPO OFFICES 3. I-TAX NAIROBI RAILWAYS CLUB 4. SAMEER PARK OFFICES 5. FORODHA HOUSE JKIA & AIRPORT OFFICES 6. PEPE OFFICES ATHI RIVER 7. WILSON AIRPORT -CUSTOMS OFFICES 8. ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9. PODO PARK-KESRA Offices  10. USHURU PENSIONS TOWERS (CBC)  11. FORTIS BUILDING -WESTLANDS Offices  12. NAMANGA OSBP 13. LOITOKITOK Offices  Nairobi Estates 1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill) 2. Ushuru Pension Plaza (Fortis Park, Westlands)	Name of Stations	Description
1. TIMES TOWER 2. CITY SQUARE (PPO) & GPO OFFICES 3. I-TAX NAIROBI RAILWAYS CLUB 4. SAMEER PARK OFFICES 5. FORODHA HOUSE JKIA & AIRPORT OFFICES 6. PEPE OFFICES ATHI RIVER 7. WILSON AIRPORT -CUSTOMS OFFICES 8I.CD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9.PODO PARK-KESRA  10.USHURU PENSIONS TOWERS (CBC)  11.FORTIS BUILDING -WESTLANDS  12. NAMANGA OSBP 13.LOITOKITOK  Control  Nairobi Estates 1. LANGATA 2. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)  Offices  Offices		•
3. I-TAX NAIROBI RAILWAYS CLUB 4. SAMEER PARK OFFICES 5. FORODHA HOUSE JKIA & AIRPORT OFFICES 6. PEPE OFFICES ATHI RIVER 7. WILSON AIRPORT -CUSTOMS OFFICES 8. ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9. PODO PARK-KESRA Offices 10. USHURU PENSIONS TOWERS (CBC) Offices 11. FORTIS BUILDING -WESTLANDS Offices 12. NAMANGA OSBP 13. LOITOKITOK Offices  Lot 1 (B) Nairobi Estates 1. LANGATA 2. MAWENZI I 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) - Common Areas 1. Ushuru Pension Towers (CBC-Upperhill) Offices		Offices
4. SAMEER PARK OFFICES  5. FORODHA HOUSE JKIA & AIRPORT OFFICES  6. PEPE OFFICES ATHI RIVER  7. WILSON AIRPORT -CUSTOMS OFFICES  8. ICD EMBAKASI  i. OFFICES  ii. SCANNER  iii. WAREHOUSE  9. PODO PARK-KESRA  Offices  10. USHURU PENSIONS TOWERS (CBC)  11. FORTIS BUILDING -WESTLANDS  Offices  12. NAMANGA OSBP  13. LOITOKITOK  Offices  Lot 1 (B)  Nairobi Estates  1. LANGATA  2. MAWENZI II  4. SOUTH C KONGONI  5. SOUTH C NDEKWA  6. EMBAKASI  7. NAMANGA  8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	2. CITY SQUARE (PPO) & GPO OFFICES	Offices
5. FORODHA HOUSE JKIA & AIRPORT OFFICES 6. PEPE OFFICES ATHI RIVER 7. WILSON AIRPORT - CUSTOMS OFFICES 8. ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9. PODO PARK-KESRA Offices  10. USHURU PENSIONS TOWERS (CBC) Offices  11. FORTIS BUILDING - WESTLANDS Offices  12. NAMANGA OSBP Offices  13. LOITOKITOK Offices  Lot 1 (B) Nairobi Estates 1. LANGATA 2. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK Lot 1 (C) - Common Areas Offices  Offices  Offices  Offices  Offices  Offices  Offices  Offices  Offices	3. I-TAX NAIROBI RAILWAYS CLUB	Offices
6. PEPE OFFICES ATHI RIVER 7.WILSON AIRPORT -CUSTOMS OFFICES 8.ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9.PODO PARK-KESRA Offices  10.USHURU PENSIONS TOWERS (CBC) Offices  11.FORTIS BUILDING -WESTLANDS Offices  12. NAMANGA OSBP Offices 13.LOITOKITOK Offices  Lot 1 (B) Nairobi Estates 1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	4. SAMEER PARK OFFICES	Offices
7.WILSON AIRPORT -CUSTOMS OFFICES 8.ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9.PODO PARK-KESRA  10.USHURU PENSIONS TOWERS (CBC)  11.FORTIS BUILDING -WESTLANDS  12. NAMANGA OSBP 13.LOITOKITOK  14. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  1. Ushuru Pension Towers (CBC-Upperhill)  Offices  Offices  Offices  Residential	5. FORODHA HOUSE JKIA & AIRPORT OFFICES	Offices
8.ICD EMBAKASI i. OFFICES ii. SCANNER iii. WAREHOUSE 9.PODO PARK-KESRA Offices  10.USHURU PENSIONS TOWERS (CBC) Offices  11.FORTIS BUILDING -WESTLANDS Offices  12. NAMANGA OSBP Offices  13.LOITOKITOK Offices  Lot 1 (B) Nairobi Estates 1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	6. PEPE OFFICES ATHI RIVER	Offices
i. OFFICES ii. SCANNER iii. WAREHOUSE  9.PODO PARK-KESRA  Offices/training Centre  10.USHURU PENSIONS TOWERS (CBC)  11.FORTIS BUILDING -WESTLANDS  Offices  12. NAMANGA OSBP  13.LOITOKITOK  Offices  Lot 1 (B)  Nairobi Estates  1. LANGATA  2. MAWENZI I  3. MAWENZI II  4. SOUTH C KONGONI  5. SOUTH C NDEKWA  6. EMBAKASI  7. NAMANGA  8. LOITOKITOK  Lot 1 (C) - Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	7.WILSON AIRPORT -CUSTOMS OFFICES	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  Lot 1 (B) Nairobi Estates 1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas Offices  Offices  Offices  Offices  Offices	i. OFFICES ii. SCANNER	Offices
Centre  10.USHURU PENSIONS TOWERS (CBC)  11.FORTIS BUILDING –WESTLANDS  Offices  12. NAMANGA OSBP Offices  13.LOITOKITOK  Offices  Lot 1 (B)  Nairobi Estates  1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		Offices/training
11.FORTIS BUILDING -WESTLANDS  12. NAMANGA OSBP Offices  13.LOITOKITOK Offices  Lot 1 (B)  Nairobi Estates  1. LANGATA 2. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) - Common Areas Offices  Offices  Offices  Offices		,
12. NAMANGA OSBP  13.LOITOKITOK  Offices  Lot 1 (B)  Nairobi Estates  1. LANGATA 2. MAWENZI I 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) - Common Areas  Offices  Offices  Offices	10.USHURU PENSIONS TOWERS (CBC)	Offices
I. LOITOKITOK  Lot 1 (B)  Nairobi Estates  1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) - Common Areas  Offices  Offices	11.FORTIS BUILDING –WESTLANDS	Offices
Lot 1 (B)  Nairobi Estates  1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	12. NAMANGA OSBP	Offices
Nairobi Estates  1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  Offices  1. Ushuru Pension Towers (CBC-Upperhill)	13.LOITOKITOK	Offices
Nairobi Estates  1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  Offices  1. Ushuru Pension Towers (CBC-Upperhill)	Lot 1 (R)	
1. LANGATA 2. MAWENZI II 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		Residential
2. MAWENZI I 3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		Trestacitua
3. MAWENZI II 4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		_
4. SOUTH C KONGONI 5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		
5. SOUTH C NDEKWA 6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	,	
6. EMBAKASI 7. NAMANGA 8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)	·	
7. NAMANGA  8. LOITOKITOK  Lot 1 (C) – Common Areas  1. Ushuru Pension Towers (CBC-Upperhill)		
Lot 1 (C) – Common Areas  Offices  1. Ushuru Pension Towers (CBC-Upperhill)		
Ushuru Pension Towers (CBC-Upperhill)	8. LOITOKITOK	_
	Lot 1 (C) – Common Areas	Offices
2.Ushuru Pension Plaza (Fortis Park, Westlands)	1. Ushuru Pension Towers (CBC-Upperhill)	
	2.Ushuru Pension Plaza (Fortis Park, Westlands)	-

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

DIMMON	
5. BUXTON	
6. MIGADINI	
7. CHANGAMWE	
8. BAMBURI SENIOR	
9. BAMBURI NAKUMATT	
10. SHIMONI	
Offices	Description
1. FORODHA MOMBASA, PPO, RAILWAY	Offices
2. KESRA MOMBASA OFFICES & KESRA	Offices/Res
,HOSTELS, DOG KENNELS, BAMBURI	
JUNIOR QUARTERS AND 30 ACRE	
COMPOUND	
3. KILINDINI	Offices
I.OFFICES	
II.WAREHOUSE I	
III.WAREHOUSE II	
IV.SCANNER MOMBASA	
A) MARINE OFFICES/MAST	
B) FIXED SCANNER	
C)MOBILE SCANNER KAPENGURIA	
4. MOI AIRPORT MOMBASA & MOI AIRPORT	
SCANNER AND	
MOBILE SCANNER AT MCT L1 JOMVU	
MOBILE SCANNER AT CONSOL BASE	
5. CUSTOMS OLD PORT MOMBASA	
6. MALINDI MAIN OFFICES AND MALINDI	Offices/Res.
RESIDENTIAL QUARTERS	
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
	<u></u>

LOT 3 - CENTRAL REGION	Description
1.NYERI	Offices
2.THIKA	Offices
3.KERUGOYA	Offices
4.NANYUKI	Offices
5.MURANG'A	Offices
LOT 4- NORTH RIFT REGION	
1.ELDORET KIPTAGICH HOUSE, AIRPORT &	Offices
SCANNER	
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	
LOT 5 - SOUTH RIFT REGION	
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
LOT 6 - NORTHERN REGION	
1.EMBU	Offices
1.ENIDU	
2.MERU	Offices
	Offices Offices
2.MERU	
2.MERU 3.MACHAKOS	Offices Offices
2.MERU 3.MACHAKOS 4.KITUI	Offices Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO	Offices Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO 6.ISIOLO	Offices Offices Offices Offices Offices Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO 6.ISIOLO 7.WAJIR AIRPORT 8.DIFFU – WAJIR 9.MOYALE	Offices Offices Offices Offices Offices Offices Offices Offices Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO 6.ISIOLO 7.WAJIR AIRPORT 8.DIFFU – WAJIR	Offices Offices Offices Offices Offices Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO 6.ISIOLO 7.WAJIR AIRPORT 8.DIFFU – WAJIR 9.MOYALE	Offices Offices Offices Offices Offices Offices Offices Offices Offices & Residential Offices & Residential Offices
2.MERU 3.MACHAKOS 4.KITUI 5.KAJIADO 6.ISIOLO 7.WAJIR AIRPORT 8.DIFFU – WAJIR 9.MOYALE 10.MANDERA	Offices Offices Offices Offices Offices Offices Offices Offices Offices & Residential Offices & Residential

LOT 7-WESTERN REGION	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 <u>MUST</u> 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 <u>MUST</u> 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

Name of Stations	Description	Min. No. Of staff to be provided	Bidder' Response/ provision
Lot 1 (A)			
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)		20
11.FORTIS BUILDING – WESTLANDS	Offices	18
12. NAMANGA OSBP	Offices	12
13.LOITOKITOK	Offices	2
Lot 1 (B)		
Nairobi Estates	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
Lot 1 (C) – Common Areas		
1. Ushuru Pension	Offices	10
Towers (CBC-		
Upperhill)		
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
	Lot 2			
	Mombasa Estates			
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	
	Offices		_	
1.	FORODHA MOMBASA, PPO, RAILWAY	Offices	14	

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

Stations	Description	Min. No. Of Staff To Be Provided	Bidder's Response/ Provision
1.ELDORET OFFICE(	Offices	12	
KIPTAGICH HOUSE,AIRPORT			
AND SCANNER)			
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 &	Offices &	4	
LOKICHOGGIO AIRPORT-	Residential		
OFFICES & RESIDENTIAL			

**LOT 5 - SOUTH RIFT REGION** 

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

### **LOT 6 - NORTHERN REGION**

Station	Description	Min. No. Of Staff	Bidder'sResponse/
		To Be Provided	Provision
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	Offices	2	
AND OFFICE			
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**

LOT 7 - WESTERN	Description	Min. No. Of	Bidder's
REGION		Staff To Be	Response/
		Provided	Provision
1.FORODHA KISUMU, ICD,	Offices	0	
PIER, AIRPORT		9	
2.KISUMU SWAN CENTER	Offices	7	
3.ISEBANIA OSBP OFFICES	Offices &	00	
& RESIDENTIAL	residential	29	
4.MALABA OSBP OFFICES	Offices	34	
5.BUSIA OSBP	Offices	34	
6.KAKAMEGA	Offices	4	
7.BUNGOMA	Offices	5	

8.PIPELINE OFFICE	Offices	1	
KISUMU			
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	Residential	1	
ESTATE			
17.SIO PORT	Offices	1	
18.LWAKHAKHA	Offices	3	

# LOT 1 (A) 1. TIMES TOWERS

**Schedule of Cleaning Activities** 

	Technical Specifications		
	SPECIAL REQUIREMENTS	KRA Frequency	
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 (3rd) 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. 12m³ 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 conveyor	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).	daily		
39	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	Four balls per urinal per week		

#### 2. CITY SQUARE -PPO

	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

	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

	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. 12m3 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

	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 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 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	
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)

	SPECIAL REQUIREMENTS	Frequency
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

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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.** 

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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

	<b>Technical Specification</b>	
	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. 12m3 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 (Minimum size 200 gms pack of 5 balls)	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 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.	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		litter	bins
	Pension Towers (UPT) and empty daily.	daily		
21	Provision of medium size (plastic) waste paper baskets in	Empty	waste	bins
	all toilet lobbies as per sample.	daily		
22	Cleaning and Washing of roof and storm Drains, and	Twice w	eekly.	
	Manholes and application of drain cleaner to eliminate foul			
	smell.			
23	Cleaning and sweeping of internal roads, footpaths, parking	Twice w	eekly.	
	area at the front and 3 number basement parking.			

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

	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	Once every day
	in each Toilet. Each packet is to have at least 125 paper towels	
4	Installation of automatic air freshener dispensers and	Twice per month
	provision of two cans of freshener per month	
5a	Removal of all wet and dry waste from offices to common	Once every day
	garbage collection point.	
5b	Liaising with Nairobi City County Government to have all	Once every day
	accumulated garbage/refuse collected and carted away from	
	Building (approx. 12m3 per week)	
6	Dusting of all office furniture including desks, telephone	Once every day
	headsets, computer monitors, keyboards, CPUs, printers,	
	Fax machines etc, and all window sills and low level	
	partitions.	Turing a 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
0	Applying urmar moth bans to an urmars	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 ½	Once every day
10	litre liquid soap in each toilet cubicle	Office every day
11	Provision and servicing of one (numbers) sanitary bin in each	Once every week
11	ladies toilet	Office every week
12	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
13	Installation of jumbo tissue dispenser IN EACH TOILET	Once Daily
-5	CUBICLE and provision of one (1) jumbo tissue paper per	once buny
	day.	
14	Cleaning and washing of interior and exterior windows	Once per month
15	Provision of medium (plastic) size waste paper baskets in all	Empty waste bins
	toilet lobbies as per sample.	daily
	1 1	•

#### 12. NAMANGA OSBP

	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	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

Sche	dule of Cleaning Activities	
	Technical Specification	_
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included	Once every day
	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	
2	the fence etc.  Mopping of All PVC/screed/terrazzo floors.	Ongo ovory dov
		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	Once every two (2)
	headsets, computer monitors, keyboards, CPUs, printers,	days
	Fax machines etc, and all window sills and low level	
- 6	partitions.	Twice daily
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
	ware, mirrors and wan thes.	
7	Provision of two (numbers) packets paper towel dispensers	Once every day
	in each Toilet. Each packet is to have at least 125 paper	
	towels	
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	Once every day
	to an authorised Council dumping site.	
10	Provision of two (2no) toilet paper rolls in each closet as per	Once every day
	sample.	
11	Installation of hand liquid soap dispenser & provision of 1/2	Once daily
	litre liquid soap in each toilet cubicle	
12	Provision and servicing of one (numbers) sanitary bin in	Twice monthly
	each ladies toilet	
13	Cleaning and washing of roof and storm drains and	Twice every month
	manholes.	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all upholstery (waiting rooms, visitors	Once every 2
	rooms, etc.)	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	Empty waste bins
	toilet lobbies as per	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		Officia	
Stamp	Date		

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

# (a). Schedule of Requirements Kenya Revenue Authority will require the selected Bidder to provide CLEANING AND GARBAGE COLLECTION SERVICES FOR RESIDENTIAL ESTATES IN NAIROBI 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.

PA	PART 'A' Description of the Services		
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES		
	□ 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)		
2	GENERAL CLEANLINESS OF THE ESTATES		
	□ The successful bidder will ensure thorough cleanliness in all areas within the		
	Estates.		
	□ 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.		
	□ All grass, hedges, trees, flowers shall be properly maintained.		
	<ul> <li>All roads and footpaths to be swept and kept free of grass.</li> </ul>		

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

	DESCRIPTION	FREQUENCY	INDICATE CAPABILITY
1	<ul><li>All access staircases</li><li>Gate houses</li><li>Security guard toilets.</li></ul>	Sweeping and mopping thrice a week.	

2	<ul> <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> <li>Grass cutting, trimming/weeding of fences</li> <li>Tree pruning, cutting unwanted or dry trees</li> </ul>	Every day	

PAI	RT 'B' COMPLIANCE TO THE SPECIFICATIONS
1	GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES.
	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	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES
	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	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards 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	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE	
	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	PLANTING OF TREES	
5	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:  Langata Estate - 20  Mawenzi I Estate - 10  Mawenzi II Estate - 10  South 'C' Kongoni - 5  South 'C' Ndekwa - 5  Embakasi Estate - 5  Namanga Estate - 120  Loitokitok Estate - 20	
6	LABOUR	
	Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.	
7	REPLACEMENT OF SECURITY LIGHT BULBS, GUARD HOUSE BULBS & STREET LIGHT BULBS.	
	<ul> <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		Officia	
Stamp	Date		

#### SECTION VII - PRICE SCHEDULE FOR SERVICES

Name of tenderer	_Tender Number _	Page	_of
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#### (i) Price and Delivery Schedule

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

LIST OF STATIONS TO BE CLEANED PER	1
Lot 1 (A)	Description
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
0. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
LOT 1 (B) Nairobi Residential Estates	Residential
1. Langata	
2. Mawenzi I	
3. Mawenzi II	
4. South C Kongoni	
5. South C Ndekwa	
6. Embakasi	
7. Namanga	
8. Loitokitok	
LOT 1 (C) Common Areas	Description
1. Ushuru Pension Towers-CBC	Offices
2. Ushuru Pension Plaza-Fortis Park	

#### LOT 1 (A) NAIROBI REGION

#### 1. Times Tower

#### FINANCIAL PROPOSAL

#### **SPECIAL REQUIREMENTS**

1. Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
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.			
	TOTAL	251	16,758	4,205,757

#### **SPECIAL REQUIREMENTS**

2. Washing of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.

	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>
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.			
	TOTAL	52	16,758	871,416

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

	SPECIAL REQUIREMENTS							
4. Str	4. Stripping and polishing all PVC/Marble floors							
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>				
1	TOWER WING	251	26,870	161,220				
	BANKING WING	251	8,321	49,926				
	Total		35,191	211,146				

SPEC	SPECIAL REQUIREMENTS						
5. Vac	5. Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)						
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>			
1	TOWER WING	251	3,032	761,133			
	Total		3,032	761,133			

SPEC	SPECIAL REQUIREMENTS						
6. Sha	6. Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)						
	Description (Floor)	Annual Area M² Total Area Frequency Cleaned Annually					
1	TOWER WING	24	3,032	72,792			

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

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

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

1	Tower wing (floor)	4	1,616	6,464
2	Banking wing (floor)	4	3	12

SP	SPECIAL REQUIREMENTS							
10.	10. Provision and servicing of one (no.) sanitary bin in each ladies toilet							
	Description		Qty. Per	Annual	<b>Total Bins To Be</b>			
	(Floor)		Toilet	Frequency	Provided			
		No. of			Annually			
		toilets						
1	<b>Tower Wing</b>	62	2	12	2,496			
	Banking	25	2	12	600			
	Grand total				3,096			

SPECIAL REQUIREMENTS						
11. Lau	11. Laundering of ceremonial flag					
	Description	Annual Frequency	Weight O Flag (Kg)	f Total Equivalent Annual Qty.		
1	Ceremonial flag	1	13	13		

SPE	SPECIAL REQUIREMENTS							
12. N	12. Mounting and removing of ceremonial flag							
	Description	Annual	Weight	Of	Total	Equivalent		
		Frequency	Flag (Kg)		Annual Qty	<b>7.</b>		
1	Ceremonial flag	3	13		39			

Sl	SPECIAL REQUIREMENTS						
13	13. Cleaning and Washing of main fire exit/stair cases						
	Description	Annual Frequency	No. Of Flights	Total Equivalent Annual (Qty).			
1	Main stair case No. 03, 04, 07,	251	146(x8)				

SP	SPECIAL REQUIREMENTS							
14.	Cleaning and Washing of main fire	exit/stair cases						
	Description	Annual Frequency	No. Flights	Of	Total Equivalent Annual (Qty).			
1	Stair case No. 01, 02,05,06,09 &10	52	48(x8)		2,496			
	Total				2496			
SP	ECIAL 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
		G	L	Total			Annually
1.	Tower	35	35	70	2	251	35,140
	Banking	20	13	33	2	251	16,566
							51,706

SPE	SPECIAL REQUIREMENTS								
16. C	16. Cleaning and Washing of roof and storm drains and Manholes								
	Description	Annual	Total Equivalent Annual						
		Frequency	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						

SPE	SPECIAL REQUIREMENTS								
	17. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each								
toile	t cubicle								
	Description		Qty. Per	Annual	<b>Total Litres</b>				
	(Floor)		Toilet	Frequency	To Be				
		No. of toilets	(Litres)		Provided				
					Annually				
1	<b>Tower Wing</b>	66	0.5	251	8,283				
	Banking	24			3,102				
	TOTAL				11,385				

#### **GARBAGE HANDLING**

SPE	SPECIAL REQUIREMENTS								
18. G	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						

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

SP	SPECIAL REQUIREMENTS							
20.	20. Maintenance and Repair of garbage conveyor system (3 <sup>rd</sup> Floor).							
	Description	Activity	<b>Annual Frequency</b>					
	Tower Wing							
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					

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

SF	SPECIAL REQUIREMENTS								
22	22. Installation of automatic air freshener dispensers and provision of two cans of								
fre	shener per mo	onth							
	No. of disp	ensers			Qty.	ANNUAL	TOTAL cans to be		
	G L Total					FREQUENCY	provided		
					cans		annually		
1	Tower	34	34	68	2	12	1,632		
2	Banking	13	12	25	2	12	600		
	Grand Total 2,232								
SF	PECIAL REQ	UIRE	MENT	S					

#### 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	No. Of	Annual	Total Equivalent
	(Floor)	Units	Frequency	Annual Units
1	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
1	All floors	1,462	2	2,924

SPE	SPECIAL REQUIREMENTS										
25. l	25. Provision of litter bins on main lift lobby of all floor and next to kitchen										
	No. of litt	ter bins			Annual	Total Bins To Be					
		lobby	Kitchen	Total	Frequency	Provided/Emptied Annually					
1	Tower	29	30			- Immuniy					
	wing			59	251	14,809					
2	Banking	_	0	_							
	wing	5	0	5	251	1,255					
	Total	34	30	64		16,064					

SPE	SPECIAL REQUIREMENTS									
26.	26. Provision of waste paper baskets in all toilet lobbies									
	Qty. Of ANNUAL Total Nu									
		G	L	Total	Waste Paper Bins	FREQUENCY	Of Times To Be Emptied Annually			
1	Tower	35	35	70	70	251	17,570			
2	Banking				28	251	7,028			
	Total	35	35	<b>70</b>	98		24,598			

#### 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
		$\mathbf{G}$			
1	Tower	35	4	52	7,280
2	Banking	15	4	52	3,120
	Grand Total	35			10,400

#### 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.

# 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. ANNUAL FREQUENCY 1 Tower 251 2 Banking 251

SPI	PECIAL REQUIREMENTS						
29.	Cleaning and	washing o	of lift cars in	terior and e	xterior, and		
esca	alators in bankir	ng wing.					
	DESCRIPTION	ON	No of Lifts	ANNUAL			
			/	FREQUE			
			escalators	NCY			
1	Lift cars		11	251	2,761		
2	Escalators		2	251	502		
	GRAND TOTAL 3,263						

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

#### A. LABOUR COSTS

	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 are the fence pillars, low-level walls and embankments, etc.	4,205,757		
2	Washing of concrete screed and paved areas. To be included are the fence pillars, low-level walls and embankments, etc.	871,311		
3	Mopping of All PVC/Marble floors.	8,833,739		
4	Stripping and polishing all PVC/Marble floors	211,146		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	761,133		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	72,792		

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
7	Provision of THREE (rolls) toilet paper rolls in each VIP closet per day.	51,957		
8	Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE EXCEPT VIP TOILETS and provision of one (1) jumbo tissue paper per day.	48,192		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	6,476		
10	Provision and servicing of one (number) sanitary bin in each ladies toilet	3,096		
11	Laundering of ceremonial flag	13		
12	Mounting and removing of ceremonial flag	39		
13	Cleaning and Washing of main fire exit/stair cases	36,646		
14	Cleaning and Washing of main fire exit/stair cases	2,496		
15	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	51,706		
16	Cleaning and Washing of roof and storm Drains, and Manholes	Item		
17	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	11,295		
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. 12m³ per week)	Item		
19	Painting of all iron mongery installed on the Perimeter wall, including access gates and security barriers.	Item		
20	Maintenance of garbage conveyor on 3 <sup>rd</sup> Floor (Service room)	Item		

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

#### 2. <u>CITY SQUARE -PPO & RAILWAY STATION</u>

#### FINANCIAL PROPOSAL

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

SPEC	SPECIAL REQUIREMENTS										
2. Str	2. Stripping and polishing all PVC tile floors										
	Description	Annual Frequer	ncy Area	(	Fotal Cleane M²	Area d Annua	To ally	Be			
1	Offices	12	264	3	3,168						
SPEC	CIAL REQUIREMEN	NTS									
3. Pro	vision of two (number	rs) toilet paper r	olls in eacl	n closet							
	Description Toilets	Qty. Per Closet	Annual Fr			Rolls led Ann		Ве			
1	8										
		2	251		4,016						

	CIAL REQUIREME			
-		e areas i.e. toilets flo	ors and sanitary	ware, mirrors and wall
tiles.	Description (Toilets)	Annual Frequenc	y Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	8	251	N/A	N/A
SPE	CIAL REQUIREME	ENTS		
5.Pr	ovision and servicing	of one (numbers) sa	nitary bin in eacl	h ladies toilet
	DESCRIPTION	Qty. Per Toilet		TOTAL bins to be
			FREQUENCY	provided annually
	No. of toilets			annually
1	4	1	24	96

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

SPEC	SPECIAL REQUIREMENTS					
7. Provision of ½ litre liquid toilet soap in each toilet.						
Description		Qty.	Per	Annual	Total Litres To Be	
			Toilet		Frequency	Provided Annually
	Toilet	No. of toilets	(Litres)			
1		8	1/2		251	1004

SPE	SPECIAL REQUIREMENTS				
8. Ga	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		

#### 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 p	artitions.					
	DESCRIPTION ANNUAL					
	(floor)	FREQUENCY				
	Offices	0.51				

#### Summary of Financial Proposal (2) <u>CITY SQUARE -PPO & RAILWAY STATIO.</u>

	Technical Specification	Gross Annual Area (Sq.Mts)/	Rate Kshs	Total Annual
		Quantity (No)		Cost Kshs
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		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### 3. I-TAX NAIROBI RAILWAYS CLUB

#### FINANCIAL PROPOSAL

SPE	SPECIAL REQUIREMENTS				
1. Wa	1. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall				
tiles.					
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	5	251	10	12,550	

	SPECIAL REQUIREMENTS				
2. C	leaning & mopping of All PVC	/screed/terrazzo/V	VOODEN floor	S.	
	Description	Annual Frequency	Area M²	Total Area To Be Washed Annually M <sup>2</sup>	
1	Office area= 372 m2	251	372	93,372	
	TOTAL				

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

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

SPEC	SPECIAL REQUIREMENTS					
5. Pro	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		
4	0	-	48	Annually		
1	TOTAL	1	] 40	96		

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

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

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

SPECI	SPECIAL REQUIREMENTS					
	9. Dusting of all office furniture including desks, telephone headsets, computer					
	, , , , , , , , , , , , , , , , , , ,	chines etc, and all window sills and low				
level pa	rtitions.					
	Description Annual Frequency					
1	Office area -372 m2 251					
	TOTAL					

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

SPE	SPECIAL REQUIREMENTS					
	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	2,008		

SPECIAL REQUIREMENTS				
12.	General cleaning of all areas			
	Description	Annual	Total Equivalent Annual	
	_	Frequency	Qty.	
1	General cleaning of all areas	251	Item	

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

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

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
	SPECIAL REQUIREMENTS			
1	Mopping of All	93,372		
	PVC/screed/terrazzo/ceramic/wo			
	oden floors.			
2	Provision of two (numbers)	2,510		
	packets paper towel dispensers in			
	each Toilet. Each packet is to have			
	at least 125 paper towels	10		
3	Washing of toilet areas i.e. toilets	12,550		
	floors and sanitary ware, mirrors and wall tiles			
1	Applying urinal moth balls to all	2,008		
4	urinals	2,000		
5	Dusting of all office furniture	Item		
5	including desks, telephone	rtem		
	headsets, computer monitors,			
	keyboards, CPUs, printers, Fax			
	machines etc, and all window sills			
	and low level partitions.			
6	Installation of hand liquid soap	251		
	dispenser & provision of ½ litre			
	liquid soap in each toilet cubicle			
7	Provision and servicing of one	96		
	(numbers) sanitary bin in each			
	ladies toilet			
8	Installation of jumbo tissue	1,255		
	dispenser IN EACH TOILET			
	CUBICLE and provision of one (1)			
	jumbo tissue paper per day.	<b>!</b>		
9	Cleaning of all (accessible) internal and external windows	item		
10	Dry vacuuming of all fabric seats	item		
10	and damp cleaning all chairs	Hem		
11	General cleaning of all areas	Item		
12	Provision of large size litter bins	1,506		
	and daily empting to garbage	-,000		
	collection point			
	<b>Total Annual Cost of Cleaning</b>			
	Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### 4. SAMEER PARK OFFICES

#### FINANCIAL PROPOSAL

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

	SPECIAL REQUIREMENTS  2. Mopping of All PVC/screed/terrazzo floors.				
	Description	Annual Frequency	Area M²	Total Area To Be Washed Annually M <sup>2</sup>	
1	Office area=7,179	251	7,179	1,801,929	
	TOTAL				

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

SPEC	SPECIAL REQUIREMENTS						
	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			
	Total						

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

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

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

SPECIAL REQUIREMENTS						
8. Pı	8. Provision of ½ litre liquid toilet soap in each closet.					
	Description Qty. Per Toilet Annual Total Litres To Be (Floor) (Litres) Frequency Provided Annually					
	No. of toilets					
1	32	0.5	251	4,016		

SP	SPECIAL REQUIREMENTS					
9. (	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			

#### SPECIAL REQUIREMENTS

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
	TOTAL	

SPECIAL REQUIREMENTS

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

	No. of dispensers		Qty. of	ANNUAL	TOTAL cans to	
			Total	cans	FREQUENCY	be provided annually
1	Toilets Cubicles	10	10	2	12	240
	Grand Tot	al				

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

	Technical Specification	Gross ANNUAL Area (sq.mts)/ 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.	80,320		
2	Mopping of All PVC/screed/terrazzo/ceramic floors.	1,801,929		
3	Stripping and polishing all PVC/screed/terrazzo floors.	28,716		
4	Installation of jumbo tissue dispensers and provision of one (1) jumbo tissue paper per day.	5,271		
5	Provision of two (2) toilet paper rolls in the VIP toilets	5,522		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	504		
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	16,064		
8	Provision of ½ litre liquid toilet soap in each closet.	4,016		
9	Garbage handling	ITEM		
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.	ITEM		
11	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	168		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<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

SPEC	SPECIAL REQUIREMENTS						
	aning of concrete screed, paved						
pill	ars, low-level walls and embanl	kments, lower ground	l floor, external gate house,				
pur	np room, machine rooms ,gara	ge, pavement parking	g, covered parking, etc.				
	Description	<b>Annual Frequency</b>	<b>Total Area To Be Cleaned</b>				
			Annually (M2)				
1	1 Offices - 3,420 m <sup>2</sup>						
Parking area- 3,420 m <sup>2</sup>							
	TOTAL	251	1,716,840				

SPE	SPECIAL REQUIREMENTS					
	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,					
	ver ground noor, exte vement parking, cover			ilip room	i, macimic rooms ,garage,	
pa		eu p		Tatal Assa	To Do Classical Assessables	
	Description		Annual Frequency	10tai Are   (M <sup>2)</sup>	ea To Be Cleaned Annually	
-	Offices a 100 m²		Trequency	(MI)		
1	Offices – 3,420 m <sup>2</sup>		52			
	Parking area- <b>3,420</b>	m <sup>2</sup>	0			
	TOTAL			355,680		
SPE	CIAL REQUIREME	NTS	}			
3. Me	opping of All PVC/scre	eed/t	terrazzo floors.			
	Description	Anr	nual Frequency	Area M <sup>2</sup>	<b>Total Area To Be Cleaned</b>	
	_		- •		Annually M <sup>2</sup>	
1	Offices	251		3,420	858,240	

SPECIAL REQUIREMENTS							
<b>4.</b> Stri	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	3,420	13,680			

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

SPEC	SPECIAL REQUIREMENTS						
<b>5.</b> Vac	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		251	96	24,096			

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

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

SPE	SPECIAL REQUIREMENTS						
8. W	8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall						
tiles	tiles.						
	Description Annual Area M <sup>2</sup> Total Area To Be Cleaned (Toilets) Frequency Annually (M <sup>2)</sup>						
1	10	251	-	2,510			
SPE	ECIAL REQUIREM	IENTS					
9. Sl	hampooing of all uph	nolstery (waiting roo	oms, visitors i	rooms, etc.)			
	Description	Annual	Number	Total Equivalent Annual			
		Frequency	Of Units	Qty.			
1	Offices	4	24	96			

SPEC	SPECIAL REQUIREMENTS					
10. Pro	10. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	Description Qty. Per Toilet Annual Total Bins To Be					
	(Floor)		Frequency	Provided Annu	any	
	No. of toilets					
1	10	1	24	240		
	TOTAL			240	·	

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

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

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

SPE	SPECIAL REQUIREMENTS				
14. 0	14. Cleaning and Washing of main fire exit/stair cases				
	Description	Annual Frequency	Total Equivalent Annual Qty.		
1	Cleaning and Washing of main fire		244		

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

SPE	SPECIAL REQUIREMENTS				
16. (	16. Cleaning and Washing of all Drains and Manholes ,sweeping externally and				
tendi	tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter				
outsi	de the fence		2		
	Description	Annual	Total Equivalent		
		Frequency	Annual Qty.		
1	Cleaning and Washing of all Drains and				
	Manholes, sweeping externally and tending				
	to plants, grass & flowers including cutting,	251	item		
	pruning, weeding upto 1 meter outside the				
	fence				

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

SPI	SPECIAL REQUIREMENTS				
18.	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		

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

SPEC	SPECIAL REQUIREMENTS						
	20. Dusting of all office furniture including desks, telephone headsets, computer						
monite	ors, keyboards, CPUs, p	rinters, Fax machine	s etc, and all window sills and low				
level p	artitions.						
	Description	<b>Annual Frequency</b>	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.	1,716,840		
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.	355,680		
3	Mopping of All PVC/screed/terrazzo floors.	858,240		
4	Stripping and polishing all PVC/screed/terrazzo floors.	13,680		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	24,096		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	384		
7	Provision of three (numbers) toilet paper rolls in each closet.	7,530		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	2,510		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	96		

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	240		
11	Cleaning and Washing of external walls and windows on the buildings.	4		
12	Laundering of ceremonial flag and curtains.	600		
13	Mounting and removing of ceremonial flag.	40		
14	Cleaning and Washing of main fire exit/stair cases.	244		
15	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	5,020		
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	ITEM		
17	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	1, 255		
18	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	2,510		
19	Garbage Handling	ITEM		
20	Painting of all iron mongery installed on the Perimeter wall.	ITEM		
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.	ITEM		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

## 6. PEPE OFFICES (ATHI RIVER)

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

SPE	SPECIAL REQUIREMENTS					
2 .St	2 .Stripping and polishing all screed/PVC/Terrazzo floors					
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
1	Offices	4	110	440		

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

	SPECIAL REQUIREMENTS  4. Shampooing of all carpeted areas				
1	<b>Description</b> Offices	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
		4	N/A	N/A	

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

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

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

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

SPECIAL REQUIREMENTS					
9. La	9. Laundering of ceremonial flag and curtains				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)		
1	Ceremonial flag	4	5	20	

SPECIAL REQUIREMENTS					
10. N	10. Mounting and removing of ceremonial flag				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)		
1	Ceremonial flag	5	1	5	

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

SPE	SPECIAL REQUIREMENTS				
12. I	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	Total Rolls To	
			Frequency	Be Provided	
1	Ground			Annually	
		8	251	2008	

SPE	SPECIAL REQUIREMENTS				
13. P	13. Provision of ½ litre liquid toilet soap in each toilet.				
	Description Qty. Per Annual Total Litres To Toilet Frequency Provided				
	No. of toilets	(Litres)		Annually	
1	8	1/2	251	1004	

SPE	SPECIAL REQUIREMENTS				
14.G	arbage Handling				
	Description	Annual Frequency	Total Equivalent Annual Qty.		
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPE	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					
	partitions.	s, printers, rax macini	nes etc, and an v	window sins and low		
	Description Annual Frequency Area M <sup>2</sup> Total Area To Be					
	Cleaned Annually (M2)					
1	Offices	251	-	-		

## <u>Summary of Financial Proposal - (6.) PEPE OFFICES (ATHI RIVER)</u>

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	27,610		
2	Stripping and polishing all PVC/terrazzo floors	440		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	251		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	251		
5	Provision of two (numbers) toilet paper rolls in each closet	4,016		
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	4,016		
7	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
8	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	192		
9	Laundering of ceremonial flag and curtains	20		
10	Mounting and removing of ceremonial flag	5	N/A	
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	2,008		
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.	Item		
15	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax	251		

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

### 7. WILSON AIRPORT OFFICES

SPE	SPECIAL REQUIREMENTS				
1. Mo	opping of All F	PVC/screed/	terrazzo floors.		
	Description (Floor)		<b>Annual Frequency</b>	Area M²	Total Area To Be Cleaned Annually (M <sup>2)</sup>
	(Customs Offices	& DTD)	251	2,620	657,620

 SPECIAL REQUIREMENTS  2. Stripping and polishing all PVC/screed/terrazzo floors				
Description (Floor)		Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M <sup>2)</sup>
(Customs & Offices	DTD)	12	2,620	31,440

SPE	SPECIAL REQUIREMENTS				
3. Cle	3. Cleaning and Washing of windows				
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.		
1	All accessible windows	52	ITEM		

SPI	ECIAL REQUIREMENTS		
4. G	arbage 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

$\mathbf{S}$	SPECIAL REQUIREMENTS						
5.	5.Dusting of all office furniture including desks, telephone headsets, computer monitors,						
kε	eybo	oards, CPUs,	prin	ters, fax	machines etc, and al	l window sills an	d low level partitions.
		Description			<b>Annual Frequency</b>	Area M <sup>2</sup>	Total Area To Be
		(Floor)					Dusted Annually M <sup>2</sup>
1		(Customs Offices	&	DTD)	251	2,620	657,620

#### SPECIAL REQUIREMENTS

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

DESCRIPTION (Cubicles)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
16	251	60	240,960

#### **SPECIAL REQUIREMENTS**

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
	Toilets cubicles			
	16	2	251	8,032

#### SPECIAL REQUIREMENTS

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
16	2	251	8,032

#### SPECIAL REQUIREMENTS

9. Applying urinal moth balls to all urinals (Minimum size 200 gms pack of 5 balls)

	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
a	Urinals (16 NO)	4	52	3,328

SPE	SPECIAL REQUIREMENTS				
10.In	10.Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle				
	DESCRIPTION	Qty. per toilet (litres)	ANNUAL	TOTAL litres to be	
	(floor)		FREQUENCY	provided annually	
	No. of toilets				
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.	657,620		
2	Stripping and polishing all PVC/screed/terrazzo floors	31,440		
3	Cleaning and Washing of windows	Item		
4	Garbage handling	Item		

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

## 8. ICD EMBAKASI, SCANNER & WAREHOUSE

SPEC	SPECIAL REQUIREMENTS								
1. Clear	1. Cleaning of all screed/PVC/terrazzo floors.								
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>					
	Offices	251	8,875	2,227,625					

SPECIAL REQUIREMENTS						
2. St	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	Offices	4	8,875	35,500		

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

SPE	SPECIAL REQUIREMENTS					
4. Wa	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> Cleaned Annually M <sup>2</sup>					
1	8	502	-	4016		

SPE	SPECIAL REQUIREMENTS				
5. Sh	5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY			
1	All seats	4			

SPE	SPECIAL REQUIREMENTS				
6. Pr	rovision and servicing of one (numbers)	sanitary bin	in each ladies to	oilet	
	Description		Annual	Total Bins To	
		Toilet	Frequency	Be Provided	
	No. of toilets			Annually	
1	4	1	24	96	
	TOTAL			96	

SPE	SPECIAL REQUIREMENTS					
7. La	7. Laundering of ceremonial flag and curtains					
	Description	Annual		Total Equivalent		
		Frequency	Flag/Curtain (Kg)	Annual (Qty).		
1	Ceremonial flag	4	40	160		

SPECIAL REQUIREMENTS						
8. M	8. Mounting and removing of ceremonial flag					
	Description	Annual	Weight			Equivalent
		Frequency	Flag/Curtain	(Kg)	Annua	l Qty.
1	Ceremonial flag	5	1		5	·

SPE	SPECIAL REQUIREMENTS					
9. Cl	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			

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

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

	ECIAL REQUIREMENTS				
12.	Provision of 1/2 litre liquid toilet s	soap in eac	h toile	et.	
	Description	Qty. Per T (Litres)	<b>'oilet</b>	Annual Frequency	Total Litres To Be Provided
	No. of toilets				Annually
1	8	1/2		251	1,004
SPI	ECIAL REQUIREMENTS				
13. (	Garbage Handling				
	Description		Annu	al Frequency	<b>Total Frequency</b>
	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.

	REHOUSE. Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	2,227,625		
2	Stripping and polishing all PVC/terrazzo floors	35,500		
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.	4,016		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	96		
7	Laundering of ceremonial flag and curtains	160		
8	Mounting and removing of ceremonial flag	5		
9	Cleaning and Washing of main fire exit/stair cases	251		
10	Cleaning and Washing of external walls and windows	4		
11	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	4,016		
12	Provision of ½ litre liquid toilet soap in each closet.	1,004		
13	Garbage Handling	Item		
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.	251		
	<b>Total Annual Cost of Cleaning Activities</b>			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

### FINANCIAL PROPOSAL

## 9. PODO PARK OFFICES-KESRA

SPE	SPECIAL REQUIREMENTS					
			hampooing of	F All PVC/screed/ceramic		
tile/v	wooden / carpeted floo	ors in office areas.				
		Annual	Area M <sup>2</sup>	Total Area To Be Washed		
	Description	Frequency		Annually M <sup>2</sup>		
1	Office area 2,745	365 (Mon –				
	m2	Sun)	2,745	1,001,925		
	TOTAL					

SPE	SPECIAL REQUIREMENTS						
	2. Provision of hand paper dispensers and provision of one (2) packet of paper towels.						
Each	n hand paper packet to be	e of 240 gram	imes.				
	Description Qty. Annual Total Pkts To Be						
			Frequency	Provided Annually			
	Toilets cubicles						
	8		065				
1		2	365	5,840			

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

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

5. Co	<b>SPECIAL REQUIREMENTS</b> 5. 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>	
1	8	365	3	8,760	

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

	SPECIAL REQUIREMENTS					
7. Prov	7. Provision of three (no.) toilet paper rolls in each VIP closet					
	Description (No. Of Toilets)  Qty. Per Closet Annual Frequency Provided  Provided					
1	3	3	365	Annually 3,285		

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

SPE	SPECIAL REQUIREMENTS					
	9. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle					
tone	DESCRIPTION Qty. per toilet ANNUAL (floor) (litres) FREQUENCE			TOTAL litres to be provided		
	No. of toilets			annually		
1	8	0.5	365	1,460		

SPECIAL REQUIREMENTS					
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	

SPEC	SPECIAL REQUIREMENTS					
	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		

SPE	SPECIAL REQUIREMENTS					
12.	12. Internal Cleaning and washing windows					
	DESCRIPTION		NNUAL REQUENCY	TOTAL AREA TO BE WASHED (m2)		
	Area of windows					
1						
	Item	52	2	Item		
SPE	ECIAL REQUIREMEN	TS				
13. I	Provision of large litter bi	ns at all entry p	oints and daily en	nptying.		
	No. of litter bins		Annual	TOTAL bins to be		
			FREQUENCY	provided/emptied annually		
1						
	5		20	100		

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

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

	Technical Specification	GrossAnnual Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
1	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	1,001,925		
2	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	5,840		
3	Garbage handling	Item		
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.	1,001,925		
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	8,760		
6	Applying urinal moth balls to urinals	2,160		
7	Provision of three (no.) toilet paper rolls in each VIP closet	3,285		

	Technical Specification	GrossAnnual Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
8	Installation of jumbo tissue dispensers and provision of two (2) jumbo tissue papers per day.	1,600		
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	1,460		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	520		
11	Cleaning and washing windows	Item		
12	Provision of large litter bins on main lift lobby of all floor and daily emptying.	100		
13	Provision of waste paper baskets in all toilet lobbies	4,015		
14	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

### FINANCIAL PROPOSAL

## 10. USHURU PENSION TOWERS ( CBC UPPERHILL)

SPE	SPECIAL REQUIREMENTS						
tile/	tile/wooden / carpeted floors in office areas.						
	Annual Area M <sup>2</sup> Total Area To Be Washed						
	Description	Frequency		Annually M <sup>2</sup>			
1.	Office area 9,290 m2	251	9,290	2,331,790			
	TOTAL						

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

SF	SPECIAL REQUIREMENTS					
3.	3. 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			

SPE	SPECIAL REQUIREMENTS					
moni	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.					
10,01	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M <sup>2)</sup>		
1	Office area	251	9,290	2,331,790		

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

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

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

	SPECIAL REQUIREMENTS						
8	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	Annual	TOTAL Rolls To Be			
	Rolls FREQUENCY Provided Annually						
1.	15	2	251	7,530			

SPE	SPECIAL REQUIREMENTS					
	9. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each					
toile	t cubicle					
	Description	Qty. Per Toilet	Annual	<b>Total Litres To Be</b>		
	(Floor)	(Litres)	Frequency	Provided Annually		
	No. of toilets					
1	20	0.5	251	2,510		

SPEC	IAL REQUIREMENTS	5		
10. Pro	ovision and servicing of o	ne (no.) sa	nitary bin in each la	dies toilet
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	10	1	48	480
SPEC	IAL REQUIREMENTS	<b>S</b>		
	stallation of automatic air hener per month	r freshener	dispensers and pro	vision of two cans of air
	Description (No. Of Toilets)	Qty Of Cans	Annual Frequency	Total Cans To Be Provided Annually
1	20	2	12	480

SPE	SPECIAL REQUIREMENTS							
12.	12. Internal Cleaning and washing windows							
	Description		Annual		To	Be		
	Area of windows		Frequency	Washed (M2)				
1	Item		52	Item				

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

SPI	SPECIAL REQUIREMENTS					
14. l	Provision of waste pa	aper baskets in all	toilet lobbies			
	Qty. Of Waste ANNUAL Total Number Of Times To Be					
	No. of	Paper Bins	FREQUENCY	Emptied Annually		
	TOILET LOBBIES					
		1	0.51	5.000		
1	20	1	251	5,020		

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

SPECIAL REQUIREMENTS						
16. Painting of all iron mong	ery installed on the Perimeter	r wall, including access gates				
and security barriers.	•					
DESCRIPTION	DESCRIPTION ANNUAL FREQUENCY TOTAL equivalent					
ANNUAL (Qty).						
1	1	1				

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

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

SPECIAL REQUIREMENTS						
19. Cleaning and Washing of	f roof and storm Drains, and	Manholes and application of				
drain cleaner to eliminate fo	ul smell.					
DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent				
ANNUAL (Qty).						
2	52	104				

SPECIAL REQUIREMENTS						
20. Cleaning and sweeping of internal roads, footpaths, parking area at the front and 3 number basement parking.						
DESCRIPTION ANNUAL FREQUENCY TOTAL equivalent ANNUAL (Qty).						
2	52	104				

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

	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
1	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	2,331,790		
2	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	10,040		
3	Garbage handling	ITEM		
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.	ITEM		
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	20,080		
6	Applying urinal moth balls to urinals	4800		
7	Provision of two (no.) toilet paper rolls in each VIP closet	3,765		
8	Installation of jumbo tissue dispensers and provision of two (2) jumbo tissue papers per day.	7,530		
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	2,510		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	480		
11	Installation of automatic air freshener dispensers and provision of two cans of air freshener per month	480		
12	Cleaning and washing windows	ITEM		
13	Provision of large litter bins on main lift lobby of all floor and daily emptying.	600		
14	Provision of waste paper baskets in all toilet lobbies	5,020		
17	Cleaning of air-conditioner vents	2		
18	Cleaning and Washing of Garbage room on ground floor.	156		
19	Cleaning and Washing of roof and storm Drains, and Manholes and	104		

	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
	application of drain cleaner to eliminate foul smell.	· Carrolland		
20	Cleaning and sweeping of internal roads, footpaths, parking area at the front and 3 number basement parking.	104		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### FINANCIAL PROPOSAL

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

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

SPE	SPECIAL REQUIREMENTS						
				2) packet of paper towels.			
Each	hand paper packet to be	of 240 gram	imes.				
	Description	Qty.	Annual	Total Pkts To Be			
			Frequency	Provided Annually			
	Toilets cubicles						
	10		051				
1		2	251	5,020			

	SPECIAL REQUIREMENTS 3. 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		

SPE	SPECIAL REQUIREMENTS						
4. Di	usting of all office fur	rniture inclu	ding desks,	telephone headsets, computer			
moni	tors, keyboards, CPUs,	printers, Fax	machines et	c, and all window sills and low			
level	partitions.	•					
	Description	Annual	Area M <sup>2</sup>	Total Area To Be Cleaned			
		Frequency		Annually M <sup>2</sup>			
1	Office area	051	4.450	1 110 000			
		251	4,459	1,119,209			

SPE	SPECIAL REQUIREMENTS					
	5. Continuous Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.					
	DESCRIPTION (Cubicles)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>		
1	10	251	4	10,040		

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

	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	5	3	251	3,765	

SPE	SPECIAL REQUIREMENTS						
Ç	9. Installation of jumbo tissue dispensers IN EACH TOILET CUBICLE and						
	provision of ONE (	1) jumbo tissue pa	pers per day.				
	No. Of Dispensers.			TOTAL Rolls To Be			
		Rolls	FREQUENCY	Provided Annually			
1	10	1	251	2,510			

SPE	SPECIAL REQUIREMENTS				
9. Ir	9. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each				
toile	t cubicle				
	DESCRIPTION		t ANNUAL	TOTAL litres to be	
	(floor)	(litres)	FREQUENCY	provided annually	
	No. of toilets				
1	10	0.5	251	1,255	

SPEC	SPECIAL REQUIREMENTS					
10. Pro	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		

SPEC	SPECIAL REQUIREMENTS					
11. Ins	tallation of automatic ai	r freshener disp	ensers and provision	of two cans of air		
fresl	nener per month					
	Description (No. Of Toilets)	Qty Of Cans	Annual Frequency	Total Cans To Be Provided Annually		
1	10	2	12	240		

	SPECIAL REQUIREMENTS				
12.	Internal Cleaning and wa	ashing windo	WS		
	DESCRIPTION		ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED (m2)	
	Area of windows		_		
1					
	Item		48	Item	

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

	SPECIAL REQUIREMENTS						
14.	Provision of waste	paper baskets in a	all toilet lobbies				
	Qty. of waste paper bins   ANNUAL   Total number of time to be emptied annually						
	No. of litter bins						
	ntter bins						

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

	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
1	Washing / Mopping / vacuuming /shampooing of All PVC/screed/ceramic tile/wooden / carpeted floors in office areas.	1,119,209		
2	Provision of hand paper dispensers and provision of one (2) packet of paper towels. Each hand paper packet to be of 240 grammes.	5,020		
3	Garbage handling	ITEM		
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.	ITEM		
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	10,040		
6	Applying urinal moth balls to urinals	2,400		
7	Provision of three (no.) toilet paper rolls in each VIP closet	3,675		
8	Installation of jumbo tissue dispensers and provision of ONE (1) jumbo tissue papers per day.	2,510		
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	1,255		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	480		
11	Cleaning and washing windows	ITEM		
12	Provision of large litter bins on main lift lobby of all floor and daily emptying.	5,020		
13	Provision of waste paper baskets in all toilet lobbies	2,510		
14	Installation of automatic air freshener dispensers and provision of two cans of air freshener per month	240		
15	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### 12.NAMANGA OSBP OFFICES

#### NAMANGA ONE STOP BORDER POST OFFICES

SPE	SPECIAL REQUIREMENTS					
1. Dai	1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and					
wall t	wall tiles.					
	Description Annual Area M <sup>2</sup> Total Area To Be					
			Area M <sup>2</sup>			
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		

SPE	SPECIAL REQUIREMENTS				
2. D	aily Mopping /washing of All so	creed/terrazzo, ce	ramic floors.		
Annual Area M <sup>2</sup> Total Area To B Description Frequency Washed Annually M <sup>2</sup>					
1	Office area	360	2,200	792,000	

SPE	SPECIAL REQUIREMENTS					
3. Pro	vision Of Toilet Paper Rolls In Each C	Closet				
	Description (Closets) Qty. Per Annual Frequency Provided Annually					
1	36	3	360	38,880		

SPI	SPECIAL REQUIREMENTS					
4. P	4. Provision and servicing of one (no.) sanitary bin in each ladies toilet					
	Description (No. Of Toilets)  Bins Per Annual Frequency Provided Annually					
1	8	1	48	384		

SPE	SPECIAL REQUIREMENTS					
	ovision of one packet paper tow		each Toilet and	one waste paper		
bin. I	Each packet is to have at least 1	25 paper towels				
	Description Qty. Annual Total Pkts To Be (Toilets) Frequency Provided					
	Annually					
1	18	1	360	6,480		

SPE	SPECIAL REQUIREMENTS				
6. Pr	rovision of ½ litre liquio	d toilet soap in each	Toilet.		
	Description (Toilets)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	
	(Tolicis) (Littles) Prequency Provided Annually				
1	18	0.5	360	3,240	

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

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	TOTAL AREA TO BE DUSTED ANNUALLY m2
1	Office area 400 m <sup>2</sup>	360	144,000

SPE	SPECIAL REQUIREMENTS					
9. A	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		

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

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

SPE	SPECIAL REQUIREMENTS				
12. N	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	

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

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

	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.	51,840		
2	Washing /Mopping of All screed/ceramic tiles /Terrazzo floors.	792,000		
3	Applying urinal moth balls to urinals	3,264		
4	Provision of THREE toilet paper rolls in each closet	38,880		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	384		
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	6,480		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	3,240		
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.	144,000		
10	Cleaning and washing windows	ITEM		
11	Cleaning and washing of pavements and driveways	60,000		
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	57,600		
13	Planting of new 10 Ashok trees per month and watering the same.	120		
	Total ANNUAL Cost of Cleaning Activities			
	Servicing of NAMANGA staff houses			
	Add Value Added Tax @ 16%			
	Total ANNUAL Contract Cost			

## FINANCIAL PROPOSAL

## 13.LOITOKITOK OFFICES & RESIDENTIAL HOUSES

SPI	ECIAL REQUI	Frequen	cy			
1. Cl	leaning of all sc	reed/PVC/Te	errazzo floo	ors.	Once ever	y day
	Description (Floor)	Area M <sup>2</sup>	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
	Offices	251	795	199,545		

SPI	ECIAL REQUI	ey				
2. S	tripping and po	lishing all scre	Once every	y 3 Months		
floo	rs					
	Description Annual Area M <sup>2</sup> Total Frequency Clock An				Rate	Total Kshs
1	Offices	4	795	3180		

Sl	PECIAL REQUIR	Frequency				
3.	Vacuum cleaning o	Once eve	Once every day			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

Sl	SPECIAL REQUIREMENTS Frequency									
4.	Shampooing of all	Once ev	ery 3 months							
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned	Rate	Total Kshs				
1	Offices	_ ,		Annually M <sup>2</sup>						
		4	N/A	N/A						

SF	PECIAL REQUIREMENTS	}			Freque	Frequency	
5.	Provision of two (numbers) to	Once e	Once every				
		day					
	Description Qty. Annual Total					Total	
	Toilets	Per	Frequency	Rolls To		Kshs	
1	6	Closet		Be			
				Provided Annually			
		2	251	3012			
SI	PECIAL REQUIREMENTS	}			Frequency		
6.	Shampooing of all upholstery	(waitin	g rooms, visito	rs rooms,	Once ev	ery 3	
eto	2.)				months	months	
	DESCRIPTION	ANNUAL FREQUENCY			RATE	TOTAL	
						KSHS	
1	All seats		4				

SPE	CIAL REQUIR	Frequency	y			
7 Pro	ovision and service	Two times e	every			
ea	ch ladies toilet				month	
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be	Rate	Total Kshs
	No. of Provided					KSIIS
	toilets			Annually		
1	3	1	24	72		

SI	PECIAL REQUIR	Frequency	7			
8	Laundering of ceren		Once every :	3		
					months	
	Description	Annual	Weight Of	Total	Rate	Total
		Frequency	Flag/Curta	Equivalent		Kshs
			in (Kg)	Annual		
		Qty.				
1	Ceremonial flag	4	50	200		

SI	PECIAL REQUIF	Frequenc	ey			
9.	Mounting and ren	Once every	3 months			
	Description	Annual Frequency	Weight Of Flag/Curtai n (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SP	ECIAL REQUIREMENTS	Frequency		
10.	Cleaning and Washing of ma	Once ever	y day	
	Description	Annual Frequency	Rate	Total Kshs.
				KSIIS.
1	Main stair case/fire	244		

SI	SPECIAL REQUIREMENTS Frequency									
11.	Once ev	ery day								
	each Toilet. Each p									
	Description Qty. Annual Total Rolls To Be					Total				
	No. Of Toilets		Frequency	Provided Annually		Kshs				
1	6									
		2	251	3012						

SP	SPECIAL REQUIREMENTS Frequency									
12.	Provision of 1	Once ever	ry day							
	Descr	iption	Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs			
	Toilet No. of toilets		Toilet (Litres)		Be Provided Annually					
1		6	1/2	251	753					

SPE	CIAL REQUIREM	Frequency			
13. (	Garbage Handling	3 times a we	ek		
	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		

SP	SPECIAL REQUIREMENTS Frequency							
14.	Cleaning of roof gu	Once every 3						
	_	Months						
	Description Annual Area M <sup>2</sup> Total Area To Be				Rate	Total		
	Frequency Cleaned Annually			Kshs				
				$\mathbf{M}^{2}$				
1	Offices/houses	4		Item				

SPI	ECIAL REQUIREMENTS	ncy				
15.0	15.Cleaning and Washing of external windows.			Once every three months		
	Description	Annual	Rate	Total		
		Frequency		Kshs		
1	All external windows	4				
	Т					

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

	Technical Specification	Gross Annual Area(M²)/ 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	Laundering of ceremonial flag and curtains	200		

9	Mounting and removing of ceremonial flag	5	
10	Cleaning and Washing of main	Item	
	fire exit/stair cases		
11	Provision of two (numbers)		
	packets paper towel dispensers	0010	
	in each Toilet. Each packet is to	3012	
	have at least 125 paper towels		
12	Provision of ½ litre liquid	==0	
	toilet soap in each closet.	<b>753</b>	
13	Removal of all wet and dry	Thomas	
	waste from offices to Garbage	Item	
	room.		
14	Cleaning of roof gutters &	Itam	
	drain pipes in all houses and	Item	
	office		
15	Cleaning and Washing of	Item	
	external windows		
	<b>Total Annual Cost of</b>		
	Cleaning Activities		
	Add Value Added Tax @		
	16%		
	<b>Total Annual Contract</b>		
	Cost		

#### 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

1. LANGATA ESTATE					
			er wee	k per unit & car	rying away the
	ree times a wee				
	V 1	No. of u	ınits	Rate per unit	Cost per
bedrooms	house			per month Ksh	month Kshs.
4	Flat	36			
3	Maisonette	50			
2	Flat	200			
1	Flat	86			
		372			
Other serv	ices to be pro	ovided a	t the		
estates	-				
Cleaning of a	ll road/foot paths	& paved			
areas daily	, -	-			
Daily cleanin	g of common stair	cases in			
the blocks of					
Cutting of	grass in comp	ound &			
	the same continu				
	ny loose waste		item		
compound or					
	lrainage & openin	g up any			
	continuously	01 1			
	live fence & ga	ardening			
	sides ,external si				
	of roof/drain				
applicable	,				
	approach roads &	opening			
of drainages		1 0			
	t of bulbs in all the	internal			
street lights	& wall lights as th	ey occur			
	t gardening & te				
• •	compound contir	_			
_	ant and main				
trees/flowers per month					
Supplier to provide adequate garbage					
skips within the compound for tenants					
to deposit ga					
	all iron mongery	installed	Once		
	meter wall in a		Per		
	security grills an		year		
gates.			)		
Total					
					L

#### 2. MAWENZI ESTATE PHASE 1

	of two garbage bags per we hree times a week	ek per uni	t & carrying	away the
	Type of house	No of units	Rate per unit	Cost per
bedrooms			per month-	month
			Kshs.	Kshs.
3 with	Bungalows	20		
servant				
quarter				
Total		20		
Other ser	vices to be provided at the esta	ites		
Cleaning of	f all road/foot paths & paved areas			
daily				
Daily clear	ning of common stair cases in the			
blocks of fl				
Cutting of	grass in compound & disposing of			
the same co	ontinuously			
Collecting	any loose waste in the compound	Item		
on daily ba	sis			
	of drainage & opening up any			
	es continuously			
	ive fence & gardening around both			
	ernal side up to the edge of			
	where applicable			
	of approach roads & opening of			
drainages				
	nt of bulbs in all the internal street			
	ll lights as they occur			
	ut gardening & tending to plants in			
	und continuously			
	ant and maintain 10 trees/ flowers			
per month				
	provide adequate garbage skips			
	compound for tenants to deposit			
garbage				
	fall iron mongery installed on the	Once		
	wall in approved colours, i.e.	Per year		
	ills and access gates.			
Total				

## 3. MAWENZI ESTATE PHASE II

Provision of two garbage bags per week per unit & carrying away the garbage three times a week					
No of bedrooms	Type of house	No of units			
3	Maisonettes	50			
Single rooms	Situated in one block of two storeys	6			
Total 56					
Other services to be provided at the estates					
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.	
Successful bidder required to trim and maintain thicket area	
behind perimeter wall to railway line (approx 50m by 100m)	
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	Once
colours, i.e. security grills and access gates.	Per year
Total per month	

# 4. SOUTH C KONGONI Provision of two garbage bags per week per unit &

	garbage bags per week			
	e garbage three times a w			
No of bedrooms	Type of houses	No of units	 er	Cost per month- Kshs.
2	Flats	12		
1	Flats	12		
Total		24		
Other services to	be provided at the estate	es		
Cleaning of all road daily	l/foot paths & paved areas			
Daily cleaning of c blocks of flats	common stair cases in the			
Cutting of grass in cosame continuously	ompound & disposing of the			
Collecting any loose daily basis	waste in the compound on	item		
Cleaning of drainage ones continuously	e & opening up any clogged			
_	e & gardening around both up to the edge of roof/drain			
	ach roads & opening of			
Replacement of bull lights & wall lights a	bs in all the internal street s they occur			
	ning & tending to plants in			
	maintain 10 trees /flowers			
	e adequate garbage skips nd for tenants to deposit			
Painting of all iron Perimeter wall in ap grills and access gate	mongery installed on the proved colours, i.e. security es.	Once Per year		
Total				

# 5. SOUTH C ESTATE NDEKWA AVENUE

No of	Type of houses	No of units	Rate per		per
bedrooms			unit per month- Kshs.	month Kshs.	in
3	Flats	14			
2	Flats	14			
Total		28			
Other ser	vices to be provided at the estate	S			
	•	Area			
Cleaning of daily	f all road/foot paths & paved areas				
Daily clear blocks of fl	ning of common stair cases in the ats				
Cutting of same conti	grass in compound & disposing of the nuously				
Collecting daily basis	any loose waste in the compound on	item			
Cleaning o	f drainage & opening up any clogged nuously				
	live fence & gardening around both rnal side up to the edge of roof/drain icable				
Cleaning drainages	of approach roads & opening of				
-	nt of bulbs in all the internal street ll lights as they occur				
Carrying or compound	at gardening & tending to plants in the continuously				
Provide pla month	ant and maintain 10 trees /flowers per				
within the garbage	o provide adequate garbage skips compound for tenants to deposit				
Perimeter	f all iron mongery installed on the wall in approved colours, i.e. security ccess gates.				

# 6. EMBAKASI ESTATE

No of	Type of houses	No	of	Rate per unit	Cost per
bedrooms		units		per month- Kshs.	month- Kshs
2	Bungalow	3			
1	Bungalow	20			
Total		23			
Other ser	vices to be provided at the estates				
		Area			
Cleaning o	f all road/foot paths & paved areas				
blocks of fl					
same conti	· ·				
Collecting daily basis	any loose waste in the compound on	item			
Cleaning o ones contin	f drainage & opening up any clogged nuously				
	live fence & gardening around both rnal side up to the edge of roof/drain icable				
Cleaning drainages	of approach roads & opening of				
lights & wa	nt of bulbs in all the internal street ll lights as they occur				
	at gardening & tending to plants in the continuously				
Provide pla month	ant and maintain 10 trees /flowers per				
	o provide adequate garbage skips compound for tenants to deposit				
Perimeter	f all iron mongery installed on the wall in approved colours, i.e. security ccess gates.	Once Per yea	ır		

# 7. KENYA REVENUE AUTHORITY NAMANGA STAFF HOUSES (ESTATES)

# GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

	of two garbage bags per week			
	ree times a week	per um	t & carrying av	vay the
No of	Type of house	No of	Rate per unit	Cost per
bedrooms	Type of flouse	units	per month-	month
bearooms		uiiits	Kshs.	Kshs.
4	Bungalow	2	RSHS.	N3113.
4				
Total name	Bungalow	24		
Total per n		26		
Total per a				
Other serv	ices to be provided at the esta			
	11 1/6	Area		
Cleaning of a daily	all road/foot paths & paved areas			
Daily cleanir blocks of flat	ng of common stair cases in the			
0 0	ass in compound & disposing of			
the same cor		<u>.</u>		
	ny loose waste in the compound	item		
on daily basi				
	lrainage & opening up any			
	continuously			
	ve fence & gardening around			
	external side up to the edge of			
	here applicable			
	approach roads & opening of			
drainages				
	t of bulbs in all the internal			
	& wall lights as they occur			
	gardening & tending to plants			
	ound continuously			
Provide, plan	nt and maintain 10 flowers/			
trees per mo	nth			
Supplier to p	rovide adequate garbage skips			
	ompound for tenants to deposit			
garbage	-			
Total Cost	per month			
Total Cost	per year (monthly cost x 12)			

# 8. LOITOKITOK RESIDENTIAL UNITS.

# GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

Provision of two garba garbage three times a				ay the
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
3	Bungalow	89	1401101	
Total per month	2 411-6410 11	89		
Total per annum x 12				
Other services to be pr	ovided at the estat	es		
•		Area		
Cleaning of all road/foot p daily	oaths & paved areas			
Daily cleaning of common blocks of flats				
Cutting of grass in comporthe same continuously				
Collecting any loose waste in the compound on daily basis		Item		
Cleaning of drainage & op clogged ones continuously				
Cutting of live fence & gar sides .External side up to roof/drain where applicab	dening around both the edge of			
Cleaning of approach road drainages				
Replacement of bulbs in a lights & wall lights as they				
Carrying out gardening & the compound continuous	tending to plants in ly			
Provide, plant and mainta per month	in 10 flowers/ trees			
Supplier to provide adequ within the compound for t garbage				
Total Cost per month				
Total Cost per year (m	onthly cost x 12)			

# LOT 1 (B) NAIROBI RESIDENTIAL ESTATES.

# COLLECTION OF PRICES FOR NAIROBI RESIDENTIAL (ESTATES)

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

### LOT 1 (C) COMMON AREA.

### 1.0 LOCATION

STATION NAME	DESCRIPTION
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. o SPECIFICATION & SPECIAL REQUIREMENT

	SPECIAL REQUIREMENTS	FREQUENCY
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 & ½ 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.

# SPECIAL REQUIREMENTS Frequency

SPECIAL REQUIREMENTS

All external walls,

louvered doors & external windows.

Cleaning of all screed/granite tile floors			nce 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>	

2. Provision of two	no. toilet pa	per roll in e	each closet	One	ce every da
Description	Annual Frequency	Qty Per Closet	Total Roll To Be Provided Annually	Rate	Total Kshs
Total					
1	251	2	502		
SPECIAL REQUI	REMENTS				Frequency
3. Cleaning & wash and external wir	•	•	ouvered doors	On	nce every 4
Description	Annu Frequ		Rate	Total Kshs	

ITEM

# SPECIAL REQUIREMENTS 4. Provision of 2 no. packet paper towels dispenser Once every day

2

3

251

in each toilet cubic	cle				
Description	Annual Frequency	Qty	Total Rolls To Be Provided Annually	Rate	Total Kshs
No. of toilets					

502

Frequency

SPECIAL REQUI	REMENTS						Frequency
5. Provision of ½ l in each toilet cu						On	ce every day
Description	Annual Frequency		y Per et( Ltrs)	Total Ltrs T Provided Annually	o Be	Rate	Total Kshs
No. of toilets							
1	251	1/2		123			
SPECIAL REQUI	REMENTS					Freq	uency
6. Garbage Handli	ng					Daily	y Basis
Description	Annual Frequen	ıcy	Total Eq Annual	quivalent Qty	Ra	ite	Total Kshs
Removal of wet & dry waste from common areas to garbage bin	251		Item				
SPECIAL REQUI	REMENTS				I	Free	quency
7. Provision and se each ladies' toile	ervicing of or		nitary bin	in			eekly
Description	Qty Per Toilet		Annual Total B Frequency Be Pro Annual			Rate	Total Kshs
No. of toilets							
1	1	48		48			

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

# SUMMARY OF FINANCIAL PROPOSAL FOR CBC COMMON AREAS

	<b>Technical Specification</b>	GrossArea(M2)/ Quantity	RATE	TOTAL COST
1.	Cleaning of all screed / PVC/ terrazzo/tiled floors	14,230.79		
2.	Provision of two no. toilet paper roll in each closet	502		
3.	Cleaning & washing of louvered doors, external walls and windows	ITEM		
4.	Provision of two no. packet paper towel dispenser in each closet	502		
5.	Provision of ½ litre liquid toilet soap in each closet and dispenser	123		
6.	Garbage Handling	ITEM		
7.	Provision and servicing of one sanitary bin in each ladies toilet	48		
8	Cleaning approach roads & unclogging of drainage	ITEM		
9	Collection and ferrying of garbage away from the building to an authorized council dumping site on twice per week.	ITEM		
10	Painting and maintenance of entrance, exit and pedestrian gates (once a year)	21.94 M <sup>2</sup>		
	TOTAL			

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

### 1.0 LOCATION

STATION NAME	DESCRIPTION
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. o SPECIFICATION & SPECIAL REQUIREMENT

SPECIAL REQUIREMENTS	FREQUENCY
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 & ½ 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**

SPECIAL REQUI Frequency	REMENTS			
1. Cleaning of all so	creed/ granit	e tile floors		Once every day
Description	Annual	Total Area	Rate	Total
(Floor)	Frequency	To Be Cleaned Annually		Kshs
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>		

SPECIAL REQUI Frequency	REMENTS				
2. Provision of two	toilet paper	rolls in each	closet	Once e	very day
Description	Annual Frequency	Qnty Per Closet	Total Rolls To Be Provided Annually	Rate	Total Kshs
Total					
2	251	2	1004		

SPECIAL REQUIREMENTS			Frequency		
<ol> <li>Cleaning &amp; washing and external windomonths</li> </ol>	-	S	once every 2		
Description	Annual Frequency	Rate	Total Kshs		

All external walls,	6	
louvered doors &		
external windows.		

# SPECIAL REQUIREMENTS

**Frequency** 

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

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

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

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

SPECIAL REQUIREMENTS			Frequency
8. Other Services to be pro	Items		
Description	Area	Rate unit per month Kshs	Total Cost per month
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. o Summary of financial Proposal for Fortis Park (Ushuru Plaza)

	Technical Specification	Kshs	
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 ½ 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	
	Grand Total ( annually) KSHS	

# **COLLECTION FOR COMMON AREAS**

# **GRAND SUMMARY**

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

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

**GRAND SUMMARY** 

	Description	Total Annual contract cost Kshs.
Lot 1 -A NAIROBI REGION		
1. TIMES TOWER	Offices	
2.CITY SQUARE (PPO) &GPO	Offices	
OFFICES		
3.I-TAX NAIROBI RAILWAYS CLUB	Offices	
4. SAMEER PARK OFFICES	Offices	
5FORODHA HOUSE JKIA &	Offices	
AIRPORT OFFICES		
6. PEPE OFFICES ATHI RIVER	Offices	
7.WILSON CUSTOMS OFFICES	Offices	
8ICD EMBAKASI	Offices	
I. OFFICES		
II. SCANNER		
III. WAREHOUSE		
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	
	Sub Total	
LOT 1 -B NAIROBI ESTATES	Residential	
1. LANGATA		
2. MAWENZI I		
3. MAWENZI II		
4. SOUTH C KONGONI		
5. SOUTH C NDEKWA		
6. EMBAKASI		
7. NAMANGA ESTATES		
8. LOITOKITOK ESTATES		
	Sub Total	
LOT 1- C COMMON AREAS		
1. Ushuru Pension Tower (CBC)		
2. Ushuru Pension Plaza (Fortis Park)		
	Sub Total	
Add 16 % VAT		
GRAND TOTAL FOR LOT 1 A, B & C		
(To be carried to Form of Tender)		

### **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.

	Technical Specifications
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES
	• All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.
	• The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.
	<ul> <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>
2	GENERAL CLEANLINESS OF THE ESTATES
	• The successful bidder will ensure thorough cleanliness in all areas within the Estates.
	<ul> <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

	DESCRIPTION	FREQUENCY	INDICATE CAPABILITY
1	<ul><li> All access staircases</li><li> Gate houses</li><li> Security guard toilets</li></ul>	Sweeping and mopping thrice a week.	

2	<ul> <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</li> </ul>	Sweeping and general cleaning every day	
	drains, manholes		
3	<ul> <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	GARBAGE COLLECTION AND DISPOSAL FROM THE	
	ESTATES	
	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.	
	The contractor will place five (5 NO.) Refuse Bins 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.	

		I
	<ul> <li>Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	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.	
2	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	• 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.	
	rences in an premises are properly maintained.	
3	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked.	
	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	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE	
	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.	

	• 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	PLANTING OF TREES	
	<ul> <li>The contractor will plant forty (40 NO.) garden</li> </ul>	
	trees per year in consultation with the Authority in	
	each estate and take full care of them during the	
	period of contract.	
	1. SOWETO	
	2. MIRITINI I	
	3. MIRITINI II	
	4. NYERERE	ļ
	5. BUXTON	ļ
	6. MIGADINI	
	7. CHANGAMWE 8. BAMBURI SENIOR	
	9. BAMBURI NAKUMATT	
	10. SHIMONI	
	10. SITIMONI	
6	LABOUR	
	Contractor must have enough work force in each estate at all	
	times depending on the size of the relevant estate.	ļ
7•	MAINTENANCE OF SECURITY LIGHTS & STREET	
<b>_</b>	LIGHTS.	ļ
	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
C.	D	
Stamp	Date	

### LOT 2 **SOUTHERN REGION**

OFFICES ON SOUTHERN REGION.
Forodha House Mombasa, Parcels Post Office & Customs Railway Station
Schedule of Cleaning Activities.

	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
	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 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
22	Painting of all iron mongery installed on the Perimeter wall.	Once per year

23	Installation	of	automatic	air	freshener	dispensers	and	Two cans
	provision of	two	cans of fres	hene	r per montl	ı		monthly

# KESRA – MOMBASA INSTITUTE & HOSTELS

Sciic	Tachnical Specification	
	Technical Specification	E
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.	<b>Frequency</b> Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
-	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	Once every day
	headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	ones overy any
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	
14	,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	Once every year
	activities	
21	Mounting and removing of ceremonial flag	5 times every year
22	Painting of all iron mongery installed on the Perimeter	Once per year
	wall.	
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	
	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	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 ½ 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	Two cans
	provision of two cans of freshener per month	monthly

# MOI AIRPORT MOMBASA & MOI AIRPORT SCANNERS.

	Technical Specification					
	SPECIAL REQUIREMENTS	Frequency				
1	Cleaning of concrete screed and paved areas. To be included are	Once every day				
	the fence pillars, low-level walls ,embankments, lower ground					
	floor, external gate house, pump room, machine rooms, garage,					
	pavement parking, covered parking, etc.					
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

	Tachnical Chaiffeation	
	Technical Specification	Enograpes
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included	Once every day
	are the fence pillars, low-level walls ,embankments, lower	
	ground floor, external gate house, pump room, machine	
_	rooms ,garage, pavement parking, covered parking, etc.	0 1
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	Once every day
	headsets, computer monitors, keyboards, CPUs, printers, Fax	
	machines etc, and all window sills and low level partitions.	
6	Provision of two (numbers) packets paper towel dispensers in	Once every day
	each Toilet. Each packet is to have at least 125 paper towels	
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	Once every day
	to an authorised Council dumping site.	
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½	Once every day
	litre liquid soap in each toilet cubicle	j i i j i i j
12	Provision and servicing of one (numbers) sanitary bin in each	Twice per
	ladies toilet	month
13	Cleaning and washing of roof and storm drains and manholes.	Twice every
-0		month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3
14	otripping and ponoming an 1 ve/sereed, terrazzo neore	Months
15	Shampooing of all carpeted areas	Once every 2
13	onampooning of all earpeted areas	months
16	Shampooing of all upholstery (waiting rooms, visitors rooms,	Once every 3
	etc.)	months
17	Cleaning and Washing of external walls and windows.	Once every
17	Cleaning and washing of external wans and windows.	three months
18	Laundering of ceremonial flag and curtains	Once every 3
10	Laundering of Ceremonial mag and Curtains	months
10	Weahing of toilet public areas is toilets floors and socitors	
19	Washing of toilet public areas i.e. toilets floors and sanitary	Twice daily
	ware, mirrors and wall tiles.	0-00 0-00
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every
	T . N .: C	year
22	Installation of automatic air freshener dispensers and	Two cans
	provision of two cans of freshener per month	monthly

# MALINDI MAIN OFFICES & WAREHOUSE Schedule of Cleaning Activities

	Tachnical Specification	
	Technical Specification	-
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are	Once every day
	the fence pillars, low-level walls ,embankments, lower ground	
	floor, external gate house, pump room, machine rooms, garage,	
	pavement parking, covered parking, etc.	
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	Once every day
	headsets, computer monitors, keyboards, CPUs, printers, Fax	
	machines etc, and all window sills and low level partitions.	
6	Provision of two (numbers) packets paper towel dispensers in	Once every day
	each Toilet. Each packet is to have at least 125 paper towels	5 5
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	Three times a
	an authorised Council dumping site.	week
9	Cleaning and Washing of roof and storm Drains, Manholes	Once every day
7	including those outside the perimeter wall, sweeping externally	once every day
	and tending to plants, grass & flowers including cutting,	
	pruning, weeding upto 1 meter outside the fence	
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
	Installation of hand liquid soap dispenser & provision of ½ litre	Once daily
11		Office daily
10	liquid soap in each toilet cubicle	Turios non
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
- 10		
13	Cleaning and washing of roof and storm drains and manholes.	Twice every
	a. ' ' 1 1'1' 11 pyra / 1/, //	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,	Once every 3
	etc.)	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,	Continuously
	mirrors and wall tiles.	
22	Mounting and removing of ceremonial flag	5 times every
		year
23	Installation of automatic air freshener dispensers and provision	Two cans
	of two cans of freshener per month	monthly
24	Applying urinal moth balls to all urinals	Four balls per
	LL-^O	urinal per
		week
<u>                                     </u>		TT COR

# MALINDI AIRPORT

	Schedule of Cleaning Activities	1
	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are	Once every day
	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	
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	Twice daily
	ware, mirrors and wall tiles.	
5	Dusting of all office furniture including desks, telephone	Once every day
	headsets, computer monitors, keyboards, CPUs, printers, Fax	
	machines etc, and all window sills and low level partitions.	
6	Cleaning and Washing of main fire exit/stair cases	Once every day
7	Provision of two (numbers) packets paper towel dispensers in	Once every day
	each Toilet. Each packet is to have at least 125 paper towels	
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	Three times a
	an authorised Council dumping site.	week
10	Cleaning and Washing of roof and storm Drains, Manholes	Once every
	including those outside the perimeter wall,	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 1/2 litre	Once daily
	liquid soap in each toilet cubicle	
13	Provision and servicing of one (numbers) sanitary bin in each	Twice per
	ladies toilet	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
L		months
17	Shampooing of all upholstery (waiting rooms, visitors rooms,	Once every 3
	etc.)	months
18	Cleaning and Washing of external walls and windows.	Once every
		three months
19	Laundering of ceremonial flag and curtains	Once every 3
L		months
20	Annual timetable of weekly, monthly, and quarterly activities	Once every year
21	Mounting and removing of ceremonial flag	5 times every
		year
		1 ×

### **LUNGA LUNGA 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 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.

	PART 'A' Description of the Services	State Frequency
	GARBAGE COLLECTION AND DISPOSAL FROM	
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	• 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)	
2	GENERAL CLEANLINESS OF THE ESTATES	
	• The successful bidder will ensure thorough cleanliness in all areas within the Estates.	
	<ul> <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>	

• All grass, hedges, trees, flowers shall be properly maintained.	
All roads and footpaths to be swept and kept free of grass.	

# PART 'B' COMPLIANCE TO THE SPECIFICATIONS

	RI'B' COMPLIANCE TO THE SPECIFICATIONS	
_	GARBAGE COLLECTION AND DISPOSAL FROM THE	
1	ESTATES	
	ESTATES	
	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.	
_	CYATEEDING AND CENEDAL CLEANLINEGO OF THE	
2	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	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	OPENING OF SEWER, FOUL AND STORM WATER	
Ĺ	DRAINS (BOTH OPEN AND CLOSED)	
	• The contractor will be responsible for opening and cleaning of	
	all sewer lines and manholes, foul water and storm drains	

		including open drains and all toilets particularly those designated for use by security guards 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.	
		necessary for proper cleaning of the drains.	
4	GI	RASS CUTTING, TRIMMING/WEEDING OF HEDGES	
4		ND FENCES, CUTTING UNWANTED OR DRY TREES	
		ND WEEDING OF LIVE HEDGE	
	•	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	PI	LANTING OF TREES	
	•	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: -	
		1. Lunga Lunga Estate – 60	
	_		
6	LA	ABOUR	
	•	Contractor must have enough work force in each estate at all	
		times depending on the size of the relevant estate.	
	71 #F	AINMENIANCE OF CECHDIMY LIGHTS & COPPER	
7		AINTENANCE OF SECURITY LIGHTS & STREET	
		GHTS.	
		e contractor shall maintain all security lights & street lights in	
		e estate including ensuring that all are in working condition and placing bulbs, starters etc.	
	16	practing burbs, starters etc.	

#### TAITA TAVETA ONE STOP BORDER POST OFFICES

**Schedule of Cleaning Activities** 

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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 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 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 Specifications1. These specifications describe the basic requirements for the service.

### **GENERAL**

	PART 'A' Description of the Services	State Frequency
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	• 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.	
	<ul> <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>	
2	GENERAL CLEANLINESS OF THE ESTATES	
	The successful bidder will ensure thorough cleanliness in all areas within the Estates.	
	• 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.	
	• All grass, hedges, trees, flowers shall be properly maintained.	
	All roads and footpaths to be swept and kept free of grass.	

# PART 'B' COMPLIANCE TO THE SPECIFICATIONS

1	GARBAGE COLLECTION AND DISPOSAL FROM THE	
	ESTATES	
	• 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.	
	<ul> <li>Contractor must provide working tools and equipments such as;</li> <li>wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>	
	<ul> <li>Contractor must provide working outfits to the workers such as;</li> <li>gloves, overalls, and gumboots.</li> </ul>	
	<ul> <li>Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	• The Contractor must have a lorry/lorries for removing the garbage.	
2	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	• 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.	
	<ul> <li>All roads must be free from weeds, grass, soil or other wastes.</li> </ul>	
	<ul> <li>The contractor will ensure that all roads and boundary fences in all premises are properly maintained.</li> </ul>	
	ODENING OF SEWED FOUL AND STODM WATER	
3	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.	
	<ul> <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>	
	Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.	
4	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE	
	• The contractor will ensure that the 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	PLANTING OF TREES		
	• 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: -		
6	LABOUR		
	• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.		
7	MAINTENANCE OF SECURITY LIGHTS & STREET LIGHTS.	_	
	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

	Technical Requirement		
	SPECIAL REQUIREMENTS	Frequency	State 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	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 &	Once every	
	flowers including cutting, pruning, weeding upto 1	day	
	meter outside the fence		
9	Provision of two (numbers) toilet paper rolls in each	Once every	
	closet	day	
10	Installation of hand liquid soap dispenser &	Once daily	
	provision of ½ litre liquid soap in each toilet cubicle	-	
11	Provision and servicing of one (numbers) sanitary	Twice a	
	bin in each ladies toilet	month	
12	Cleaning and washing of roof and storm drains and	Twice every	
	manholes.	month	
13	Stripping and polishing all PVC/screed/terrazzo	Once every 3	
	floors	Months	
14	Shampooing of all carpeted areas	Once every 2	
		months	
15	Shampooing of all upholstery (waiting rooms,	Once every 2	
	visitors rooms, etc.)	months	
16	Cleaning and Washing of external walls and	Once every	
	windows.	three months	
17	Laundering of ceremonial flag and curtains	Once every 3	
		months	
18	Annual timetable of weekly, monthly, and quarterly	Once every	
	activities	year	
19	Mounting and removing of ceremonial flag	5 times every	
		year	

# **VANGA**

	Technical Specification			
	SPECIAL REQUIREMENTS	Frequency	State 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 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	Once every
	dispensers in each Toilet. Each packet is to have at	day
	least 125 paper towels	
8	Removal of all wet and dry waste from offices to	Thrice per
	Garbage room.	week
9	Collection and ferrying of Garbage away from the	Thrice per
	building/s to an authorised Council dumping site.	week
10	Provision of two (numbers) toilet paper rolls in each	Once every
	closet	day
11	Installation of hand liquid soap dispenser &	Once daily
	provision of 1/2 litre liquid soap in each toilet cubicle	
12	Provision and servicing of one (numbers) sanitary	Once every
	bin in each ladies toilet	week
13	Cleaning and washing of roof and storm drains and	Twice every
	manholes.	month
14	Stripping and polishing all PVC/screed/terrazzo	Once every
	floors	Month
15	Shampooing of all carpeted areas	Once every 2
		months
16	Shampooing of all upholstery (waiting rooms,	Once every 2
	visitors rooms, etc.)	months
17	Cleaning and Washing of external walls and	Once every
	windows.	three months
18	Laundering of ceremonial flag and curtains	Once every 3
		months
19	Annual timetable of weekly, monthly, and quarterly	Once every
	activities	year
20	Mounting and removing of ceremonial flag	5 times every
		year

### KIUNGA

	Technical Specification		
	SPECIAL REQUIREMENTS	Frequency	State 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	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

	Technical Specification		
	SPECIAL REQUIREMENTS	Frequency	State 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.		
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	
	all window sills and low level partitions.		
6	Provision of two (numbers) packets paper towel	Once every	
	dispensers in each Toilet. Each packet is to have at	day	
	least 125 paper towels		
7	Removal of all wet and dry waste from Garbage	3 times per	
,	room.	week	
8	Collection and ferrying of Garbage away from the	3 times per	
	building/s to an authorised Council dumping site.	week	
9	Cleaning and Washing of roof and storm Drains,	Once every	
	Manholes including those outside the perimeter	day	
	wall, sweeping externally and tending to plants,		
	grass & flowers including cutting, pruning,		
	weeding upto 1 meter outside the fence		
10	Provision of two(numbers) toilet paper rolls in	Once every	
	each closet	day	
11	Installation of hand liquid soap dispenser &	Once daily	
	provision of ½ litre liquid soap in each toilet		
	cubicle		
12	Provision and servicing of one (numbers) sanitary	Twice per	
12	bin in each ladies toilet	month	
10			
13	Cleaning and washing of roof and storm drains	Twice every	
	and manholes.	month	
14	Stripping and polishing all PVC/screed/terrazzo	Once every	
	floors	three months	
15	Shampooing of all carpeted areas	Once every 2	
	·	months	
16	Shampooing of all upholstery (waiting rooms,	Once every 3	
	visitors rooms, etc.)	months	
17	Cleaning and Washing of external walls and	Once every	
1/	windows.	three months	
40	Laundering of ceremonial mag and curtains		
	T47 1' C1 '1 1 11' ' . '1 . '1 . '1		
19		_	
20	Annual timetable of weekly, monthly, and	Once every	
	quarterly activities	year	
21		5 times every	
	0 0	year	
18 19 20 21	Laundering of ceremonial flag and curtains  Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.  Annual timetable of weekly, monthly, and	Once every 3 months Twice every day Once every year 5 times every	

### **NGOMENI**

	Technical Specification		
	SPECIAL REQUIREMENTS	Frequency	State 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 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	Once every	
	activities	year	
20	Mounting and removing of ceremonial flag	5 times	Ī
		every year	ļ

### DIANI/UKUNDA

	Schedule of Cleaning Activities			
	<b>Technical Specification</b>			
	SPECIAL REQUIREMENTS	Frequency	State 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 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	Once every	
	windows.	three months	
18	Laundering of ceremonial flag and curtains	Once every 3 months	
19	Washing of toilet public areas i.e. toilets floors and	Twice every	
	sanitary ware, mirrors and wall tiles.	day	
20	Annual timetable of weekly, monthly, and	Once every	
	quarterly activities	year	
21	Mounting and removing of ceremonial flag	5 times every	
		year	

### **KILIFI**

	Technical Specification		
	SPECIAL REQUIREMENTS	Frequency	State 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 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

	<b>Technical Specification</b>		
	SPECIAL REQUIREMENTS	Frequency	State 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	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 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	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 Signatur	re	Official
Stamp	Date	

(ii) Price and Del	ivery Schedule		
Name of tenderer	Tender Number	Page	of
SECTION VII	- PRICE SCHED	ULE FOR SER	VICES ON LOT -2

#### 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

Duration of the graph as hear non-real non-real 8 comming consents						
Provision of two garbage bags per week per unit & carrying away the garbage three times a week						
garbage three	e umes a week					
No of	Type of houses	No of	Rate per unit	Cost per		
bedrooms	Type of flouses	units	per month Kshs.	month-Kshs.		
	77		per month Ksns.	month-Ksns.		
3	Flats	18				
2	Flats	178				
Total		196				
Other service	es to be provided at	the				
estates	-					
		Area				
Cleaning of all	road/foot paths &					
paved areas da	ily					
	of common stair cases					
in the blocks of	flats					
	s in compound &					
	e same continuously					
	loose waste in the	item				
compound on c						
Cleaning of drainage & opening up						
	es continuously					
	fence & gardening					
around both sides .External side up						
to the edge of roof/drain where						
applicable	1 1 0					
Cleaning of approach roads &						
opening of drai						
_	f bulbs in all the					
	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	Once	
on the Perimeter wall in approved	Per	
colours, i.e. security grills and access	year	
gates.		
Total		

### 2. MIRITINI I - ESTATE

	two garbage bags p	er week j	er unit & carryin	g away the
No of	e times a week Type of house	No of	Poto por unit	Cost nor month
bedrooms	Type of flouse	units	Rate per unit per month-Kshs.	Cost per month- Kshs
	Eleta	16	per monun-Ksns.	KSIIS
3	Flats			
2	Flats	84		
1	Flats	24		
Total	. 1 • 1 1	124		
estates	es to be provided a	t tne		
		Area		
Cleaning of all	road/foot paths &			
paved areas da	ily			
Daily cleaning	of common stair			
cases in the blo	cks of flats			
Cutting of grass	s in compound &			
disposing of the	e same continuously			
Collecting any	loose waste in the	item		
compound on o	laily basis			
Cleaning of dra	inage & opening up			
any clogged on	es continuously			
Cutting of live	fence & gardening			
around both si	des .External side			
up to the edge	of roof/drain where			
applicable				
Cleaning of app	oroach roads &			
opening of drai	nages			
Replacement o	f bulbs in all the			
	lights & wall lights			
as they occur				
Carrying out gardening & tending				
to plants in the compound				
continuously	-			
	nd maintain 10			
trees /flowers p				
Supplier to pro	vide adequate			
garbage skips v	•			

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

### 3. MIRITINI II -ESTATE

	two garbage bags ¡ e times a week	er week	per unit & carryin	g away the
No of	Type of house	No of	Rate per unit per	Cost per month-
bedrooms	2) pe or notice	units	month- Kshs.	Kshs
2	Flats	144		
Total		144		
Other service	es to be provided a			
estates	_			
		Area		
Cleaning of all paved areas da	road/foot paths &			
	of common stair			
cases in the blo				
	s in compound &			
	e same continuously			
	loose waste in the	item		
compound on o				
	inage & opening up			
any clogged on	es continuously			
	fence & gardening			
	des .External side			
	of roof/drain where			
applicable				
Cleaning of app				
opening of drai				
	f bulbs in all the			
	lights & wall lights			
as they occur	andoning 0- tonding			
to plants in the	ardening & tending			
continuously	Compound			
	nd maintain 10			
trees /flowers p				
Supplier to pro				
garbage skips v				
	tenants to deposit			
garbage	- r			
Painting of all i	iron mongery	Once		
	e Perimeter wall in	Per		
approved colou	ırs, i.e. security	year		
grills and acces	ss gates.			
Total				

#### 4. NYERERE ESTATE

garbage three	two garbage bags per w e times a week		iii & carrying aw	ay ine
No of	Type of house	No of	Rate per unit per	Cost per
bedrooms		units	month Kshs.	month-Kshs
3	Flats	24		
Total		24		
Other service	es to be provided at the	estates		
		Area		
Cleaning of all areas daily	road/foot paths & paved			
Daily cleaning of the blocks of fla	of common stair cases in			
disposing of the	s in compound & e same continuously			
compound on c		item		
Cleaning of dra clogged ones co	inage & opening up any ontinuously			
	Fence & gardening around ernal side up to the edge There applicable			
Cleaning of app drainages	proach roads & opening of			
street lights & v	f bulbs in all the internal wall lights as they occur			
plants in the co	rdening & tending to mpound continuously			
/flowers per mo				
	vide adequate garbage e compound for tenants age			
Painting of all i the Perimeter v	ron mongery installed on vall in approved colours, ls and access gates.	Once Per year		
Total				

## 5. BUXTON ESTATE

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

Daily cleaning of common stair cases		1	
in the blocks of flats			
Cutting of grass in compound &			
disposing of the same continuously	**		
Collecting any loose waste in the	item		
compound on daily basis			
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	Once		
on the Perimeter wall in approved	Per year		
colours, i.e. security grills and access			
gates.			
Total			
	1	i	i

### 6. MIGADINI ESTATE

Provision of two garbage bags per week per unit & carrying away the garbage three times a week					
No of bedrooms	Type of house	No of	Rate per unit per	Cost per	
	V 1	units	month- Kshs.	month-Kshs	
2	Flats	42			
Total		42			
Other services to	o be provided at the e	states			
		Area			
Cleaning of all road	d/foot paths & paved				
areas daily					
Daily cleaning of co	ommon stair cases in				
the blocks of flats					
Cutting of grass in	compound & disposing				
of the same continu	uously				
Collecting any loos	e waste in the	item			
compound on daily					
Cleaning of draina	ge & opening up any				
clogged ones conti					

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	Once	
the Perimeter wall in approved colours,	Per year	
i.e. security grills and access gates.		
Total		

### 7. CHANGAMWE ESTATE

	Provision of two garbage bags per week per unit & carrying away the garbage three times a week					
No of bedrooms	Type of house	No of	Rate per unit per	Cost per		
	V 2	units	month- Kshs.	month-Kshs.		
2	Flats	7				
1	Flats	68				
Total		<b>75</b>				
Other services to	be provided at the	estates				
		Area				
Cleaning of all road	/foot paths & paved					
areas daily						
	mmon stair cases in					
the blocks of flats						
Cutting of grass in o	compound &					
disposing of the san						
Collecting any loose		item				
compound on daily						
	e & opening up any					
clogged ones contin						
Cutting of live fence						
around both sides .						
	nin 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 garder						
plants in the compo						
Provide plant and n	naintain 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	Once	
on the Perimeter wall in approved	Per year	
colours, i.e. security grills and access		
gates.		
Total		

### 8. BAMBURI SENIOR ESTATE (CUSTOMS)

Provision of two garbage bags per week per unit & carrying away the				
garbage three tin			· ·	Ta .
No of bedrooms	Type of houses	No of	Rate per unit per	Cost per
		units	month- Kshs.	month Kshs.
3	Bungalow	10		
2	Maisonette	4		
Total		14		
Other services to	be provided at the			
		Area		
Cleaning of all road areas daily	/foot paths & paved			
Daily cleaning of co	mmon stair cases in			
Cutting of grass in o	compound &			
disposing of the sar				
Collecting any loose	waste in the	item		
compound on daily	basis			
Cleaning of drainag	e & opening up any			
clogged ones contin				
	& gardening around			
	l side up to the edge			
of roof/drain where	applicable			
	ch roads & opening of			
drainages				
	bs in all the internal			
street lights & wall				
Carrying out garder				
plants in the compo				
Provide plant and n	naintain 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 ar	nd access gates.			
Total				

9. BAMBURI SENIOR ESTATE (NAKUMATT)

	9. BAMBURI SENIOR ESTATE (NAKUMATT)				
	wo garbage bags per w	eek per un	it & carrying aw	ay the	
	times a week	1	1 -		
No of	Type of houses	No of	Rate per unit	Cost per	
bedrooms		units	per month Kshs	month-Kshs.	
3	Bungalow	6			
Total		6			
Other service	s to be provided at the	estates			
		Area			
Cleaning of all r areas daily	road/foot paths & paved				
Daily cleaning of the blocks of fla	of common stair cases in				
Cutting of grass	in compound &				
	same continuously	•.			
Collecting any le   compound on d	oose waste in the aily basis	item			
	inage & opening up any				
clogged ones co					
Cutting of live for	ence & gardening around				
both sides .Exte	rnal side up to the edge				
of roof/drain wl	here applicable				
Cleaning of app drainages	roach roads & opening of				
	bulbs in all the internal				
_	vall lights as they occur				
Carrying out gar	rdening & tending to mpound continuously				
Provide plant a	nd maintain 10 trees				
/flowers per mo					
Supplier to provide adequate garbage					
skips within the compound for tenants					
to deposit garba					
	ron mongery installed on	Once			
	all in approved colours,	Per year			
	ls and access gates.				
Total					

#### 10. SHIMONI

	11/10111				
	wo garbage bags per w	veek per ı	ınit & carrying aw	ay the	
garbage three	e times a week				
No of	Type of houses	No of	Rate per unit per	Cost per	
bedrooms		units	month-Kshs.	month Kshs.	
1	Bungalow	9			
2	Bungalow	2			
Total		11			
Other service	Other services to be provided at the estates				
Area					
Cleaning of all r	oad/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	Item	
compound on daily basis		
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	Once	
the Perimeter wall in approved colours,	Per year	
i.e. security grills and access gates.		
Total		

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

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

#### FINANCIAI PROPOSAI

FINA	FINANCIAL PROPOSAL					
SPE	SPECIAL REQUIREMENTS					
1. Cle	eaning of concrete screed, pave	ed areas and parkin	g. To be included are the fence			
pil	lars, low-level walls and emba-	nkments, lower gro	und floor, external gate house,			
pu	mp room, machine rooms, gara	age, pavement parki	ing, covered parking, etc.			
	Description Annual Total Area To Be Cleaned					
	_	Frequency	Annually M <sup>2</sup>			
1	Offices – 6,009 m2	251	1,508,259			

SPECIAL REQUIREMENTS

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	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Offices – 6,009 m2	52	312,468

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

SPEC	SPECIAL REQUIREMENTS				
4. Stri	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	

SPEC	SPECIAL REQUIREMENTS				
5. Vac	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	

SPEC	SPECIAL REQUIREMENTS				
6. Sha	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	

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

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

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

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

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

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

SPE	SPECIAL REQUIREMENTS				
14. C	14. Cleaning and Washing of main fire exit/stair cases				
	Description	ription Annual Total Equivalent Annual			
		Frequency	Qty.		
1	Cleaning and Washing of	0.4.4	0.44		
	main fire exit/stair cases	244	244		

SPE	CIAL REQUIREMENTS				
15. P	15. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each				
	packet is to have at least 125 pap	per towels	}		
	Description	Qty.	Annual	Total Rolls To Be	
			Frequency	Provided Annually	
	Toilets				
1	15	2	251	7,530	

### SPECIAL REQUIREMENTS

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

SPECIAL REQUIREMENTS

17. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.

	Description	Qty. Per Toilet	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets	(Litres)		
1	51	0.5	251	6,400.5

SPECIAL REQUIREMENTS	
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

SPE	SPECIAL REQUIREMENTS				
19.	Painting of all iron mongery instal	lled on the	Perimeter wa	ll.	
	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		1		
	colours			Item	
SPE	CCIAL REQUIREMENTS				
20.	Installation of automatic air fresh	ener disper	nsers and prov	vision of two cans of	
fresl	freshener per month				
	Description	No Of	Annual	Total Cans To Be	
		Cans Per	Frequency	<b>Provided Annually</b>	
	No. of Cubicles	Mth			

### 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	
	TOTAL		

Summary of Financial Proposal for Forodha Mombasa.

	Technical Specification	Gross Annual Area (Sq.Mts)/Quant ity (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.	1,508,259		
2	Washing of concrete screed and paved areas. To be included is the	312,468		

	stone fence, lower ground floor,		
	external gate house, pump room,		
	machine rooms ,garage,		
	pavement parking, covered		
	parking, etc.		
3	Mopping of All	1,508,259	
	PVC/screed/terrazzo floors.	,0 , 0,	
4	Stripping and polishing all		
_	PVC/screed/terrazzo floors.	24,036	
5	Vacuum cleaning of all carpeted	-4,0,0	
3	areas (offices, waiting rooms,		
	board rooms, etc.)	182,979	
6	Shampooing of all carpeted areas	162,979	
0			
	(offices, waiting rooms, board	2.216	
	rooms, etc.)	2,916	
7	Provision of three (numbers)		
	toilet paper rolls in each closet.	76,806	
8	Washing of toilet public areas i.e.	12,801	
	toilets floors and sanitary ware,		
	mirrors and wall tiles.		
9	Shampooing of all upholstery	216	
	(waiting rooms, visitors rooms,		
	etc.)		
10	Provision and servicing of one	672	
	(numbers) sanitary bin in each	,	
	ladies toilet.		
11	on 1 1 1 1 0 1 1	4	
	walls and windows on the	<b>T</b>	
	buildings.		
12	Laundering of ceremonial flag	32	
12	and curtains.	34	
13		_	
13		5	
1.4	ceremonial flag.	0.4.4	
14	Cleaning and Washing of main	244	
	fire exit/stair cases.		
15	Provision of two (numbers)		
	packets paper towel dispensers in	7,530	
	each Toilet. Each packet is to have	7,00	
	at least 125 paper towels.		
16	Cleaning and Washing of all		
	Drains and Manholes ,sweeping		
	externally and tending to plants,	Item	
	grass & flowers including cutting,		
	pruning, weeding upto 1 meter		
	outside the fence		
17	Installation of hand liquid		
	dispenser and provision of 1/2	6 400 =	
	litre liquid soap in each toilet	6,400.5	
	cubicle.		
18	Installation of automatic air		
	freshener dispensers and		
	provision of two cans of	<b>720</b>	
	freshener per month		
	iredictici per monui		

19	Garbage handling	Item	
2	Painting of all iron mongery	Item	
О	installed on the Perimeter wall	10111	
21	Dusting of all office furniture		
	including desks, telephone		
	headsets, computer monitors,	T4	
	keyboards, CPUs, printers, fax	Item	
	machines etc, and all window		
	sills and low level partitions.		
	<b>Total Annual Cost of</b>		
	Cleaning Activities		
	Add Value Added Tax @ 16%		
	<b>Total Annual Contract Cost</b>		

#### 2. KESRA MOMBASA

#### FINANCIAL PROPOSAL

#### SPECIAL REQUIREMENTS

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	<b>Annual Frequency</b>	
1	Offices, canteen, dining hall,	0.51	Item
	and upper hostels (50 rooms).	251	
	TOTAL		

#### **SPECIAL REQUIREMENTS**

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	
1	Offices, canteen, dining hall, hostels	52	Item
	TOTAL		

SPECIA	SPECIAL REQUIREMENTS				
3. Moppi	ing of All PVC/screed/terraz	zo floors.			
Description Annual Frequency Area M <sup>2</sup> Total Area Total					
1	Offices, canteen, dining hall, and upper hostels (50 rooms) hostels	251	4,542	1,140,042	

SPE	SPECIAL REQUIREMENTS				
4. St	ripping and polishing all P	VC/screed/terrazzo	ofloors		
	Description Annual Area M <sup>2</sup> Total Area To Be				
	(Floor)	Frequency		Cleaned Annually M <sup>2</sup>	
1	Offices, canteen, dining				
	hall, and upper hostels	104	4,542	454,200	
	(50 rooms) hostels		.,.	10 17	

SPE	SPECIAL REQUIREMENTS				
<b>5.</b> Va	5. Vacuum cleaning of all carpeted areas				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	251	58	14,558	

SPE	SPECIAL REQUIREMENTS				
6. Sł	nampooing of all carpete	d areas			
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually	
1	Offices			M <sup>2</sup>	
		4	58	232	
SPECIAL REQUIREMENTS					
7. Pr	ovision of three (numbe	rs) toilet paper rolls in	each closet		

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

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

	Description (Toilets)	Annual Frequency	Area M²	Total No Of Times To Be Cleaned Annually
1	100	502	-	50,200

SPE	SPECIAL REQUIREMENTS					
9. Sh	9. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					
	Description	Annual	Number Of	Total Equivalent		
		Frequency	Units	Annual Qty.		
1	Offices	4	4	16		

SPE	SPECIAL REQUIREMENTS				
10. F	10. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per	Annual Frequency	Total Bins To Be	
		Toilet		Provided Annually	
	No. Of Toilets				
1	38	1	48	1824	

SPI	SPECIAL REQUIREMENTS				
11. (	11. Cleaning and Washing of external walls and windows.				
	DESCRIPTION	ANNUAL	FREQUENCY		
1	All external walls & windows		4		

SPE	SPECIAL REQUIREMENTS					
12. L	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		

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

SPE	SPECIAL REQUIREMENTS				
14. C	4. Cleaning and Washing of main fire exit/stair cases				
	Description	<b>Annual Frequency</b>	Total Equivalent Annual Qty.		
-1	Cleaning and Washing of main				

#### 

SPE	SPECIAL REQUIREMENTS					
16. C	16. Cleaning and Washing of all Drains and Manholes ,sweeping externally and					
tendi	ing to plants , grass & flowers including	g cutting, prun	ing, weeding upto 1 meter			
outsi	de the fence					
	Description	Annual	Total Equivalent Annual			
		Frequency	Qty.			
1	Cleaning and Washing of all Drains					
	and Manholes, sweeping externally					
	and tending to plants, grass &	0=4	:40			
	flowers including cutting, pruning,	251	item			
	weeding upto 1 meter outside the					
	fence					

SPE	SPECIAL REQUIREMENTS						
17. In	17. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each						
toilet	cubicle.						
	Description	Qty. Per	<b>Annual Frequency</b>	Total Litres To Be			
		Cubicle		Provided Annually			
	No. of Office	(Litres)					
	toilets						
1	20	0.5	251	2,510			

SP	ECIAL REQUIREMENTS		
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	156	
	site.		item
3	Cleaning and Washing of Garbage room on ground floor.	156	item

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

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

SPE	CIAL REQUIREMENTS		
	usting of all office furniture includin		
	tors, keyboards, CPUs, printers, fax	machines etc, and all v	window sills and low
level	partitions.		
	Description	<b>Annual Frequency</b>	
1	Offices, canteen, dining hall,		
	and upper hostels (50		
	rooms).	251	
	TOTAL		

### BAMBURI JUNIOR QUARTERS (PART OF KESRA)

		per	week po	er unit & carrying a	way the
	times a week				
No of	Type of	No o	of units	Rate per unit	Cost per
bedrooms	houses			per month Kshs.	month-shs.
2	Flat		18		
Total			18		
Other service	s to be provided	at tl	ne		
estates					
			Area		
Cleaning intern	al rooms, 1 toilet ar	nd 1	18unit		
shower and mal	king beds.		S		
	road/foot paths &				
paved areas dai	•				
	of common stair cas	ses			
in the blocks of					
	in compound &				
	same continuously	y			
_ ·	oose waste in the		item		
compound on d					
	inage & opening up	)			
any clogged one					
	ence & gardening				
around both sides .External side up to					
the edge of roof/drain where					
applicable	1 1 0				
Cleaning of app					
opening of drain					
Replacement of					
	ights & wall lights a	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	Once	
installed on the Perimeter wall in	Per	
approved colours, i.e. security grills	year	
and access gates.		
Total per month		
Total per annum x 12		
Total		

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

(MIO	mbasa)		T = 1	1
	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	ITEM		
	the stone fence, lower ground floor, external gate house, pump			
	room, machine rooms ,garage, pavement parking, covered			
	parking, etc.			
2	Washing of concrete screed and paved areas. To be included is	ITEM		
	the 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.	1,140,042		
4	Stripping and polishing all PVC/screed/terrazzo floors.	454,200		
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	14,558		
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	232		
7	Provision of three (numbers) toilet paper rolls in each closet.	75,300		
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	50,200		
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	16		
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	912		
11	Cleaning and Washing of external walls and windows on the buildings.	4		
12	Laundering of ceremonial flag and curtains.	32		
13	Mounting and removing of ceremonial flag.	40		
14	Cleaning and Washing of main fire exit/stair cases.	244		
15	Provision of TWO (numbers)	13,554		
	packets paper towel dispensers in each office toilet. Each packet is to have at least 125 paper			
	towels.			

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	251	
17	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	2,510	
18	Garbage Handling	156	
19	Painting of all iron mongery installed on the Perimeter wall	Once	
20	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	960	
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.	251	
	<b>Total Annual Cost of</b>		
	Cleaning Activities		
	Add Value Added Tax @		
	16%		
	<b>Total Annual Contract Cost</b>		

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

### FINANCIAL PROPOSAL

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

SPECIAL REQUIREMENTS					
2. Strip	2. Stripping and polishing all PVC/screed/terrazzo floors				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	4	2,986	11,944	

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

SPE	SPECIAL REQUIREMENTS				
	4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall				
tiles.					
	Description (Toilets)  Annual Frequency Area M² Cleaned Annually M²				
1	26	502	1	13,052	

SPECIAL REQUIREMENTS					
5. Shamp	5. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	Description	Annual Frequency			
1	All seats	1			

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

SPE	SPECIAL REQUIREMENTS				
7. La	aundering of ceremonial flag and cur	tains			
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	
1	Ceremonial flag	4	150	600	

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

SPECIAL REQUIREMENTS			
9.Cle	aning and Washing of main fire exit/st	air cases	
	Description	Annual Frequency	Total Equivalent Annual Qty.
1	Main stair case/fire exit	244	244

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

SI	SPECIAL REQUIREMENTS					
11.	11.Installation of automatic air freshener dispensers and provision of two cans of					
fre	eshener per mo	nth	_	_		
	Description	Qty. Per	Annual	Total Cans To Be Provided		
	Cubicle Frequency Annually					
	Total					
1	14	6	24	2,016		

SPE	SPECIAL REQUIREMENTS					
12. II	12. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each					
toilet	cubicle.					
	Description Qty. Per Annual Total Litres To B					
		Cubicle	Frequency	Provided Annually		
	No. of toilet cubicles (Litres)					
1	14	1/2	251	1,757		

SPE	SPECIAL REQUIREMENTS					
13.G	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			

SPE	SPECIAL REQUIREMENTS				
14. P	14. Painting of all iron mongery installed on the Perimeter wall.				
	Description Annual Total Equivalent Annual				
		Frequency	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

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 (Floor)	Annual	Total Equivalent Annual
		Frequency	Qty.
1	Offices	251	

#### SPECIAL REQUIREMENTS

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.

	Description (Floor)	Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>	Total Annual Cost Kshs
1	Open yard	251	1,490	373,990

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

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

	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.  Garbage Handling  Painting of all iron mongery	2016 Item	
14	installed on the Perimeter wall	Item	
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.  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.	251 373,990	
	<b>Total Annual Cost of</b>		
	Cleaning Activities		
	Add Value Added Tax @ 16%		
	Total Annual Contract Cost		
	Total Allitual Contract Cost		

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

### FINANCIAL PROPOSAL

SPE	SPECIAL REQUIREMENTS					
1. Cle	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	325.28	81,637.75		

SPEC	SPECIAL REQUIREMENTS				
2. Stri	2. Stripping and polishing all PVC/screed/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY	
	m <sup>2</sup>				
1	Offices	4	325.28	1,301.12	

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

SPE	SPECIAL REQUIREMENTS						
4. Wa	4. 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 (Toilets) Cleaned Annually M <sup>2</sup>						
1	2	502	1	1004			

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

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

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

SPECIAL REQUIREMENTS						
8.Mc	8.Mounting and removing of ceremonial flag					
	Description Annual Frequency Flag/Curtain (Kg) Fotal Flag/Curtain Annual Qty.					
1	Ceremonial flag	5	1	5		

SPECIAL REQUIREMENTS					
9 Cle	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		

SPEC	SPECIAL REQUIREMENTS					
	10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each					
p	acket is to have at lea	st 125 pape	r towels			
	Description Qty. Annual Frequency Total Rolls To Be No. Of Toilets Provided Annually					
1	2	2	251	1004		

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

SPECIAL REQUIREMENTS						
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			

SPECIAL REQUIREMENTS							
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.	81,637.75		
2	Stripping and polishing all PVC/terrazzo floors	1,301.12		
3	Provision of two (numbers) toilet paper rolls in each closet	1,004		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	1,004		
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24		
7	Laundering of ceremonial flag and curtains	120		
8	Mounting and removing of ceremonial flag	5		
9	Cleaning and Washing of main fire exit/stair cases	244		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1,004		
11	Provision of ½ litre liquid toilet soap in each closet.	502		
12	Garbage Handling	item		
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.	Item		
	<b>Total Annual Cost of</b>			
	Cleaning Activities			
	Add Value Added Tax @ 16%			
	Total Annual Contract Cost			

# 5. CUSTOMS OLD PORT MOMBASA

## FINANCIAL PROPOSAL

SP	SPECIAL REQUIREMENTS					
1. C	1. Cleaning of all screed/PVC/terrazzo floors.					
	Description	, ,				
	Offices	251	60	15,060		

SPE	SPECIAL REQUIREMENTS					
2. St1	2. Stripping and polishing all PVC/screed/terrazzo floors					
	Description (Floor)	Description Annual Area M <sup>2</sup> Total Area To Be Cleane				
1	Offices	4	60	240		

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

SPEC	SPECIAL REQUIREMENTS				
4. Wa	4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall				
tiles.					
	Description	Annual	Area M²	Total Area To Be	
	(Toilets) Frequency Cleaned Annually				
				M <sup>2</sup>	
1	2	502	-	1,004	

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

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

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

SPE	SPECIAL REQUIREMENTS				
8. M	8. Mounting and removing of ceremonial flag				
	DESCRIPTION  Annual Frequency Flag/Curtain (Kg) Annual Oty.				
1	Ceremonial flag	5	1	5	

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

SP	SPECIAL REQUIREMENTS				
10.	10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each				
	packet is to have a		.25 paper towels		
	DESCRIPTION	Qty.	ANNUAL	TOTAL rolls to be	
	No. of toilets FREQUENCY provided annually				
1	2	2	251	1004	

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

SPEC	SPECIAL REQUIREMENTS					
12. Ga	rbage Handling					
	Description	Annual	Total Equivalent Annual			
		Frequency	Qty.			
1	Removal of all wet and dry waste from offices to Garbage	251				
	bin.		Item			

# SPECIAL REQUIREMENTS

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	Annual Frequency	
Offices	251	

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

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

3	Provision of two (numbers) toilet paper	1004	
	rolls in each closet	1004	
4	Washing of toilet public areas i.e.		
	toilets floors and sanitary ware, mirrors	1,004	
	and wall tiles.		
5	Shampooing of all upholstery (waiting	4	
	rooms, visitors rooms, etc.)	<b></b>	
6	Provision and servicing of one		
	(numbers) sanitary bin in each ladies	<b>24</b>	
	toilet		
7	Cleaning and Washing of external	ITEM	
	windows		
8	Laundering of ceremonial flag and	40	
	curtains	——————————————————————————————————————	
9	Mounting and removing of ceremonial	5	
	flag		
10	Cleaning and Washing of main fire	<b>244</b>	
	exit/stair cases	• •	
11	Provision of two (numbers) packets		
	paper towel dispensers in each Toilet.	1,004	
	Each packet is to have at least 125 paper	· -	
10	towels Provision of ½ litre liquid toilet soap in		
12	each closet.	251	
10		_	
13	Removal of all wet and dry waste from	251	
1.4	offices to Garbage room.	<del>-</del>	
14	Dusting of all office furniture including desks, telephone headsets,		
	computer monitors, keyboards, CPUs,	Item	
	printers, fax machines etc, and all	100111	
	window sills and low level partitions.		
	Total Annual Cost of Cleaning		
	Activities		
	Add Value Added Tax @ 16%		
	Tida value fluded 14/1 @ 10/0		
	<b>Total Annual Contract Cost</b>		

# **MALINDI MAIN OFFICES**

# FINANCIAL PROPOSAL

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

SPEC	SPECIAL REQUIREMENTS					
2. Str	ipping and polishing	all screed/PVC/te	rrazzo floors			
	Description	Annual	Area M <sup>2</sup>	Total Area To Be		
		Frequency		Cleaned Annually M <sup>2</sup>		
1	Offices	4	641	2,564		

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

SPEC	SPECIAL REQUIREMENTS						
4. Wa	4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall						
tiles.			-				
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>			
1	6	251	6	9,036			

SPE	SPECIAL REQUIREMENTS					
5 Pro	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		3	1	52	156	
	TOTAL				156	

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

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

SPE	SPECIAL REQUIREMENTS				
8. Cl	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		

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

SPECI	SPECIAL REQUIREMENTS					
	10. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.					
	DESCRIPTION Qty. per toilet ANNUAL TOTAL litres to (litres) FREQUENCY be provided					
	No. of toilets annually					
1	4	1/2	251	502		

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

SPEC	SPECIAL REQUIREMENTS				
12. Du	usting of all office fur	rniture including d	lesks, telephone headsets, computer		
			chines etc, and all window sills and low		
	partitions.				
	Description	Annual	Qty		
	(Floor) Frequency				
	Offices	251	Item		

SPEC	SPECIAL REQUIREMENTS				
13. Ap	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	4		
3	(waiting rooms, visitors rooms,	4		
	etc.)			
6	Provision and servicing of one			
	(numbers) sanitary bin in each	156		
	ladies toilet			
7	Cleaning and Washing of external	Item		
	windows			
8	Laundering of ceremonial flag	320		
	and curtains	320		
9	Mounting and removing of	5		
	ceremonial flag	<u> </u>		
10	Cleaning and Washing of main	251		
	fire exit/stair cases			
11	Provision of one (numbers)			
	packets paper towel dispensers in	1,004		
	each Toilet. Each packet is to have			
12	at least 125 paper towels Installation of hand liquid			
12	dispenser and provision of ½			
	litre liquid soap in each toilet	502		
	cubicle.			
13	Applying urinal moth balls to all			
	urinals	416		
14	Removal of all wet and dry waste			
	from offices to an approved	Item		
	Garbage dumping site.			
15	Dusting of all office furniture			
	including desks, telephone			
	headsets, computer monitors,	Item		
	keyboards, CPUs, printers, fax			
	machines etc, and all window sills			
-	and low level partitions.			
	Total Annual Cost of			
	Cleaning Activities Add Value Added Tax @ 16%			
	Total Annual Contract Cost			
	Total Allinai Colli act Cost			
1			1	

### MALINDI AIRPORT FINANCIAL PROPOSAL

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

SPEC	SPECIAL REQUIREMENTS				
2. Stri	pping and polishing a	all screed/PVC/terrazzo flo	ors		
	Description (Floor)  Annual Frequency Area M <sup>2</sup> Total Area To B Cleaned Annually M <sup>2</sup>				
1	Offices	4	5	20	

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

	SPECIAL REQUIREMENTS  4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles				
thes.	DESCRIPTION (Toilets)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>	
1	2	502	-	1,004	

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

SPE	SPECIAL REQUIREMENTS					
6 Pro	6 Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	DE	SCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be	
1	Toilets	No. of toilets			provided annually	
		1	1	24	24	

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

SPE	SPECIAL REQUIREMENTS						
8. Mc	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			
SPE	CIAL REQUIREMENTS	6					
9.Cle	eaning and Washing of ma	in fire exit/stair cas	es				
	Description	Annual Frequency	_	alent Annual ety.			
1	Main stair case/fire exit	244	2	44			

#### 

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

SPEC	SPECIAL REQUIREMENTS					
12.Ga	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			

SPEC	SPECIAL REQUIREMENTS				
13. Cl	13. Cleaning of roof gutters and drain pipes in houses and offices				
	Description	Annual	Area	Total Area To Be	
	Roof Gutters/Drain Pipes	Frequency	$\mathbf{M}^{2}$	Cleaned AnnuallyM <sup>2</sup>	
1	Offices/houses	4		Item	

SPEC	SPECIAL REQUIREMENTS					
monit	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	ANNUAL	Total Area To Be Cleaned AnnuallyM²			
		FREQUENCY	7 Tilliuuliy 171			

**Summary of Financial Proposal- Malindi Airport** 

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

5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24	
6	Cleaning and Washing of external windows	Item	
7	Laundering of ceremonial flag and curtains	80	
8	Mounting and removing of ceremonial flag	5	
9	Cleaning and Washing of main fire exit/stair cases	244	
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	502	
11	Provision of ½ litre liquid toilet soap in each closet.	502	
12	Removal of all wet and dry waste from offices to Garbage room.	251	
13	Cleaning of roof gutters and drain pipes in houses and offices	Item	
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.	251	
	Total Annual Cost of Cleaning Activities		
	Add Value Added Tax @ 16%  Total Annual Contract Cost		

### **LUNGA LUNGA OSBP STATION** FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS

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

	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	27	360	738	256,680

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

SPEC	SPECIAL REQUIREMENTS						
3. Pro	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	3	360	29,160			

	SPECIAL REQUIREMENTS				
4. Prov	rision and servicing of on	ie (no.) sanitary	bin in each ladies toil	let	
	DESCRIPTION (No. of toilets)	Bins per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually	
1	4	1	48	192	

SPE	SPECIAL REQUIREMENTS					
5. Pr	5. Provision of one packet paper towel dispensers in each Toilet and one waste paper					
bin.	Each packet is to have at	least 125 pap	er towels			
	DESCRIPTION Qty. ANNUAL TOTAL PKTS to					
		FREQUENCY be provided				
	Toilets annually					
1		1	360	3,960		
	11	1	300	3,900		

SP	SPECIAL REQUIREMENTS					
6. <b>I</b>	6. <b>Installation of hand liquid soap dispenser</b> & provision of ½ litre liquid toilet					
soa	<u>p in each closet.</u>					
	DESCRIPTION (floor)	Qty. per toile (litres)	et ANNU FREQU		TOTAL litres to be provided	
	No. of toilets				annually	
1						
	11	0.5	360	O	1,980	
SP	SPECIAL REQUIREMENTS					
7. G	arbage Handling					
	Description		Annual Frequency	Total E	quivalent Annually Qty.	
1	Removal of all wet and dry waste from offices to common garbage collection point		360		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	TOTAL area to be dusted annually
1	Office area <u>1246</u> <b>m</b> <sup>2</sup>	360	448,560

SPE	SPECIAL REQUIREMENTS					
9. A	applying urinal moth ball	s to all urinal	ls			
	Description	Qty/Week	Annual	Total Balls To Be		
			Frequency	Provided Annually		
	Urinals					
1						
	12	4	52	2,496		

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

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

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

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

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

# GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

No of bedrooms	Type of	No of	Rate per unit	Cost per
200 02 2002	house	units	per month- Kshs.	month Kshs.
3	Bungalow	16		
2	Bungalow	54		
1	Bungalow	25		
Total		95		
Other services to b	e provided at tl	ie estates		
		Area		
Cleaning of all road/f areas daily	oot paths & paved			
Daily cleaning of com the blocks of flats	mon stair cases in	1		
Cutting of grass in co disposing of the same				
Collecting any loose v compound on daily b		item		
Cleaning of drainage clogged ones continu				
Cutting of live fence & around both sides .Ex	xternal side up to			
the edge of roof/drain Cleaning of approach		2		
of drainages				
Replacement of bulbs street lights & wall lig				
Carrying out gardening plants in the compou				
Provide and plant 100	o trees per annum			
Supplier to provide a skips within the comp	1 0 0			
to deposit garbage	.1			
Total cost per mon	itn		i l	
Total Cost per year				

# Summary of Financial Proposal – <u>LUNGA-LUNGA OSBP</u> and <u>RESIDENTIAL HOUSES</u>

	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.			

	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	448,560		
3	Applying urinal moth balls to urinals	2,496		
4	Provision of THREE number toilet paper rolls in each closet	29,160		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	192		
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	3,960		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	1,980		
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.	448,560		
10	Cleaning and washing windows	ITEM		
11	Cleaning and washing of pavements and drive ways	2,414,400		
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	5,544,000		
13	Planting of new 10 Ashok trees per month and watering the same.	120		
	Total Annual Cost of Cleaning Activities			
	Servicing of Lunga Lunga staff houses (from above)			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

### TAITA TAVETA ONE STOP BORDER POST OFFICES

## FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS

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

	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	16	360	900	5,184,000

	SPECIAL REQUIREMENTS				
2. D	aily Mopping /washing of All so	creed/terrazzo, ce	ramic floors.		
	Description	Annual Frequency	Area M²	Total Area To Be Washed Annually M <sup>2</sup>	
1	Office area	360	3,000	1,080,000	

SPE	SPECIAL REQUIREMENTS					
3. Pro	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		

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

SPECIAL REQUIREMENTS						
	5. Provision of one packet paper towel dispensers in each Toilet and one waste paper					
bin. I	Each packet is to have at least 1	25 paper towels				
	Description Qty. Annual Total Pkts To Be					
	(Toilets) Frequency Provided Annually					
1	16	1	360	5760		

SPE	SPECIAL REQUIREMENTS				
6. Pr	ovision of ½ litre liquid	d 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	

	SP	ECIAL REQUIREMENTS		
7	7. C	Sarbage Handling		
		Description	Annual Frequency	Total Equivalent Annually Qty.

# 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	Total Area To Be Dusted Annually M2
1	Office area 800 m <sup>2</sup>	360	288,000

SPE	SPECIAL REQUIREMENTS				
9. A	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	

SPE	SPECIAL REQUIREMENTS				
10.	10. Cleaning and washing windows				
	Description	Annual Frequency	Total Area To Be Washed		
	Annually (M2)				
1	iTEM	52	iTEM		
		· ·			

SPE	SPECIAL REQUIREMENTS			
11. (	11. Cleaning and washing of pavements and drive ways			
	Description Annual Frequency Total Area To Be Washed			
	(Area )		Annually (M2)	
1	5,400	96	518,400	

SPE	SPECIAL REQUIREMENTS				
12. N	12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.				
	Description	Annual Frequency	Total Area To Be Maintained		
	(Area )		Annually (M2)		
1	600 m <sup>2</sup>	96	38,400		
		-	- · · •		

SPE	SPECIAL REQUIREMENTS				
13.	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

Provision of two garbage three ti	garbage bags per wee nes a week	k per unit	& carrying	away the
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		
Total		54		
Other services to	be provided at the es	tates		
		Area		
areas daily	l/foot paths & paved ommon stair cases in the			
blocks of flats				
Cutting of grass in of the same continu	compound & disposing 10usly			
Collecting any loos compound on daily	e waste in the	item		
Cleaning of drainage clogged ones contin	ge & opening up any nuously			
	e & gardening around ll side up to the edge of pplicable			
Cleaning of approa drainages	ch roads & opening of			
Replacement of bustreet lights & wall	lbs in all the internal lights as they occur			
Carrying out garde in the compound co	ning & tending to plants ontinuously			
Provide and plant 1				
Supplier to provide within the compou				
garbage <b>Total Cost per m</b>	onth			
Total Cost per ye (monthly cost x				

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

	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.	5,184,000		
2	Washing /Mopping of All screed/ceramic tiles /Terrazzo floors.	1,080,000		
3	Applying urinal moth balls to urinals	2,912		
4	Provision of toilet paper rolls in each closet	13,680		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	480		
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	5760		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	2,880		
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.	288,000		
10	Cleaning and washing windows	ITEM		
11	Cleaning and washing of pavements and driveways	518,400		
12	Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.	38,400		
13	Planting of new 10 Ashok trees per month and watering the same.	120		
	<b>Total Annual Cost of Cleaning offices</b>			
	Servicing of Taveta staff houses			
	Add Value Added Tax @ 16%			
	Total Annual Contract Cost (Offices + residential houses)			

# **SHIMONI**

# FINANCIAL PROPOSAL

SPECI	AL REQUIREMEN	Frequen	cy			
1. Cleaning of all screed/PVC/terrazzo floors.						y day
Description Annual Area Total Area To Frequency M <sup>2</sup> Be Cleaned Annually M <sup>2</sup>					Rate	Total Kshs
	Offices	251	300	75,300		

SPI	ECIAL REQUIR	Frequency	
2. S	tripping and poli	Once e	every 3 Months
	Description (Floor)	Rate	Total Kshs
1	Offices		

SP	ECIAL REQUIREMENTS	Frequency				
3. P	Provision of two (numbers) toil	Once ever	ry day			
	Description	Rate	Total Kshs			
	Total Closet Frequency To Be Provided Annually					
1	10	2	251	5020		

SPI	ECIAL REQUIREMENTS			Frequenc	<b>cy</b>
4. S	hampooing of all upholstery (wa	Once every months	y 3		
	Description	Annual Frequency		Rate	Total Kshs
1	All seats	4			

SP	ECIAL REQU		Frequency				
_	Provision and s oilet	Two times month	s every				
					Total Bins To Be Provided	Rate	Total Kshs
1	Toilets	No. Of Toilets	Annually				
		10	1	24	240		
		TOTA	240				

SF	ECIAL REQUIR		Frequency				
6.	Laundering of cere	Once	every 3 months				
	Description Annual Frequency Flag/Curtain (Kg) Annual (Qty).						Total Kshs
1	Ceremonial flag	4	10	40			
SF	ECIAL REQUIR	<b>EMENTS</b>			Fre	equen	ey
7.	Mounting and rem	oving of cerem	onial flag		One	ce ever	y 3 months
	Description	late	Total Kshs.				
1	Ceremonial flag	5	1	5			

SPI	SPECIAL REQUIREMENTS Frequency					
8. C	8. Cleaning and Washing of main fire exit/stair cases				•	
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Main stair case/fire exit	244	244			
		TOTA	L			

SPI	SPECIAL REQUIREMENTS							
9. P	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	5020				

SPI	ECIAL REQUIREMEN	Frequency				
10.	Provision of ½ litre liqui	Once every day				
	Description (Floor)	Qty. Per Toilet	Annual Frequency	Total Litres To Be	Rate	Total Kshs
	No. of toilets	(Litres)		Provided Annually		
1	10	1	251	2510		

SP	ECIAL REQUIREMENT	Frequency			
11.	Garbage Handling	3 times a	3 times a week		
	Description	Rate	Total		
		Frequency	Annual Qty.		Kshs.
1	Removal of all wet				
	and dry waste from offices to Garbage	251	item		
	room.				

SPI	SPECIAL REQUIREMENTS			Frequency		
Clea	Cleaning and Washing of external windows.			hree months		
	DESCRIPTION ANNUAL		RATE	TOTAL		
		FREQUENCY		KSHS		
1	All external windows	4				
	7					

**Summary of Financial Proposal** 

	<b>Technical Specification</b>	KShs.
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	` ' 1 1 1	
	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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

### VANGA FINANCIAL PROPOSAL

SP	ECIAL REQUIREM	Frequency				
1. (	Cleaning of all screed/	Once eve	ery day			
	Description Cement Screed	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	30	7,530		

SP	ECIAL REQUIR	Frequenc	ey			
2. Stripping and polishing all screed/PVC/terrazzo floors Once every 3 Months						3 Months
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

SP	ECIAL REQUIREMENTS	Frequency				
3. Provision of two (numbers) toilet paper rolls in each closet						y day
	Description	Qty. Per	Annual Frequency	Total Rolls To Be	Rate	Total Kshs
	Total	Closet		Provided Annually		
1	2	2	251	1004		

SPI	ECIAL REQUIREMENTS	Frequency		
4. S	hampooing of all upholstery (w	Once ever	у 3	
		months		
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All seats	N/A		

SPECIAL REQUIREMENTS Frequency
--------------------------------

_							Two times every month	
	Descr	iption	Qty. Per	Annual Frequency	Total Bins To	Rate	Total Kshs	
1	Toilets	No. of toilets	Toilet	- •	Be Provided Annually			
		N/A	N/A	N/A	N/A			
	TOTAL				<b>72</b>			

SP	ECIAL REQUIREMENT	Frequency				
6. I	aundering of ceremonial fl		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		

SP	ECIAL REQUIREMENT	Frequency				
7. N	Mounting and removing of c	Once every 3				
					months	
	Description	Annual	Weight Of	Total	Rate	Total
		Frequency	Flag/Curtain	Equivalent		Kshs.
			(Kg)	Annual Qty.		
1	Ceremonial flag	5	1	5		

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

SP	ECIAL REQUIREMENTS		Frequen	ıcy		
9. F	Provision of two (numbers) pac	Once ever	ry day			
	Toilet. Each packet is to have	at least 1	125 paper towe	els		
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

SP	SPECIAL REQUIREMENTS Frequency						
10	10. Provision of ½ litre liquid toilet soap in each toilet.  Once every day						
	Description	Qty. Per	Annual	Total	Rate	Total	
	(Floor)	Toilet	Frequency	Litres To		Kshs	
	No. of toilets	(Litres)		Be			
				Provided			
				Annually			
1	2	1	251	502			

SI	PECIAL REQUIREMEN	Freque	ncy		
11	11.Garbage Handling				a week
	Description	Annual	Total Equivalent	Rate	Total
		Frequency	Annual Qty.		Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SP	SPECIAL REQUIREMENTS			Frequency		
Cle	ning and Washing of external windows.		Once every	three months		
	Description		Annual Frequency	Rate	Total Kshs	
1	All external windows		4			
		Γ	otal			

**Summary of Financial Proposal** 

Sum	mary of Financial Proposal	
	<b>Technical Specification</b>	KShs.
1	01000-1-0	
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	Laundering of ceremonial flag and curtains	
8	0 0	
9	Cleaning and Washing of main fire exit/stair	N/A
	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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	
1		

# KIUNGA FINANCIAL PROPOSAL

SPE	SPECIAL REQUIREMENTS Frequency							
1. Cl	eaning of all scree	d/PVC/terrazzo	o floors.		Once ev	ery day		
	DESCRIPTION	ANNUAL FREQUENC Y	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>	RATE	TOTAL KSHS		
	Offices	251	300	75,300				

SP	ECIAL REQUIRE	Frequency					
2. S	2. Stripping and polishing all screed/PVC/terrazzo floors					Once every 3	
					Months		
	DESCRIPTION	ANNUAL	Area m²	TOTAL AREA TO	RATE	TOTAL	
	(Floor)	FREQUENCY		BE CLEANED		KSHS	
				ANNUALLY			
m <sup>2</sup>							
1	Offices	4	300	1200			

SP	ECIAL REQUIRE	Frequency				
3. ]	Provision of two (nu	mbers) toile	t paper rolls in ea	ch closet	Once eve	ery day
	<b>Total</b>	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS
1	4	2	251	2008		

SP	ECIAL REQUIRE	Frequency			
4.	Shampooing of all u	Once every 3			
etc	.)			months	
	DESCRIPTION	ANNUAL		RATE	TOTAL
		FREQUENCY			KSHS
1	All seats	4			

SP	SPECIAL REQUIREMENTS Fr								
5. P	Provision and s	n in each	Two tim	es every					
la	adies toilet					month			
	DESCRI	IPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL		
			per	FREQUENCY	bins to be		KSHS		
1	Toilets	No. of	toilet		provided				
	toilets								
		1	1	24	24				
		TOTA	$\Lambda L$		24				

SP	PECIAL REQUIRE	Freque	ncy			
6.						ery 3
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	months Rate	TOTAL KSHS
1	Ceremonial flag	4	10	40		

SP	SPECIAL REQUIREMENTS Frequency							
7. N	Iounting and remov	Once every 3						
					month	S		
	DESCRIPTION	ANNUAL	Weight of	TOTAL	RAT	TOTAL		
		FREQUEN	flag/curtain	equivalent	E	KSHS.		
		CY	(kg)	ANNUAL				
	(Qty).							
1	Ceremonial flag	5	1	5				
SP	SPECIAL REQUIREMENTS Frequency							
_		0 1 0			-			

SPI	PECIAL REQUIREMENTS				ey .
8. C	leaning and Washing o	f main fire exit/s	stair cases	Once every	day
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Main stair case/fire exit	244	244		
		TOTAL	ı		

SP	SPECIAL REQUIREMENTS					ıcy
9.I	D.Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels				Once eve	ry day
	DESCRIPTION No. of toilets	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS
1	Office	2	251	502		

SP	SPECIAL REQUIREMENTS					cy
10.	10. Provision of ½ litre liquid toilet soap in each toilet.				Once ever	y 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		

SF	PECIAL REQUIREME	Frequency			
11.	Garbage Handling			3 times a	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		

SPI	SPECIAL REQUIREMENTS			Frequency	
Clea	aning and Washing of external	l windows.	Once every three months		
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4		1-2	
	Total				

**Summary of Financial Proposal** 

Sum	ummary of Financial Proposal						
	<b>Technical Specification</b>	KShs.					
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						
	Total Annual Cost of Cleaning Activities						
	Add Value Added Tax @ 16%						
	Total Annual Contract Cost						

### LAMU FINANCIAL PROPOSAL

### SPECIAL REQUIREMENTS

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 M²	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once every day	251	460	115,460

SPE	SPECIAL REQUIREMENTS				
2. Mo	opping of All PVC/scree	d/terrazzo floors.			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually	
				M <sup>2</sup>	
1					
	Once every day	251	330	82,830	

SPE	SPECIAL REQUIREMENTS				
3. Va	3. Vacuum cleaning of all carpeted areas:				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
	Once every day	251		N/A	

SPE	SPECIAL REQUIREMENTS				
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	

#### **SPECIAL REQUIREMENTS**

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 M²	Total Area To Be Cleaned Annually M <sup>2</sup>
	Once every (1) days	251	330	82830

#### 

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

	SPECIAL REQUIREMENTS  8. Sweeping & cleaning building ground floor frontage					
8. Sw	/eeping & cleaning buil	aing grouna i	loor 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		

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

SPE	SPECIAL REQUIREMENTS			
	10. Installation of hand liquid soap dispenser & provision of ½ 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

SPE	SPECIAL REQUIREMENTS				
11. Pr	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	

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

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

SPE	SPECIAL REQUIREMENTS				
14 \$	Shampooing of all carpe	eted areas			
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>	
1	Once every 2 months			N/A	

SPE	SPECIAL REQUIREMENTS			
15. Sl	15. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Once every 2 months			N/A

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

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

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

SPE	SPECIAL REQUIREMENTS				
19. A	19. Annual timetable of weekly, monthly, and quarterly activities				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1				N/A	

SPE	SPECIAL REQUIREMENTS						
20. N	20. Mounting and removing of ceremonial flag						
	Description	Annual Frequency	Weight (1 Kg)	Total Equivalent Annual Quantity			
1	Ceremonial flag	5	1	5			

Summary of Financial Proposal – Lamu Forodha office

Sull	<u> 1 mary of Financial Proposal – I</u>					
	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs		
1	Cleaning of concrete screed and paved areas. To be included are	115,460				
	the fence pillars, low-level walls					
	embankments, lower ground					
	floor, external gate house, pump					
	room, machine rooms ,garage,					
	pavement parking, covered					
	parking, etc					
2	Mopping of All	82,830				
	PVC/screed/terrazzo floors	37/4				
3	Vacuum cleaning of all carpeted	N/A				
	areas					
4	Cleaning and Washing of main	52				
_	fire exit/stair cases	0-0				
5	Dusting of all office furniture including desks, telephone	82830				
	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					
6	Provision of two (numbers)	3012				
	packets paper towel dispensers					
	in each Toilet. Each packet is to					
	have at least 125 paper towels					
7	Collection and ferrying of	52				
	Garbage away from the					
	building/s to an authorised					
	Council dumping site.					
8	Sweeping & cleaning building	65,260				
0	ground floor frontage  Provision of two number toilet	3012				
9	paper rolls in each closet	3012				
	paper rons in each closet					
10	Installation of hand liquid soap	125				
	dispenser & provision of ½ litre	U				
	liquid soap in each toilet cubicle					
11	Provision and servicing of one	36				
	(numbers) sanitary bin in each					
	ladies toilet					
12	Cleaning and washing of roof and	Item				
	storm drains and manholes					
13	Stripping and polishing all	1,320				
	PVC/screed/terrazzo floors					

	Technical Specification	Gross Annual Area (M²)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
14	Shampooing of all carpeted areas	N/A		
15	Shampooing of all upholstery	N/A		
	(waiting rooms, visitors rooms,			
	etc.)			
16	Cleaning and Washing of	52		
	external walls and windows			
17	Laundering of ceremonial flag	4		
	and curtains			
18	Washing of toilets and toilet	5,271		
	public areas i.e. toilets floors and			
	sanitary ware, mirrors and wall			
	tiles			
19	Annual timetable of weekly,	n/a		
	monthly, and quarterly activities			
20	Mounting and removing of	5		
	ceremonial flag			
	<b>Total Annual Cost of</b>			
	Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# NGOMENI CONTAINER OFFICE FINANCIAL PROPOSAL

SP	PECIAL REQUIREMEN	Freque	ncy			
1. (	Cleaning and mopping of f	Twice ev	ery day			
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Office	251	14	3,514		

SPI	ECIAL REQUIREMENTS	F	requen	cy	
2. 0	2. Garbage Handling				
	Description	Annual Frequency	Total Equivalent Annual (Qty).	Rate	Total Kshs.
1	Removal of all wet and dry waste from office to Garbage collection point	251	Item		

SPECIAL REQUIRE	Frequency		
3. Dusting of all office the headsets, computer more machines etc, and all w	Daily		
Description (Floor)	Annual Frequency	Rate	Total Kshs
Office	251		

SPI	SPECIAL REQUIREMENTS			Frequency		
Clea	Cleaning and Washing of external windows.			hree months		
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS		
1	All external windows	4				
	T					

# **NGOMENI OFFICE**

**Summary of Financial Proposal** 

Sui	nmary of Financial Proposal	
	<b>Technical Specification</b>	KShs.
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</b>	
	Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

# DIANI /UKUNDA OFFICE FINANCIAL PROPOSAL

SPE	CIAL REQUIRE	Freque	ncy			
1. Cle	eaning of all scree	d/PVC/terrazzo	o floors.		Once eve	ry day
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	186	46,686		

SPI	ECIAL REQUIE	Frequenc	$\mathbf{y}$			
2. Stripping and polishing all screed/PVC/terrazzo floors						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	186	744		

SP	SPECIAL REQUIREMENTS Frequency							
3. F	Provision of two	Once every day						
clos	set							
	Description	Qty. Per	Annual	Total Rolls	Rate	Total		
		Closet	Frequency	To Be		Kshs		
	Total			Provided				
				Annually				
1	4	2	251	2008				

SPI	SPECIAL REQUIREMENTS						ncy
_	5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					Two times every month	
	Desc	ription	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided	Rate	Total Kshs
1	Toile ts	No. of toilets			Annually		
		1	1	24	24		
		,	TOTAL		24		

S	PECIAL REQUIR		Frequer	ıcy			
6.	Laundering of cere	ering of ceremonial flag and curtains			ry 3 months		
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Rate Total Equivalent Annual Qty.			
1	Ceremonial flag	4	10	40			

SPECIAL REQUIREMENTS					Freq	uency	
7. Mounting and removing of ceremonial flag				Once	every 3 mo	onths	
	DESCRIP TION	ANNUAL FREQUEN CY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.		RATE	TOTAL KSHS.
1	Ceremon ial flag	5	1				

SPE	ECIAL REQUIREME	Frequency			
8. C	leaning and Washing o	Once every d	lay		
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.	RATE	TOTAL KSHS.
1	Main stair case/fire exit	244	244		
		TOTAL			

SP	ECIAL REQUII	Freque	ency					
9.I	9.Provision of two (numbers) packets paper towel dispensers in Once every day							
	each Toilet. Eac							
	DESCRIPTION No. of toilets	Qty.	ANNUAL FREQUENCY	TOTAL rolls to be provided annually	RATE	TOTAL KSHS		
1	Office	2	251	502				

SP	ECIAL REQUIREM	Freque	ncy			
10.	Provision of 1/2 litre l	iquid toilet	soap in each to	ilet.	Once ev	ery day
	DESCRIPTION (floor)		ANNUAL FREQUENCY	TOTAL litres to be	RATE	TOTAL KSHS

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

SP	ECIAL REQUIREMENT	S				Frequ	equency	
11. (	11. Garbage Handling					3 times	a week	
	Description		annual equency	Total Equivalent Annual Qty.		Rate	Total Kshs.	
	Removal of all wet and dry waste from offices to Garbage room.		251	Iten	n			
SP	ECIAL REQUIREMENT	S			Frec	uency	1	
Clea	aning and Washing of exte	rnal w	indows.		Once	every three months		
	Description		Annual Fr	equency	R	ate	Total Kshs	
1	All external windows		4					

Summary of Financial Proposal for Diani/ Ukunda Offices

	Technical Specification	KShs.
1		TESTIS:
2	- 1 1 1 1 1 1 7	
3	Provision of two (numbers) toilet paper rolls in	
3	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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

## **KILIFI OFFICES**

## FINANCIAL PROPOSAL

SPEC	SPECIAL REQUIREMENTS							
1. Clea	1. Cleaning of all screed/PVC/terrazzo floors.							
	Description Cement Screed	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs		
	Offices							

SPECIA	SPECIAL REQUIREMENTS								
2. Strippi	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	Rate	Total			
	(Floor)			Cleaned		Kshs			
				Annually M <sup>2</sup>					
1	Offices	4	N/A	N/A					

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

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

SPE	CIAL REQUIR	<b>EMENTS</b>	Frequency				
_	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					

SP	ECIAL R	EQUIREMEN		Frequen	ıcy		
6.F	Provision a	Two times	s every				
la	adies toile	t				month	
1	Description Qty. Annual Total Bins Total Per Frequency Provide Annual Annual					Rate	Total Kshs
1	Toilets No. of Toilet Annually toilets						
		1					
		TOT					

SP	ECIAL REQUIREM		Frequen	cy		
7. I	aundering of ceremon	Once ever	y 3 months			
	Description	Annual Frequenc y	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

SP	ECIAL REQUIRE	Freque	ency			
8.	Mounting and remo	5 times	per year			
	Description	Rate	Total Kshs.			
1	Ceremonial flag	5	1	5		

SPEC	IAL REQUIREM	IENTS		Freque	ncy
9.Cle	aning and Washing	Once eve	ery day		
	Description	Annual Frequenc	y Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Main stair case/fire exit	244	N/A		
		TO	TAL		
SPEC	IAL REQUIREM	IENTS			Frequency
o. Pr	ovision of two (nu	nbers) packets p	paper towel dispens	ers in each	Once every day
T	oilet. Each packet	is to have at leas	t 125 paper towels		
	Description No. Of Toilets	~ · · ·	nual Total Roll uency Be Provi Annual	ded	re Total Kshs
		<del> </del>	251 2008		

SPE	SPECIAL REQUIREMENTS Frequency							
11. F	Provision of 1/2 litre li	Once eve	ery day					
	Description (Floor) No. of toilets	Rate	Total Kshs					
1	4	1004						

SPI	SPECIAL REQUIREMENTS Frequency								
12. (	Garbage Handling		3 times a w	veek					
	DESCRIPTION	ANNUAL	TOTAL equivalent	RATE	TOTAL				
		FREQUENCY	ANNUAL Qty.		KSHS.				
1	Removal of all wet and dry waste from offices to Garbage room.	251	Item						

SPECIAL I	REQUIREMENT	Frequenc	y		
		s, telephone headsets,	Once every	two days	
			fax machines etc, and		
all windows	sills and low level	partitions.			
De	escription	Annual	Total Equivalent	Rate	Total
		Frequency	Annual Qty.		Kshs
Offices		Item			

SP	ECIAL REQUIREMENTS				
Cle	eaning and Washing of externa	Once every t	hree months		
	DESCRIPTION		ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows		4		
		Total			

**Summary of Financial Proposal for Kilifi Office** 

	Summary of Financial Proposal for Killi Office						
	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						
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	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 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>						
	Add Value Added Tax @ 16%						
	Total Annual Contract Cost						

### VOI FINANCIAL PROPOSAL

	E I III								
SPECIAL REQUIREMENTS Frequency									
1. Cleaning of all screed/PVC/terrazzo floors. Once every day									
Description Annual Area Total Area To I Cleaned Annual M <sup>2</sup> Cleaned Annual				Rate	Total Kshs				
Offices	251	280	70,280						

SPECIA	L REQUIREM	Freque	Frequency				
2. Stripp	2. Stripping and polishing all screed/PVC/terrazzo floors						ery 3 Months
	Description Annual Are Total Area To Be (Floor) Frequency a M <sup>2</sup> Cleaned Annually(M <sup>2</sup> )				Rate	Total Kshs	
1	Offices	4	280		1120		
SPECIA	SPECIAL REQUIREMENTS Frequence						
3. Provis	ion of two (numb	ers) toilet pape	er rolls	in each closet	Once	every day	7

	Description	Qty. Per Closet	Annual Frequency	Total Rolls To	Rate	Total Kshs
	Total			Be Provided Annually		
1	4	2	251	2008		

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

SPECIA	SPECIAL REQUIREMENTS Frequency					
5. Shamp	5. Shampooing of all upholstery (waiting rooms, visitors rooms, Once every 3 months					
etc.)						
	DESCRIPTION	ANNUAL	RATE	TOTAL		
			KSHS			
1	All seats	4				

SPECIA	L REQU	IREMENT		Frequ	iency		
6. Provi ladies	sion and so toilet	Two ti	mes every				
		ription	Qty. Per Annual Frequency		Total Bins To	Rate	Total Kshs
1	Toilets	No. of toilets			Be Provided Annually		
	2 1 24 4						
		7	TOTAL		48		

SPECIA	AL REQUIREM	Freque	ncy			
7. Laund	lering of ceremor	Once eve months	ery 3			
	Description Annual Weight Of Total Frequency Flag/Curtain Equivalent (Kg) Annual Qty.					Total Kshs
1	Ceremonial flag					

SPECIA	L REQUIREM	Frequency				
8. Moun	ting and removin	5 times	s per year			
	Description Annual Weight Of Total Frequency Flag/Curtain Equivalent (Kg) Annual Qty.					Total Kshs.
1	Ceremonial flag	5	1	5		

SP	ECIAL REQUIREM	y			
9. (	Cleaning and Washing	Once every	day		
	DESCRIPTION	RATE	TOTAL		
		FREQUENY	ANNUAL Qty.		KSHS.
1	Main stair case/fire exit				
		TOT	A L		

SPECIA	SPECIAL REQUIREMENTS							
10. Prov	Once e	every day						
	Description No. Of Toilets  Output  Ou							
1	4	2	251	2008				

Sl	PECIAL REQUIR	Freq	uency			
11	11. Provision of ½ litre liquid toilet soap in each toilet.					every day
	Description (Floor) No. of toilets	scription Qty. Per Annual Total Litres (Floor) Toilet Frequency To Be				Total Kshs
1	4	1				

SPE	SPECIAL REQUIREMENTS				y
12.0	Sarbage Handling			3 times a w	reek
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	156	item		

SPECIAL REQU	IREMENTS	Frequer	ncy	
13. Dusting of all of headsets, computer machines etc, and	r monitors, keybo	Once eve	ry two days	
Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs
Offices	156			

SPI	ECIAL REQUIREMENTS	Frequency		
Clea	aning and Washing of externa	Once every three months		
	Description	Annual Frequency	Rate	Total Kshs
1	All external windows			

**Summary of Financial Proposal for VOI** 

	Technical Specification	KShs.
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 1/2 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>	
	Add Value Added Tax @ 16%	
	Total Annual Contract Cost	

## GRAND SUMMARY COLLECTION FOR LOT -2 (SOUTHERN REGION)

## **LIST OF STATIONS TO BE CLEANED (MANDATORY)**

#### **GRAND SUMMARY**

No.	Stations	Description	Total contract Kshs.	Annual cost
Lot 2- Sou	thern Region (Offices)			
1.	FORODHA MOMBASA, PPO, RAILWAY	Offices		
2.	KESRA MOMBASA INSTITUTE & HOSTELS, DOG KENNELS	Offices		
3.	AND 30 ACRE COMPOUND  KILINDINI  I. OFFICES  II. WAREHOUSE I	Offices		
	III. SCANNER MOMBASA  a. MARINE OFFICES/MAST b. FIXED SCANNER c. MOBILE SCANNER			
4.	KAPENGURIA I AIRPORT MOMBASA & MOI AIRPORT SCANNER MOBILE SCANNER AT MCT L1	Offices		
_	JOMVU MOBILE SCANNER AT CONSOL BASE	Office		
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		
	SUB TOTAL			
Lot -2So Estates)	outhern Region (Mombasa	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	
	SUB TOTAL	
TOTAL PE	R MONTH	
TOTAL PE	R ANNUM x 12	
10171212	K/MVIVOWI X 12	
Add 16 % V	/AT	
GRAND TO	OTAL FOR LOT -2	
(To be car	ried to Form of Tender)	

# LOT 3 – CENTRAL REGION

## 1. NYERI

	Technical Specification			
	SPECIAL REQUIREMENTS	Frequency		
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls	Once every day		
	,embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement			
_	parking, covered parking, etc.			
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			
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

	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 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

	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
1	Provision and servicing of one (numbers) sanitary bin in	Once every week
0	each ladies toilet	
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

#### **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
<i>Stamp</i>	Date	

#### **LOT 4 - NORTH RIFT REGION**

#### 1. ELDORET MAIN OFFICE - KIPTAGICH HOUSE

**Schedule of Cleaning Activities** 

	To be a second 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	Once every day		
	plants, grass & flowers including cutting, pruning,			
	weeding upto 1 meter outside the fence etc.			
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	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		
23	Installation of automatic air freshener dispensers and	Two cans monthly		
	provision of two cans of freshener per month			

## 2. ELDORET – AIRPORT OFFICE & SCANNER

	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 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. ELDORET – K.P.C OFFICE

**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 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

## 4. LODWAR

	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	Laundering 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** 

	<b>Technical Specification</b>	
	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	Once every two (2)
	headsets, computer monitors, keyboards, CPUs, printers, Fax	days
	machines etc, and all window sills and low level partitions.	
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	Thrice weekly
	collection point.	
7	Washing of toilet public areas i.e. toilets floors and sanitary	Twice every day
	ware, mirrors and wall tiles.	
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	Laundering of ceremonial flag and curtains	Once every 3
	NG 1: 1 : C : 10	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	
	Technical Specification	T
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included	Once every day
	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.	
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	Twice every day
	ware, mirrors and wall tiles.	
5	Provision of two (numbers) packets paper towel dispensers	Once every day
	in each Toilet. Each packet is to have at least 125 paper	
	towels	
6	Removal of all wet and dry waste from offices to Garbage	Thrice weekly
	room.	
7	Collection and ferrying of Garbage away from the building/s	Thrice weekly
	to an authorised Council dumping site.	
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of ½	Once daily
	litre liquid soap in each toilet cubicle	
11	Provision and servicing of one (numbers) sanitary bin in	Once every week
	each ladies toilet	
12	Cleaning and washing of roof and storm drains and	Twice every month
	manholes.	
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	Once every 2
	rooms, etc.)	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	Once every year
	activities	
19	Mounting and removing of ceremonial flag	5 times every year

# 7. NADAPAL BORDER POINT

**Schedule of cleaning activities** 

	<b>Technical Specification</b>	
	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 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
9	Cleaning and Washing of external windows.	Once every 3 months
10	Clearing of bushes	Once every 3 months

# 8. LOKICHOGGIO & LOKICHOGGIO AIRPORT (Offices)

_	<b>Technical Specification</b>	_
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls ,embankments, lower ground	Once every day
	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.	
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 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). Technical Specifications
	GENERAL
	1. These specifications describe the basic requirements for the service.
	PART 'A' Description of the Services
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES
	• 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)
2	GENERAL CLEANLINESS OF THE ESTATES
	• The successful bidder will ensure thorough cleanliness in all areas within the Estates.
	• 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.
	<ul> <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>

PAF	RT 'B' COMPLIANCE TO THE SPECIFICATIONS
	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.
	The Contractor must have a forry/forries for removing the garbage.
2	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES
	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	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH
	OPEN AND CLOSED)
	The contractor will be responsible for opening and cleaning of all sewer lines
	and manholes, foul water and storm drains including open drains and all toilets
	particularly those designated for use by security guards 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
	LID DUMO UNA DECIDARIN GLOCOA
	in place and properly closed.
	Contractor must have sewer opening rods and or other tools as necessary for

4	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE
	The contractor will ensure that the 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	PLANTING OF TREES
	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: -
6	LABOUR
	Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.
7	MAINTENANCE OF SECURITY LIGHTS & STREET LIGHTS.
	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

Technical Specification				
	-			
•	Frequency			
are the fence pillars, low-level walls ,embankments, lower	Once every day			
	Once every day			
	Once every day			
	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			
Provision of two (numbers) packets paper towel dispensers in	Once every day			
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			
Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Continuously			
Provision of two (numbers) toilet paper rolls in each closet	Once every day			
Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily			
Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week			
Cleaning and washing of roof and storm drains and manholes.	Twice every month			
Stripping and polishing all PVC/screed/terrazzo floors	Once every Month			
	Once every 2 months			
etc.)	Once every 2 months			
Cleaning and Washing of external walls and windows.	Once every three months			
Laundering of ceremonial flag and curtains	Once every 3 months			
Annual timetable of weekly, monthly, and quarterly activities	Once every year			
Mounting and removing of ceremonial flag	5 times every year			
Installation of automatic air freshener dispensers and	Two cans			
provision of two cans of freshener per month	monthly			
Applying urinal moth balls to all urinals	Four balls per urinal per week			
	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.  Mopping of All PVC/screed/terrazzo floors.  Vacuum cleaning of all carpeted areas  Cleaning and Washing of main fire exit/stair cases  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.  Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels  Removal of all wet and dry waste from offices to Garbage room.  Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.  Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.  Provision of two (numbers) toilet paper rolls in each closet  Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle  Provision and servicing of one (numbers) sanitary bin in each ladies toilet  Cleaning and washing of roof and storm drains and manholes.  Stripping and polishing all PVC/screed/terrazzo floors  Shampooing of all carpeted areas  Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)  Cleaning and Washing of external walls and windows.  Laundering of ceremonial flag and curtains  Annual timetable of weekly, monthly, and quarterly activities  Mounting and removing of ceremonial flag  Installation of automatic air freshener dispensers and provision of two cans of freshener per month			

## 2. NAKURU – K.P.C OFFICE

	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 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.** <u>NAROK</u>

	<b>Technical Specifications</b>	
	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	Once every two
	headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	(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	Laundering of ceremonial flag and curtains	Once montl	every 3 hs
13	Mounting and removing of ceremonial flag	5	times every
			year

# 4. KERICHO-SINENDET,IMARISHA PLAZA & DC's OFFICE

	Schedule of Cleaning Activities			
	Technical Specifications			
	SPECIAL REQUIREMENTS	Frequency		
1	Cleaning of concrete screed and paved areas. To be included	Once every day		
	are the fence pillars, low-level walls ,embankments, lower			
	ground floor, external gate house, pump room, machine			
	rooms ,garage, pavement parking, covered parking, etc.			
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	Once every two (2)		
	headsets, computer monitors, keyboards, CPUs, printers,	days		
	Fax machines etc, and all window sills and low level			
	partitions.			
6	Provision of two (numbers) packets paper towel dispensers	Once every day		
	in each Toilet. Each packet is to have at least 125 paper towels			
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	Once every day		
	to an authorised Council dumping site.			
9	Cleaning and Washing of roof and storm Drains, Manholes	Once every day		
	including those outside the perimeter wall, sweeping			
	externally and tending to plants, grass & flowers including			
	cutting, pruning, weeding upto 1 meter outside the fence			
10	Provision of four (numbers) toilet paper rolls in each closet	Once every day		
11	Installation of hand liquid soap dispenser & provision of ½	Once daily		
	litre liquid soap in each toilet cubicle	_		
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	Twice every month		
	manholes.			
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,	Once every 2		
	etc.)	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		

# 5. NYAHURURU –NGUMMO HOUSE

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Washing / Mopping of All PVC/screed/ceramic	Once every day
	tile/wooden floors.	
2	Provision of one packet paper towel dispensers in each	Once every day
	Toilet and one waste paper bin. Each packet is to have at	
	least 125 paper towels	
3	Removal of all wet and dry waste from offices to common	Once every day
	garbage collection point.	, ,
4	Dusting of all office furniture including desks, telephone	Once every day
	headsets, computer monitors, keyboards, CPUs, printers,	
	Fax machines etc, and all window sills and low level	
	partitions.	
5	Washing of toilet areas i.e. toilets floors and sanitary ware,	Continuously
	mirrors and wall tiles	
6	Applying urinal moth balls to all urinals	Four balls per
		urinal per week
7	Installation of hand liquid soap dispenser & provision of ½	Once every day
	litre liquid soap in each toilet cubicle	
8	Provision and servicing of one (numbers) sanitary bin in	Once every week
	each ladies toilet	
9	Installation of one number Jumbo tissue dispenser and one	Once Daily
	(1) jumbo tissue in both ladies and Gents toilet.	
10	Cleaning and washing windows	Once a week

# 6. MARALAL

	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	Once every week
	each ladies toilet	-
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

#### 7. NAIVASHA

	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	Once every day
	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.	
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	Two cans
	provision of two cans of freshener per month	monthly
22	Applying urinal moth balls to all urinals	Four balls per
		urinal per week

#### 8. KRA NAKURU POSTA

**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	Once every two
	headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	(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	Thrice weekly
	collection point.	-
7	Washing of toilet public areas i.e. toilets floors and sanitary	Twice every
	ware, mirrors and wall tiles.	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	Once daily
	litre liquid soap in each toilet cubicle	
10	Provision and servicing of one (numbers) sanitary bin in each	Once every
	ladies toilet	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

#### **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

	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 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	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

#### 2. MERU

**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	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 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 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, $3^{RD}$ FLOOR

	<b>Technical Specification</b>	
	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	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 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 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

	Technical	
	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	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
	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** 

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	Twice daily
2	Provision of hand paper dispensers and provision of one (1) packet of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
3	Provision of four (4no) toilet paper rolls in each closet	Once every day
4	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once every day
5	Washing of pit latrine cubicles	Twice daily
6	Removal of dry waste from Offices to common garbage point.	Daily
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.	Once every two (2) days
8	Cleaning and Washing of external windows.	Once every 3 months

# 6. ISIOLO

	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	Once every two
	headsets, computer monitors, keyboards, CPUs, printers,	(2) days
	Fax machines etc, and all window sills and low level	
	partitions.	
5	Provision of two (numbers) packets paper towel dispensers	Once every day
	in each Toilet. Each packet is to have at least 125 paper	
	towels	
6	Removal of all wet and dry waste from offices to Garbage	Thrice weekly
	collection point.	
7	Washing of toilet public areas i.e. toilets floors and sanitary	Twice every day
	ware, mirrors and wall tiles.	
8	Provision of two (2) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of 1/2	Once daily
	litre liquid soap in each toilet cubicle	-

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

# $7. \ \ WAJIR\ AIRPORT\ \&\ OFFICE$

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included	Once every day
	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.	_
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
	Vacuum cleaning of all carpeted areas	Once every day
	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary	Twice every day
	ware, mirrors and wall tiles.	_
6	Provision of two (numbers) packets paper towel dispensers	Once every day
	in each Toilet. Each packet is to have at least 125 paper	
	towels	
7	Removal of all wet and dry waste from offices to Garbage	Thrice weekly
	room.	ml · 11
9	Collection and ferrying of Garbage away from the building/s	Thrice weekly
10	to an authorised Council dumping site.	On an arrawy days
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
10	Provision and servicing of one (numbers) sanitary bin in	Twice monthly
12	each ladies toilet	1 wice monthly
13	Cleaning and washing of roof and storm drains and	Twice every
13	manholes.	month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3
	stripping and ponoming and the personal terralized moore	Months
15	Shampooing of all carpeted areas	Once every 2
	1 0 · · · · · · · · · · · · · · · · · ·	months
16	Shampooing of all upholstery (waiting rooms, visitors	Once every 3
	rooms, etc.)	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 activities	quarterly	Once every year
20	Mounting and removing of ceremonial flag		5 times every year

# 8. DIFFU (WAJIR COUNTY)

	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 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	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

#### 9. MOYALE BORDER STATION

Scne	dule 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 ½ 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	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

## 10. MANDERA

	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 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	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	

	Schedule of Cleaning Activities		
	Technical Specification		
	SPECIAL REQUIREMENTS	Frequency	
1	Cleaning of concrete screed and paved areas. To be included	Once every day	
	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.	_	
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	Twice every day	
	ware, mirrors and wall tiles.		
6	Dusting of all office furniture including desks, telephone	Once every two	
	headsets, computer monitors, keyboards, CPUs, printers, Fax	(2) days	
	machines etc, and all window sills and low level partitions.		
7	Provision of two (numbers) packets paper towel dispensers in	Once every day	
	each Toilet. Each packet is to have at least 125 paper towels		
8	Removal of all wet and dry waste from Garbage room.	THRICE	
		WEEKLY	
9	Collection and ferrying of Garbage away from the building/s	THRICE	
Ĺ	to an authorised Council dumping site.	WEEKLY	
10	Provision of TWO (numbers) toilet paper rolls in each closet	Once every day	
11	Installation of hand liquid soap dispenser & provision of ½	ONCE DAILY	
	litre liquid soap in each toilet cubicle		
12	Provision and servicing of one (numbers) sanitary bin in each	TWICE	
	ladies toilet	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,	Once every 3	
	etc.)	months	
17	Cleaning and Washing of external walls and windows.	Once every three	
′		months	
18	Laundering of ceremonial flag and curtains	Once every 3	
	<b>5</b>	months	
19	Annual timetable of weekly, monthly, and quarterly activities	Once every year	
20	Mounting and removing of ceremonial flag	5 times every	
		year	
<u> </u>		1 J - 442	

#### 12. LIBOI

	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 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	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. <u>ELWAK</u>

	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 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:-

- o 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.

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#### (b). Technical Specifications

#### **GENERAL**

	PART 'A' Description of the Services	State Frequency
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	<ul> <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>	
	The successful bidder will dispose off the garbage appropriately at an approved City Council dumping site.	
	<ul> <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>	
2	GENERAL CLEANLINESS OF THE ESTATES	
	• The successful bidder will ensure thorough cleanliness in all areas within the Estates.	
	<ul> <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> <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	

	CARRACE COLLECTION AND DISPOSAL FROM THE	
1.	GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES	
	• 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.	
2	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	• 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.	
	<ul> <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>	
3	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards 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	254

	also make sume that all manhale sevens are in place and	
	also make sure that all manhole covers are in place and properly closed.	
	Contractor must have sewer opening rods and or other tools	
	as necessary for proper cleaning of the drains.	
4	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES	
	AND WEEDING OF LIVE HEDGE	
	• The contractor will ensure that the 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.  • Wooding will be done including a meters distance from the	
	<ul> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	• 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	
	<ul><li>Authority.</li><li>The Contractor will provide a lawn mower machine to cut the</li></ul>	
	grass.	
5	PLANTING OF TREES	
	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: -	
6	LABOUR	
	Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.	
7	times depending on the size of the relevant estate.  MAINTENANCE OF SECURITY LIGHTS & STREET	
/	LIGHTS.	
	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.	
	*D(	
	* Before taking over the work, all working tools mentioned will be checked.	
	be checked.	
<u> </u>		

### 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.

	PART 'A' Description of the Services	State Frequency
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	• 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 Council dumping site.	
	The successful bidder will ensure that all relevant Local Authority By-Laws are adhered to in the collection and disposal of the garbage and carrying out all the works.	
	The bidder must be licensed in garbage disposal by NEMA(National Environmental Management Authority)	
2	GENERAL CLEANLINESS OF THE ESTATES	
	o The successful bidder will ensure thorough cleanliness in all areas within the Estates.	
	• 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.	
	<ul> <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

2	GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES	
	<ul> <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> <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> <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>	
	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.	
	<ul> <li>Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul> <li>Contractor must provide temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	The Contractor must have a lorry/lorries for removing the garbage.	
	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	• 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> <li>The contractor will be responsible for cleaning and sweeping of the estate roads and compound every day of the week.</li> </ul>	
	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.	

	PENING OF SEWER, FOUL AND STORM WATER RAINS (BOTH OPEN AND CLOSED)	
•	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards 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.	
AN	ASS CUTTING, TRIMMING/WEEDING OF HEDGES ID FENCES, CUTTING UNWANTED OR DRY TREES ID WEEDING OF LIVE HEDGE	
•	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.	
PL	ANTING OF TREES	
•	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: -	
LA	BOUR	
•	Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.	
	AINTENANCE OF SECURITY LIGHTS & STREET GHTS.	
;	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.	

#### 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**

	PART 'A' Description of the Services	State Frequency
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	• 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.	
	<ul> <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>	
2	GENERAL CLEANLINESS OF THE ESTATES	
	• The successful bidder will ensure thorough cleanliness in all areas within the Estates.	
	• 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.	
	• All grass, hedges, trees, flowers shall be properly maintained.	

•	All roads	and	footpaths	to be	swept	and	kept free	of
	grass.							

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

1	GARBAGE COLLECTION AND DISPOSAL FROM	
	THE ESTATES	
	• 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	
	<ul><li>disposal of the garbage and carrying out all other works.</li><li>Contractor must provide working tools and equipments</li></ul>	
	such as; - wheelbarrows, spades, weed remover, rake,	
	fence trimmer etc.	
	Contractor must provide working outfits to the workers	
	such as; - gloves, overalls, and gumboots.	
	<ul> <li>Contractor must provide a temporary tools and</li> </ul>	
	equipment store in each estate during the contract period.	
	• The Contractor must have a lorry/lorries for removing	
	the garbage.	
2	SWEEPING AND GENERAL CLEANLINESS OF	
_	THE ESTATES	
	• 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.	
		260

	• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.	
3	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
	• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.	
	<ul> <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> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>	
4	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE	
	• The contractor will ensure that the 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.	
	<ul> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
	<ul> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>	
	• 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	PLANTING OF TREES	
	• 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: -	
	• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.	
6.	MAINTENANCE OF SECURITY LIGHTS & STREET LIGHTS.	

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 Numb	per Page	of

### (iii) Price and Delivery Schedule

#### LIST OF STATIONS TO BE CLEANED.

CENTRAL REGION- LOT 3	Description
NYERI	Offices
THIKA	Offices
KERUGOYA	Offices
NANYUKI	Offices
MURANG'A	Offices
NORTH RIFT REGION- LOT 4	
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	
SOUTH RIFT REGION- LOT 5	
NAKURU	Offices
NAKURU –K.P.C OFFICE	Offices
NAROK	Offices
KERICHO- SINENDET HOUSE & DC'S	Offices
OFFICES	
NYAHURURU	Offices
MARALAL	Offices
NAIVASHA	Offices
NORTHERN REGION- LOT 6	
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	
WESTERN REGION- LOT 7	
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**

#### <u>NYERI</u>

#### FINANCIAL PROPOSAL

SPE	SPECIAL REQUIREMENTS					
1. Cle	1. Cleaning of all screed/PVC/terrazzo floors.					
	DESCRIPTION	ANNUAL	Area m²	TOTAL AREA TO BE		
	(floor)	FREQUENCY		CLEANED		
				ANNUALLY		
				m²		
	Offices	251	942.38	236,537.38		

SPECIAL REQUIREMENTS					
2. St	2. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>	
1	Offices	4	942.38	3,769.52	

SPE	SPECIAL REQUIREMENTS				
3. Pr	3. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per	ANNUAL	TOTAL rolls to	
		closet	FREQUENCY	be provided	
	Total			annually	
1	21	2	251	10,542	

SPE	SPECIAL REQUIREMENTS				
4. Sh	4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				
	DESCRIPTION	ANNUAL FREQUENCY			
1	All seats	4			

SPE	CIAL REQUIREMENTS			
5.Pr	ovision and servicing of one (numbers)	) sanitary bii	n in each ladies to	ilet
	DESCRIPTION	Qty. per	ANNUAL	TOTAL
		toilet	FREQUENCY	bins to be
	No. of toilets			provided
				annually
1	12	1	24	288

SP	SPECIAL REQUIREMENTS					
6. Laundering of ceremonial flag and curtains						
	DESCRIPTION	ANNUAL	Weight of	TOTAL		
		FREQUENCY	flag/curtain	equivalent		
			(kg)	ANNUAL		
				Qty.		

1 Ceremonia nag 4 100 400
---------------------------

SP	ECIAL REQUIREMENTS			
7.N	Iounting and removing of ceremoni	al flag		
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.
1	Ceremonial flag	5	1	5

SPEC	SPECIAL REQUIREMENTS				
8. Cle	eaning and Washing of main fire e	xit/stair cases			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.		
1	Main stair case/fire exit	244	244		

SPEC	SPECIAL REQUIREMENTS					
	vision of two (numbers			n each Toilet. Each		
pa	acket is to have at least	125 paper tow	rels			
	DESCRIPTION Qty. ANNUAL TOTAL rolls to be					
	No. of toilets FREQUENCY provided annually					
1	10	2	251	5,020		

SPEC	SPECIAL REQUIREMENTS				
10. Pro	ovision of ½ litre liquid	toilet soap in ea	ch toilet.		
	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL litres to be provided	
	No. of toilets	(litres)		annually	
1	10	1	251	2,510	

	ECIAL REQUIREMENTS		
11.0	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	ANNUAL	TOTAL AREA TO BE
(floor)	FREQUENCY	CLEANED ANNUALLY
		m²
Offices	251	Item

Sun	nmary of Financial Proposal for	r Nyeri		
	<b>Technical Specification</b>	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	236,537.38		
2	Stripping and polishing all screed/PVC/terrazzo floors	3,769.52		
3	Provision of two (numbers) toilet paper rolls in each closet	10,542		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	288		
6	Cleaning and Washing of external windows			
7	Laundering of ceremonial flag and curtains	400		
8	Mounting and removing of ceremonial flag	5		
9	Cleaning and Washing of main fire exit/stair cases	244		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	5,020		
11	Provision of ½ litre liquid toilet soap in each closet.	2,510		
12	Removal of all wet and dry waste from offices to Garbage room.	251		
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.	251		
	Total Annual Cost of Cleaning Activities		,	
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### **THIKA** FINANCIAL PROPOSAL

SPEC	SPECIAL REQUIREMENTS						
1. Clea	aning of all screed floors	•					
	Description	Annual	Area M <sup>2</sup>	Total Area To Be Cleaned			
	(Floor)	Frequency		Annually (M2)			

	Offices		251		2,843		,	713,593	
CDE	CIAL REQUIREM	ENTC							
-			<u></u>	_					
2. St	ripping and polishing  Description  (Floor)	Annual F			Area	M <sup>2</sup>		ea To Be Cleaned nually (M2)	
1	Offices	4	4			3		11,372	
	CIAL REQUIREM								
<b>3.</b> Pi	<b>3.</b> Provision of two (numbers) toilet paper rolls in each closet								
	Descript	tion		Qty.		Annua		otal Rolls To Be	
	Tota	1		Clos	set	Frequer	icy	Provided Annually	
1	12	.1		2		251		6024	
								0024	
4. V	acuum cleaning of all		reas						
	Descripti	on			nual	Aı	rea M²	Total Area To	
				Free	quency			Be Cleaned Annually (M <sup>2</sup> )	
1	Offices			-	251		24	6,024	
_	1 onices 251 24 0,024								
SPE	CIAL REQUIREM	ENTS							
5. Sh	nampooing of all carp								
	Description	on		Annu Freque				Total Area To Be Cleaned Annually	
1	Offices							M <sup>2</sup>	
1				4		24		96	
SPF	CIAL REQUIREM	ENTS							
	nampooing of all upho		iting r	rooms	visitors	rooms	etc )		
01.01	DESCRII						REQUEN	ICY	
1	All seats						4		
SPE	CIAL REQUIREM	ENTS							
	ovision and servicing		ımber	s) sani	tary bin	in each	ladies to	oilet	
	Descri	ption		Qt	y. Per	An	nual	Total Bins	
	No. of t	منامده		-	oilet	Freq	uency	To Be Provided	
	No. 01 t	onets						Annually	
1	5				1		24	120	
			_						
	CIAL REQUIREM		1 .	•					
8. L	aundering of ceremon				<b>T</b> A7-2	-l-+ Of	T-1	al Essainalant	
	Description					Flag/Curtain		al Equivalent Annual Qty.	
1	Ceremonial flag			( <b>Kg</b> ) 4 100				400	
	, colombian mag			ı				7~~	
	CIAL REQUIREM								
9 M	ounting and removin	g of cerem	onial 1	flag					
	Descript			An	nual uency	Flag/	ght Of Curtain Kg)	Total Equivalent Annual	
								Qty.	

SPE	SPECIAL REQUIREMENTS				
10. (	10. Cleaning and Washing of main fire exit/stair cases				
	DESCRIPTION	ANNUAL FREQUENCY			
1	Main stair case/fire	244			

#### SPECIAL REQUIREMENTS

Ceremonial flag

11. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels

1	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually
		2	251	4016

SPE	CIAL REQUIREMENTS					
12. P	12. Provision of ½ litre liquid toilet soap in each toilet.					
	Description	Qty. Per	Annual	Total Litres		
		Toilet	Frequency	To Be		
	No. of toilets	(Litres)		Provided Annually		
		4.		•		
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.			
- D-T	CODIDETON ANNUAL EDECLIENCY	TOTAL AD		

DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY (m <sup>2)</sup>
Off:	Q=1	
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		

Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	6,024	
Provision of two (numbers) toilet paper rolls in each closet	4016	
Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4	
Provision and servicing of one (numbers) sanitary bin in each ladies toilet	120	
Laundering of ceremonial flag and curtains	400	
Mounting and removing of ceremonial flag	5	
Cleaning and Washing of main fire exit/stair cases	244	
paper towel dispensers in each Toilet. Each packet is to have at least	4,016	
Provision of ½ litre liquid toilet soap in each closet.	1,004	
Removal of all wet and dry waste from offices to Garbage room.	251	
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	
Total Annual Cost of Cleaning		
Add Value Added Tax @ 16%		
Total Annual Contract Cost		
	rooms, etc.)  Provision of two (numbers) toilet paper rolls in each closet  Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)  Provision and servicing of one (numbers) sanitary bin in each ladies toilet  Laundering of ceremonial flag and curtains  Mounting and removing of ceremonial flag  Cleaning and Washing of main fire exit/stair cases  Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels  Provision of ½ litre liquid toilet soap in each closet.  Removal of all wet and dry waste from offices to Garbage room.  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.  Total Annual Cost of Cleaning Activities  Add Value Added Tax @ 16%	(offices, waiting rooms, board rooms, etc.)  Provision of two (numbers) toilet paper rolls in each closet  Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)  Provision and servicing of one (numbers) sanitary bin in each ladies toilet  Laundering of ceremonial flag and curtains  Mounting and removing of ceremonial flag  Cleaning and Washing of main fire exit/stair cases  Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels  Provision of ½ litre liquid toilet soap in each closet.  Removal of all wet and dry waste from offices to Garbage room.  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.  Total Annual Cost of Cleaning Activities  Add Value Added Tax @ 16%

#### **KERUGOYA – MACHERE PLAZA**

#### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS

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

	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M²
1	3	240	9	6,480

SPE	SPECIAL REQUIREMENTS				
2. D	2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	Description	Annual Frequency	Area M²	Total Area To Be Washed Annually	
		110quoile,		M <sup>2</sup>	

1	Office area- 321 <b>m</b> <sup>2</sup>	240	321	77,040

	SPECIAL REQUIREMENTS					
3) pro	3) provision of toilet paper rolls in each closet					
	Description Qty. Per Annual Total Rolls To Be Provided (Toilets) Closet Frequency Annually					
1	3	2	251	1506		

SPEC	SPECIAL REQUIREMENTS					
4. Prov	4. Provision and servicing of one (no.) sanitary bin in each ladies toilet					
	Description (No. Of Toilets)  Bins Per Annual Total Bins To Be Provided Frequency  Annually					
1	2	1	48	96		

SPE	SPECIAL REQUIREMENTS				
5. Pr	5. Provision of one packet paper towel dispensers in each Toilet and one waste paper				
bin.	bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	N Qty. ANNUAL TOTAL PKTS to be			
		FREQUENCY provided			
	Toilets		_	ANNUALLY	
1	2	1	251	502	

	SPECIAL REQUIREMENTS				
	6. <b>Installation of hand liquid soap dispenser</b> & provision of ½ litre liquid toilet				
soap	in each closet.				
	DESCRIPTION   Qty. per toilet   ANNUAL   TOTAL litres to				
	(floor) (litres) FREQUENCY be provided				
	No. of toilets ANNUALLY				
1					
	2	0.5	251	251	

SP	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				

SPECL	SPECIAL REQUIREMENTS					
	rs, keyboards, CPUs, printers, Fax ma	desks, telephone headsets, computer chines etc, and all window sills and low				
	DESCRIPTION	ANNUAL FREQUENCY				

SPECL	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.				
1	Office area -321 <b>m²</b>	251			

SPE	SPECIAL REQUIREMENTS				
9. A	9. Applying urinal moth balls to all urinals				
	DESCRIPTION Qty/week ANNUAL TOTAL balls to be				
		FREQUENCY provided			
	Urinals			ANNUALLY	
1	2	4	251	2008	

	SPECIAL REQUIREMENTS						
10.	Cleaning and washing wi	indows					
	Description	Qty/Week Annual Total Area To Be Frequency Washed (M2)				Qty/Week	
	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 ½ 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		
	Total ANNUAL Cost of Cleaning Activities  Add Value Added Tax @ 16%  Total ANNUAL Contract Cost			

#### NANYUKI OFFICES

#### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS
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

SPE	SPECIAL REQUIREMENTS					
2. D	aily Mopping /washing	of All PVC/screed/ter	razzo, woode	n floors.		
	Description	tion  Annual Frequency Area M <sup>2</sup> Total Area To Be Washed Annually M <sup>2</sup>				
1	Office area	240	279	66,960		

SPEC	SPECIAL REQUIREMENTS					
3. Pro	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		

SPEC	SPECIAL REQUIREMENTS					
4. Prov	4. Provision and servicing of one (no.) sanitary bin in each ladies toilet					
	Description Bins Per Annual Total Bins To Be (No. Of Toilets) Toilet Frequency Provided Annualy					
1	2	1	24	48		

SPE	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 Total Pkts To Be Frequency Provided Annually					

	Toilets			
1	2	1	251	502

#### SPECIAL REQUIREMENTS

6. Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.

	Description Qty. Per Toilet (Floor) (Litres)  No. of toilets		Annual Frequency	TOTAL Litres To Be Provided Annually	
1	2	0.5	251	251	

	ECIAL REQUIREMENTS 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 <b>m</b> ²	251		

	SPECIAL REQUIREMENTS  9. Applying urinal moth balls to all urinals							
9. A	applying urinal moth ball	is to all urinal	S					
	DESCRIPTION Qty/week ANNUAL TOTAL balls to be							
		(3)	FREQUENCY	provided annually				
	Urinals							
1								
	2	4	48	384				

SPECIAL REQUIREMENTS							
10. Cleaning and washing windows							
	DESCRIPTION	Qty/week	ANNUAL	TOTAL AREA TO BE			
			FREQUENCY	WASHED (m2)			
	Area of windows						
1							
	Item	1	48	Item			

**Summary of Financial Proposal – NANYUKI office** 

Sum	mary of Financial Proposal – NAN		<b>.</b>	Tm - 1 / "
	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.	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>			
	Add Value Added Tax @ 16%			
	Total Annual Contract Cost			

#### MURANGA FINANCIAL PROPOSAL

SP	'ECIAL REQU	Frequency				
1. (	Cleaning and m	Once every da	ıy			
flo	floors.					
	Description	Annual Frequency	Area M²	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)	Annua Frequer		M <sup>2</sup>	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
1	Offices	4	3152.	89	12,611.56		
SPI	ECIAL REQUI	REMEN		Frequency			
_	3. Provision of two (numbers) toilet paper rolls in each closet					Once every d	ay
	Description	Qty.	Annual		Total Rolls	Rate	Total
	Toilet	Per Closet	Frequency	y	To Be Provided Annually		Kshs
1	8	2	251		4016		

SP	ECIAL REQU	Frequen	ey			
					Twice ever	y day
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	-	-		

SPE	ECIAL REQUI	REMENT	Frequency			
5. Pi	5. Provision and servicing of one (numbers) sanitary				Two times every	y month
bi	bin in each ladies toilet					
	Description	Qty. Per	Annual	Total Bins	Rate	Total
		Toilet	Frequency	To Be		Kshs
	No. Of			Provided		
	Toilets			Annually		
1	4	1	24	96		
		TOTAL		96		

SPI	ECIAL REQUIR	Frequency				
6. L	aundering of cere	Once ever	y 3 months			
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	30	120		

SPI	SPECIAL REQUIREMENTS Frequency							
7. N	Iounting and rem	oving of ceren	nonial flag		Once ever	y 3 months		
	Description Annual Frequency Flag/Curtain (Kg) Annual Qty.					Total Kshs.		
1	Ceremonial flag	5	1	5				

SPECIAL REQUIREMENTS	Frequency

8. C	leaning and Washing	Once every	day	
	Description Annual Frequency			Total Kshs.
1	Main stair case/fire	251		
		TOTAL	•	

SPI	SPECIAL REQUIREMENTS							Fre	equency	•
9. P	rovision	of two (	numbers	) packets p	оаре	er towel		One	ce every o	lay
	dispense	ers in ea	ach Toilet	t. Each pac	ket	is to have	at			
	least 125	paper	towels							
	Description Qty. Annual Total Rolls To No. Of Toilets Frequency Be Provided Annually						I	Rate	Total Kshs	
				0=1						
1	4		2	251		200	8			
			REMEN					Frequency		
10.	Provision	n of ½	litre liq	uid toilet	soa	p in each	toilet	and	Once ev	ery day
disp	enser		_							
	De	escripti	on	Qty. Per Toilet	_	Annual requency	Total Litres	Го	Rate	Total Kshs
1	Toilet	to	o. of ilets oicles	(Litres)	res) Be Prov Ann		Be Provide Annual			
			4	1/2		251	251	-		

SPE	SPECIAL REQUIREMENTS Frequency						
11.G	arbage Handling			3 times a	a week		
	Description	Rate	Total Kshs.				
1	Removal of all wet and dry waste from offices to Garbage room.	251	Item				

SPECI	AL REQUIREM	Frequency					
12. Dus	ting of all office f	urniture includ	ing desks,	Once every tw	Once every two days		
	ne headsets, com s, fax machines et		·				
level pa	rtitions.						
	Description	Annual Frequency	Total Area To Be Cleaned Annually (M <sup>2)</sup>	Rate	Total Kshs		
	Offices	251	Item				
SPECIA	AL REQUIREM	ENTS		Frequency			
13.Clear	ing and Washing	of external win	idows.	Once every three months			
	DESCRIP	TION	ANNUAL FREQUENCY	RATE	TOTAL KSHS		
1 A	All external windo	WS	4				
		T	otal				

**Summary of Financial Proposal for Muranga** 

$_{\mathbf{S}_{\mathbf{I}}}$	ummary of Financial Proposal fo	or Muranga		
	Technical Specification	Gross Annual Area(M²)/ Quantity(No)	Rate	Total Annual Cost
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	791,375.39		
2	Stripping and polishing all PVC/terrazzo floors	12,611.56		
3	Provision of four (numbers) toilet paper rolls in each closet	4016		
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	96		
6	Laundering of ceremonial flag and curtains	120		
7	Mounting and removing of ceremonial flag	5		
8	Cleaning and Washing of main fire exit/stair cases	251		
9	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	2008		
11	Provision of ½ litre liquid toilet soap in each closet and dispenser	251		
12	Removal of all wet and dry waste from offices to Garbage room.	Item		
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.	Item		
14	Cleaning and Washing of external windows.	Item		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### GRAND SUMMARY COLLECTION FOR LOT -3 (CENTRAL REGION)

#### **LIST OF STATIONS TO BE CLEANED (MANDATORY)**

#### **GRAND SUMMARY**

No.	Stations	Description	Total contract Kshs.	Annual cost
Lot 4- N	North Rift Region (Offices)			
1.	NYERI	Offices		
2.	THIKA	Offices		
3.	KERUGOYA	Offices		
4.	NANYUKI	Offices		
5.	MURANG'A	Offices		
TOTAL	SUB TOTAL PER MONTH			
TOTAL	PER ANNUM x 12			
Add 16	% VAT			
GRAND	TOTAL FOR LOT -3			
(To be o	carried to Form of Tender)			

#### **LOT 4 – NORTH RIFT REGION**

# 1. ELDORET OFFICES(KIPTAGICH), AIRPORT & SCANNER FINANCIAL PROPOSAL

SP	ECIAL REQUIRE	Frequenc	y			
1. (	Cleaning of all screed	l/PVC/Terrazzo floors	S.		Once every	day
	Description Annual Frequency Ar			Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices, airport & scanner	251	2,592	650,592		

SPE	SPECIAL REQUIREMENTS Frequency						
2. St	2. Stripping and polishing all screed/PVC/Terrazzo floors					ery 3 Months	
	Description	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs		
1	Offices	4	2592	10,368			

SP	ECIAL REQUIREMEN	Frequency				
<b>3.</b> `	Vacuum cleaning of a	Once every	day			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually(M²)	Rate	Total Kshs
1	Offices	251	67	16,817		
SP	ECIAL REQUIREMEN	NTS			Frequency	
4. 5	Shampooing of all carpete	ed areas			Once every 3	months
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices					
		4	67	268		

SP	ECIAL REQUIREME	Frequency				
5. I	5. Provision of two (numbers) toilet paper rolls in each closet					day
	Description Qty. Per Annual Total Rolls To Toilets Closet Frequency Be Provided				Rate	Total Kshs
1	14			Annually		
		7,028				

SPECIAI	SPECIAL REQUIREMENTS Frequency							
6. Shampo	6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.) Once every 3 months							
	Description	Annual Frequency		Rate	Total Kshs			
1	1 All seats 4							
SPECIAI	REQUIREMENTS		Frequei	ncy				

7. Provisional ladies to	on and servicing of one oilet	n in each	Two tim	es every month			
1	Description	Qty. Per	Annual Frequency	Total Bins To Be	Rate	Total Kshs	
	No. of toilets  Toilet  Provided Annually						
1	<b>1</b> 7 1 24 168						

SPEC	IAL REQUIREM		Frequency			
						very 3 months
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	250	1000		

SPEC	IAL REQUIREM	Freque	ency			
9. Mo	unting and removin	Once ev	ery 3 months			
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPECIAI	REQUIREMENTS	Frequency		
10. Clean	ing and Washing of main fire ex	Once every day		
	Description Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	244		

<b>SPECIA</b>	L REQUIREMENT	Freque	ency			
11. Provis	sion of two (numbers	lispensers in	Once ev	ery day		
each	Toilet. Each packet	is to hav	e at least 125 p	aper towels		
	Description Qty. Annual Total Rolls To Frequency Be Provided			Rate	Total Kshs	
1 Annually						
		2	251	7028		

SP	SPECIAL REQUIREMENTS Frequency						
12.	12. Installation of hand liquid dispenser and provision of ½ litre Once every day						
liq	uid soap in each toilet cub	icle.					
	Description Qty. Annual Total Litres				Rate	Total	
	Per Frequency To Be					Kshs	
			rrequency			KSIIS	
	No. of toilets	Toilet	rrequency	Provided Annually		KSIIS	

SPECIAI	L REQUIREMENT		Frequency		
_	ation of automatic ai of freshener per mon	r dispensers and p	provision of	Once ev	ery day
	Description	Annual Frequency	Total Cans To Be	Rate	Total Kshs

	Toilet	No. of toilets cubicles	Cans. Per Cubicle		Provided Annually	
1		6	2	24	288	

SPEC	IAL REQUIREMENTS		Freque	ency	
14. Ga	rbage Handling	3 times a	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		

SPE	CIAL REQUIREME	Frequency	,		
head	Dusting of all office furn lsets, computer monito hines etc, and all windo	Once every t	wo days		
	Description Annual Frequency Be Cleaned Annually M <sup>2</sup>				Total Kshs
	Offices	156	Item		

SPECI	AL REQUIREMENTS	Frequency		
Cleanir	ng and Washing of external windows	Once every t	Once every three months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows	4		
	Tota			

## SUMMARY OF FINANCIAL PROPOSAL - ELDORET MAIN OFFICE, AIRPORT & SCANNE

	IIII OKI & SCHWINE	r	T	T
	Technical Specification	Gross Annual Area (Sq.Mts)/Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors	650,592		
2	Stripping and polishing all PVC/terrazzo floors	10,368		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	16,817		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	267		
5	Provision of two (numbers) toilet paper rolls in each closet	7,028		

-	Cl		
6	Shampooing of all		
	upholstery (waiting rooms,	4	
	visitors rooms, etc.)		
7	Provision and servicing of		
	one (numbers) sanitary bin	168	
	in each ladies toilet		
8	Laundering of ceremonial		
	flag and curtains	1000	
	Mounting and removing of		
9		5	
	ceremonial flag		
10	Cleaning and Washing of	244	
	main fire exit/stair cases	<b>-</b> 44	
11	Provision of two (numbers)		
	packets paper towel		
	dispensers in each Toilet.	7,028	
	Each packet is to have at	• •	
	least 125 paper towels		
12	Installation of hand liquid		
12	dispenser and provision of		
	1/2 litre liquid soap in each	1,757	
	toilet cubicle.		
10	Installation of automatic		
13			
	air freshener dispensers	288	
	and provision of two cans		
	of freshener per month		
14	Removal of all wet and dry		
	waste from offices to	<b>251</b>	
	Garbage room.		
15.	Dusting of all office		
	furniture including desks,		
	telephone headsets,		
	computer monitors,		
	keyboards, CPUs, printers,	<b>251</b>	
	fax machines etc, and all		
	window sills and low level		
	partitions.		
	Total Annual Cost of		
	Cleaning Activities		
	Add Value Added Tax		
	@ 16%		
	<b>Total Annual Contract</b>		
	Cost		

#### 2. ELDORET -K.P.C OFFICE

#### FINANCIAL PROPOSAL

		11101 00111							
SPE	SPECIAL REQUIREMENTS Frequency								
1. Cl	1. Cleaning and mopping of concrete screed, paved areas and								
terra	azzo floors								
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually	Rate	Total Kshs			
				$\mathbf{M}^{2}$					

0.00				l	
Offices	EO2	07	18 601		
Offices	ე∪∠	9/	40,094		

SPE	CIAL REQUI	REMENTS	<b>S</b>		Frequency	,
2. Provision of one packet paper towel dispensers in each Once every day						
П	Гoilet. Each pa	cket is to ha	ve at least 125	paper towels	-	
	Description	Qty Toilet	Annual Frequency	Total Rolls To Be Provided	Rate	Total Kshs
		101100	rrequestey			TO IIS
1		101100	requestey	Annually		RSIIS

SPECIAL	REQUIREMENT	Frequency					
3. Provisio	3. Provision of four (numbers) toilet paper rolls in each closet						
1	Description Toilets 3	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs	
	•	4	251	3,012			

SPECIAL	SPECIAL REQUIREMENTS Frequency							
4. Provisio	n of 1/2 litre liquid t	oilet soap	in each toilet		Once eve	ry day		
	DESCRIPTION	Qty. per toilet	Annual Frequency	TOTAL litres to be provided	RATE	TOTAL KSHS		
	No. of toilets	(litres)		annually				
1	3	1/2	251	376.5				

SPECIA	AL REQUIREMENT		Freque	ncy		
5.Provis	sion and servicing of o	Two time	es every			
ladies	toilet				month	
	Description	Qty. Per	Annual Frequency	Total Bins To Be Provided	Rate	Total Kshs
	No. Of Toilets					
1	2	1	24	48		

SPECIAL REQUIREMENTS Frequen							
6. Strippir	ng and polishing all	concrete scree	ed and te	errazzo floor tiles.	Once ev	ery Month	
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
1	Office area	12	97	1,164			

SPECIAI	L REQUIREMEN'		Frequency			
					Twice eve	ery day
	Description (Toilets)	Rate	Total Kshs			
1	2	502	2	2,008		

SPECIAL	SPECIAL REQUIREMENTS						
8. Remova	8. Removal of dry waste from offices to common garbage point.						
	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				

SPECIAI	SPECIAL REQUIREMENTS						
	Once every two						
_	computer monitors, keyboards, CPUs, printers, Fax machines etc, and						
all windov	v sills and low level	partitions.					
	Description	Annual	Area	Total Area To	Rate	Total	
	(Floor)	Frequency	M <sup>2</sup>	Be Cleaned		Kshs	
				Annually			
				M <sup>2</sup>			
	Offices	156					

Summary of Financial Proposal for ELDORET K.P.C Offices.

	<b>Technical Specification</b>	KShs.
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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

#### 3. LODWAR

#### FINANCIAL PROPOSAL

SPECI	AL REQUIREME		Frequen	cy		
1. Clear	ning and mopping of	Once ever	y day			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	238	59,738		

SPECIA	AL REQUIREMEN	Freque	ency			
2. Stripp	oing and polishing a	Once every 3 Months				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	238	952		

SPECIA	SPECIAL REQUIREMENTS Frequency								
3. Provis	ion of four (number	Once ev	ery day						
	Description	Qty.	Annual	Rate	Total				
		Per	Frequency	To Be		Kshs			
	Toilet	Closet		Provided					
				Annually					
1	2	4	251	2,008					

SPECIA	L REQUIREMEN		Freque	ency		
-	ing of toilet public a and wall tiles.	Twice e	very day			
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	2	502	-	ı		

SPECIA	L REQUIREMEN		Freque	ency			
5. Provis	ion and servicing of	in in each	Two tim	es every month			
ladies toilet							
	Description	Qty.	Annual	Total Bins	Rate	Total	
		Per	Frequency	To Be		Kshs	
	No. Of Toilets	Toilet		Provided			
				Annually			
1	1	1	24	24			
	,	TOTAL		24			

SPEC	IAL REQUIREM		Frequen	cy				
6. Laundering of ceremonial flag and curtains  Once every 3								
	Description	Description Annual Weight Of Total Frequency Flag/Curtain(Kg) Equivalent Annual Oty.						
1	Ceremonial flag	4	30	120				

SPEC	SPECIAL REQUIREMENTS Frequency									
7. Mounting and removing of ceremonial flag Once every 3 month								ery 3 months		
	Description	Annual Frequency	Annual Weight Of Total				Rate	Total Kshs.		
1	Ceremonial flag	5		1		5				

SPECIAL	SPECIAL REQUIREMENTS Frequence							
8. Cleaning	g and Washing of ma	Once ever	y day					
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS.				
1	Main stair case/fire	244						
		TOTAL						

SPECIA	L REQUIREMEN	Freque	ncy						
9. Provis	ion of two (number	spensers in	Once eve	ery day					
each	Toilet. Each packet	t is to ha	ave at least 125 pa	per towels					
	Description Qty. Annual Total Rolls					Total			
	No. Of Toilets		Frequency	To Be		Kshs			
				Provided					
	Annually								
1	2	2	251	1,004					

SPECIA	SPECIAL REQUIREMENTS Frequency									
10. Prov	ision of 1/	Once ev	ery day							
	Desc	ription	Qty. Per Toilet	Annual Frequency	Total Litres To	Rate	Total Kshs			
1	Toilet No. of toilets cubicles		(Litres)	- ,	Be Provided Annually					
		2	1/2	251	251					

SPE	SPECIAL REQUIREMENTS Frequency								
11.Ga	rbage 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		

SPEC					
13. Cl	13. Cleaning and Washing of external windows.			Once every three months	
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	rrequency		KSIIS	
_		4			
	Total				

Summary of Financial Proposal for Lowdar

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	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				
	Total Annual Cost of Cleaning Activities				
	Add Value Added Tax @ 16%				
	<b>Total Annual Contract Cost</b>				

#### 4. <u>CLEANING OF EXTRA LODWAR AIRPORT OFFICES -CONTAINERIZED</u> **OFFICE**

## <u>Minimum number of cleaners 1 NO.</u> Schedule of Cleaning Activities

	Schedule of Cledining Tectivities				
	Technical Specification				
	SPECIAL REQUIREMENTS	Frequency	Bidder to state frequency		
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	Twice daily			
3	Provision of one packet paper towel dispensers in each Toilet. Each packet is to have at least 200 paper towels	Once every day			
4	Provision of 2 no toilet paper rolls	Once every day			

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.	Daily
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.	Once every day
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

**Lodwar Airport Offices** 

SPEC	SPECIAL REQUIREMENTS									
1. Clea	1. Cleaning and mopping of Tiled floor									
	DESCRIPTION (floor)	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY M <sup>2</sup>							
	Offices	251	15	3,736						

SPEC	SPECIAL REQUIREMENTS									
4. Pro	4. Provision of ten (numbers) toilet paper rolls in each closet									
	DESCRIPTION Qty. per ANNUAL TOTAL rolls to be									
	Toilets	closet	FREQUENCY	provided annually						
1										
	1									
		2	251	502						

SPEC	SPECIAL REQUIREMENTS								
7. Stri	7. Stripping and polishing all floor tiles once every three months.								
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>					
1	Office area	12	15	180					

SPEC	SPECIAL REQUIREMENTS								
9. Ren	9. Removal of dry waste from offices to common garbage point.								
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.						
1	Removal of all wet and dry waste from offices to Garbage room.	251	item						

# SPECIAL REQUIREMENTS

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 (floor)	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
Offices	251	item

# **Summary of Financial Proposal – LODWAR AIRPORT**

	Technical Specification	Gross ANNUAL Area (sq.mts)/ Quantity (no)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning and mopping of concrete screed, paved areas and terrazzo floors	3,736		
4	Provision of paper rolls in each closet	502		
7	Stripping and polishing all floor tiles once every three months.	180		
9	Removal of dry/wet waste from Offices to common garbage point.	251		
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.	251		
	<b>Total Annual Cost of Cleaning Activities</b>			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 5. KITALE

SPE	CIAL REQUIREM	Freque	ency			
1. Cle	eaning and mopping	g of all screed/PV	C/terraz	zo floors.	Once ev	ery day
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	334	83,834		

SPEC	CIAL REQUIREM		Frequenc	e <b>y</b>		
2. Stripping and polishing all PVC/terrazzo floors  Once every 3 Months						
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	334	1,336		

SPECI	SPECIAL REQUIREMENTS Frequency							
3. Prov	ision of four (numb	Once ev	ery day					
	Description	Qty. Per	Annual Frequency	Total Rolls To Be Provided	Rate	Total Kshs		
	Toilet	Closet		Annually				
1	4	4	251	4,016				

SPECI	AL REQUIREME	Freque	ency			
4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.						very day
mirrors	and wall tiles.					
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	4	502	-	_		

								Frequency		
5.	5. Provision and servicing of one (numbers) sanitary bin in each							Two times every month		
	ladies toilet									
	Description	Qty.		nual	Total Bins		Rate		Total	
		Per	Frequ	uency	Provided A	Annually			Kshs	
	No. Of Toilets	Toilet								
1	2	1	2	4	48					
	TO	TAL			48	3				
					-					
SI	PECIAL REQUIRE	EMENTS	<b>S</b>					Frequency		
6.	Laundering of ceren	nonial fla	g and o	curtain	S			Once every 3		
	O		O					months		
	Description	Ann	ıual	W	eight Of	Total Equ	iivalent	Rate	Total	
	•	Frequ	iency	Flag/0	Curtain (Kg)	Annual			Kshs	
1	Ceremonial flag	4	1		30	120	0			
SI	SPECIAL REQUIREMENTS									
7.	Mounting and remo	ving of co	eremor	nial flag				Once ev	ery 3	
								months		

	Description	Annual	Weight Of	Total Equivalent	Rate	Total
		Frequency	Flag/Curtain (Kg)	Annual(Qty).		Kshs.
1	Ceremonial flag	5	1	5		

SPE	CIAL REQUIREMENT	y		
8. C	8. Cleaning and Washing of main fire exit/stair cases			day
	Description Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	244		
		TOTAL		

SPECL	SPECIAL REQUIREMENTS Frequency							
9. Provi	ery day							
eac	h Toilet. Each pack	et is to i		<u> </u>		1		
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs		
1	4	2	251	2,008				

SPECIAL	SPECIAL REQUIREMENTS Frequency								
10. Provisi	10. Provision of ½ litre liquid toilet soap in each toilet and dispenser								
1	Toilet	escription  No. of toilets  cubicles	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs		
		2	1/2	251	251				

SP	SPECIAL REQUIREMENTS Frequency						
11.	Garbage Handling			3 times a week			
	Description Annual Total Equivalent Frequency Annual Qty.				Total Kshs.		
1	Removal of all wet and dry waste from offices to Garbage room.	251	Item				

SPECIAL REQUIREM	Frequency			
12. Dusting of all office furniture including desks, telephone			Once every t	wo days
headsets, computer monitors, keyboards, CPUs, printers, fax				
machines etc, and all win	dow sills and low le	evel partitions.		
Description	Annual	Total Area To Be	Rate	Total
	Frequency	Frequency Cleaned		Kshs
	Annually M <sup>2</sup>			
Offices	156	Item		

SPEC	SPECIAL REQUIREMENTS Frequency						
Cleanin	ng and Washing of external windows.	Once every t	hree months				
	Description	Annual Frequency	Rate	Total Kshs			
1	All external windows	4					
	Tota						

**Summary of Financial Proposal for Kitale** 

Sum	mary of Financial Proposal for Kitale	
	<b>Technical Specification</b>	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</b>	
	Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

## 6. SUAM

SPE	CIAL REQUIREN	Freque	ency			
1. Cle	eaning of all screed/	PVC/terrazzo flo	Once ev	ery day		
	Description	Annual	Area M <sup>2</sup>	Total Area To	Rate	Total
	Cement Screed	Frequency		Be Cleaned		Kshs
				Annually		
				M <sup>2</sup>		
	Offices	251	92.94	23,327.94		

SPEC	SPECIAL REQUIREMENTS Frequency							
2. Str	2. Stripping and polishing all PVC/terrazzo floors  Once every 3 Months							
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs		
1	Offices	4	N/A	N/A				

SPEC	SPECIAL REQUIREMENTS Frequency							
3. Pro	3. Provision of two (numbers) toilet paper rolls in each closet					ery day		
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL		
		per	FREQUENCY	rolls to		KSHS		
	Toilet	closet		be				
				provided				
				annually				
1	2	2	251	1004				

SPECI	AL REQUIREME	Frequency			
4. Shampooing of all upholstery (waiting rooms, visitors Once every 3 mont					
rooms,	etc.)				
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL	
				KSHS	
1	All seats	N/A			

SPEC	CIAL REQUIREM		Freque	ency		
	ovision and servicing haladies toilet	Two tim	nes every month			
	Description	Qty. Per	Annual Frequency	Total Bins To Be	Rate	Total Kshs
	No. Of Toilets	Toilet		Provided Annually		
1	2	1	N/A	N/A		
	7		24			

SPEC	Freque	ency						
6. La	6. Laundering of ceremonial flag and curtains							
					months			
	Description	Rate	Total Kshs					
1	Ceremonial flag	4	1	4				

SP	ECIAL REQUIRE	Freque	ency			
7. I	Mounting and remo	Once every 3				
					months	
	DESCRIPTION	ANNUAL	Weight of	TOTAL	RATE	TOTAL
		FREQUENCY	flag/curtain	equivalent		KSHS.
			(kg)	ANNUAL		
1	Ceremonial flag	5	1	5		

SPECL	ncy			
8. Clean	ning and Washing of r	Once eve	ry day	
	DESCRIPTION	RATE	TOTAL KSHS.	
1	Main stair case/fire	$N / \Delta$		MOIIO.
		TOTAL	•	

SPEC	IAL REQUIREM	Freque	ency			
	ovision of two (num	Once ev	ery day			
in	ı each Toilet. Each p					
to	owels					
	Description	Qty.	Annual	Total Rolls	Rate	Total
	No. Of Toilets Frequency To Be Provided					Kshs
1	2	2	251	1004		

SPECIAL REQUIREMENTS							ency
10. Pr	10. Provision of ½ litre liquid toilet soap in each toilet.						ery day
1	Description Toilet No. of		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided	Rate	Total Kshs
_	Tonet	toilets			Annually		
		2	1/2	251	251		

SPECIAL REQUIREMENTS					ency
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					
Cleaning a	nd Washing of external wind	ows.	Once every three months		
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4			

**Summary of Financial Proposal for SUAM** 

	<b>Technical Specification</b>	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	N/A
	rooms, etc.)	
5		
	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	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	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost.</b>	

# 7. NADAPAL BORDER POINT

SPE	SPECIAL REQUIREMENTS Frequency								
	1. Cleaning and mopping of concrete screed, paved areas Twice every day								
and	terrazzo floors								
	Description	Annual	Area	Total Area To	Rate	Total			
	(Floor)	Frequency	$\mathbf{M}^{2}$	Be Cleaned		Kshs			
				Annually M <sup>2</sup>					
	Offices	502	90	45,180					

SP	SPECIAL REQUIREMENTS Frequency								
3. F	3. Provision of one packet paper towel dispensers in each Once every day								
	Toilet. Each page	cket is to	have at least 12	5 paper towels					
	Description	Qty	Annual	Total Rolls To	Rate	Total			
		Toilet	Frequency	Be Provided		Kshs			
1		Annually							
	Toilet 2 251 502								
			G						

SPI	SPECIAL REQUIREMENTS					ey
4. Provision of four (numbers) toilet paper rolls in each				Once eve	ry day	
clos	closet					
	Description	Qty.	Annual	<b>Total Rolls</b>	Rate Total	
	<b>Toilets</b>	Per	Frequency	To Be		Kshs
1		Closet		Provided		
	2			Annually		
		4	251	2,008		

SPECIAL REQUIREMENTS	Frequency
5. Provision of ½ litre liquid toilet soap in each toilet.	Once every day

	DESCRIPTION	Qty. per	ANNUAL FREQUENCY	TOTAL litres to	RATE	TOTAL KSHS
	No. of toilets	toilet (litres)		be provided annually		
1	2	1/2	251	251		

SPI	ECIAL REQUIF		Frequen	cy		
6.Provision and servicing of one (numbers) sanitary bin					Two times	s every month
in	in each ladies toilet					
	Description	Qty. Per	Annual	Total Bins	Rate	Total
		Toilet	Frequency	To Be		Kshs
	No. Of Toilets			Provided		
				Annually		
1	1	1	24	24		

SPECIAL REQUIREMENTS					Frequenc	ey
7. Stripping and polishing all concrete screed and terrazzo					Once every	/ Month
floo	r tiles.					
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Office area	12	90	1,080		

SP	ECIAL REQUI	REMENTS		Frequenc	y	
8.	Washing of toilet	Twice every	day day			
sar	sanitary ware, mirrors and wall tiles.					
	Description	Annual	Area M <sup>2</sup>	Total Area	Rate	Total
	(Toilets)	Frequency		To Be		Kshs
				Cleaned		
				Annually		
				M <sup>2</sup>		
1	2	502	2	2,008		

SPE	ECIAL REQUIREMENTS	Frequenc	y		
10. l	Removal of dry waste from o	ffices to comm	non garbage	Daily	_
poin	point.				
	Description	Annual	Total	Rate	Total
		Frequency	Equivalent		Kshs.
			Annual Qty.		
1	Removal of all wet and		Qty.		
1	dry waste from offices to	251	item		
	Garbage disposal point				

SPECIAL REQUIREMENTS	Frequency
11. Dusting of all office furniture including desks, telephone	Once every two days
headsets, computer monitors, keyboards, CPUs, printers,	

Fax	machines etc,	nd low level				
part	titions.					
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	156	ITEM	ITEM		

**Summary of Financial Proposal for Napadal** 

<u>Sumi</u>	nary of Financial Proposal for Napac	1 <b>a</b> 1
	<b>Technical Specification</b>	KShs.
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	
	Washing of toilet public areas i.e. toilets	
6	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.	
	Total Annual Cost of Cleaning	
	Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

## 8. LOKICHOGGIO

S	SPECIAL REQUIREMENTS				Frequer	ıcy
1.	1. Cleaning of all screed/PVC/Terrazzo floors.				Once eve	ry day
			Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
	Offices	251	795	199,545		

SPECIAL REQUIREMENTS	Frequency
2. Stripping and polishing all screed/PVC/Terrazzo floors	Once every 3 Months

	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	795	3180		

SPI	ECIAL REQU	Frequenc	y					
3. Vacuum cleaning of all carpeted areas Once every day								
	Description	escription Annual Area Total Area To Be Frequency M <sup>2</sup> Cleaned Annually				Total Kshs		
1	Offices	251	N/A	M <sup>2</sup> N/A				

					Freque	ency
S	PECIAL REQUIR					
4.	Shampooing of all	Once ev	ery 3 months			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually	Rate	Total Kshs
1	Offices			$\mathbf{M}^{2}$		
		4	N/A	N/A		

Sl	SPECIAL REQUIREMENTS Frequency								
5.	very day								
closet									
	Description Qty. Per Annual Total Rolls To Toilets Closet Frequency Be Provided					Total Kshs			
1	6			Annually					
		2	251	3012					

SPEC	CIAL REQUIREM	Frequency		
6. Sha	ampooing of all upho	Once every 3 months		
rooms	s, etc.)			
	Description	Annual Frequency	Rate	Total Kshs
1	All seats			

SPE	ECIAL REQ	UIREN	IENTS	Frequency		
7. P	rovision and	l servicir	ng of one (r	Two times every month		
sa	ınitary bin in	each la	dies toilet			
	Descriptio Qty. Annual Total Bins To					Total
	n	Per	Frequen	Be Provided		Kshs
		Toilet	$\mathbf{cy}$	Annually		
	No. Of					
	Toilets					
1	<b>1</b> 2 1 24 48					

SPECIAL REQUIREMENTS Frequency							
8 L	aundering of o	eremonial fla	Once e	very 3 months			
	Description Annual Frequency Flag/Curta Equivalent in (Kg) Annual Qty.				Rate	Total Kshs	
1	Ceremonial flag	4	50	200			

SPECIAL REQUIREMENTS Frequency							
9 N	Iounting and re	moving of cer		Once ev	ery 3 months		
	Description Annual Frequency Flag/Curta Equivalent in (Kg) Annual Oty.				Rate	Total Kshs.	
1	1 Ceremonial flag 5 1 5						

SPE	ECIAL REQUIREM	ENTS	Frequency	
10.	Cleaning and Washir	ng of main fire exit/stair	Once every day	
case	es			
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL
				KSHS.
1	Main stair			
	case/fire			
	,	244		

SI	PECIAL REQUIR		Freque	ncy				
11	. Provision of two (1	r towel	Once eve	ery day				
	dispensers in each Toilet. Each packet is to have at							
	least 125 paper towels							
	Description	Qty.	Annual	Total Rolls To	Rate	Total		
	No. Of Toilets		Frequency	Be Provided		Kshs		
1 6 Annually								

SP	ECIAL REQU		Frequency				
12.	Provision of 1	Once ever	y day				
	Descr		Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs
	Toilet No. of toilets		Toilet (Litres)		Be Provided Annually		
1		6	1/2	251	753		

SP	SPECIAL REQUIREMENTS Frequency							
13	. Garbage Handling	3 times	3 times a week					
	Description Annual Total Equivalent				Total			
	Frequency Annual (Qty)				Kshs.			
1	Removal of all wet							
	and dry waste	251						
	from offices to							
	Garbage room. item							

SP	ECIAL REQUIREMENTS	Frequency		
Clea	Cleaning and Washing of external windows.			hree months
	Description	Annual Frequency	Rate	Total Kshs
1	All external windows	4		
	Т			

## **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

Provision of two garbage three tin	garbage bags per week pe nes a week	r unit & c	arrying away	y the
No of bedrooms	Type of house	No of units	Rate per unit per monthKshs.	Cost per month Kshs.
2	Bungalow	12		
Total per month		12		
Total per				
annum x 12				
Other services to	be provided at the estates			
		Area		
Cleaning of all road daily	/foot paths & paved areas			
Daily cleaning of co blocks of flats	mmon stair cases in the			
Cutting of grass in c same continuously	compound & disposing of the			
Collecting any loose daily basis	e waste in the compound on	Item		
ones continuously	ge & opening up any clogged			
	e & gardening around both up to the edge of roof/drain			
Cleaning of approad drainages	ch roads & opening of			
Replacement of bul lights & wall lights a	bs in all the internal street as they occur			
the compound cont	ning & tending to plants in inuously			
Provide, plant and per month				
Supplier to provide within the compour garbage				
Painting of all iron Perimeter wall in ap	Once Per			
grills and access gat <b>Total</b>	tes.	year		
		1		

**Summary of Financial Proposal for Lokichoggio** 

Sun	imary of Financial Proposal for Lokicnogg	
	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 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.	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	T-t-1 A1 Ctt Ct	
	<b>Total Annual Contract Cost</b>	

# GRAND SUMMARY COLLECTION FOR LOT -4 (NORTH RIFT REGION)

## **LIST OF STATIONS TO BE CLEANED (MANDATORY)**

## **GRAND SUMMARY**

No.	Stations	Description	Total Annual contract cost Kshs.
Lot	4- North Rift Region		
(Off	fices)		
1.	ELDORET OFFICE(		
	KIPTAGICH HOUSE,	Offices	
	AIRPORT AND SCANNER)		
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 &	Offices &	
	LOKICHOGGIO AIRPORT-	Residential	
	OFFICES & RESIDENTIAL		
	SUB TOTAL		
ТОТ	AL PER MONTH		
ТОТ	AL PER ANNUM x 12		
Add	16 % VAT		
GRA	ND TOTAL FOR LOT -4		
(To l	be carried to Form of Tender	r)	

# LOT 5 – SOUTH RIFT REGION

# 1. NAKURU-GENERATIONS BUILDING

	SPECIAL REQUIREMENTS					
1	1. Cleaning of all Ceramic/PVC/terrazzo floors.					
	DESCRIPTION	ANNUAL	Area	TOTAL AREA TO BE CLEANED		
	PVC(floor)	FREQUENCY	m²	ANNUALLY		
	m <sup>2</sup>					
	Offices	251	2,865	719,115		

	SPECIAL REQUIREMENTS 2. Stripping and polishing all screed floors					
	DESCRIPTION PVC floor	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>		
1	Offices	4	2,865	11,460		

SPEC	SPECIAL REQUIREMENTS						
	vision of one number or	rdinary toilet p	aper dispenser and t	wo (numbers) toilet			
paper	rolls in each closet						
	DESCRIPTION	Qty. per	ANNUAL	TOTAL rolls to be			
	Toilets closet FREQUENCY provided						
1	1 annually						
	29	2	251	14,558			

S	SPECIAL REQUIREMENTS						
4.	Provision and servi	cing of one (1	numbers) sanitary b	in in each ladies toilet			
	DESCRIPTION		ANNUAL	TOTAL bins to be			
		toilet FREQUENCY provided annually					
	No. of toilets						
1	15	1	24	360			

SPEC	SPECIAL REQUIREMENTS				
5. Clea	5. Cleaning and Washing of main fire exit/stair cases				
	DESCRIPTION ANNUAL FREQUENCY				
1	Main stair case/fire	244			

SPEC	SPECIAL REQUIREMENTS					
6. Pro	vision of one number p	aper towel dis	penser and two (nun	nbers) packets paper		
to	owel in each Toilet. Eac	h packet is to l	nave at least 125 pape	er towels		
	DESCRIPTION	Qty.	ANNUAL	TOTAL rolls to be		
	No. of toilets		FREQUENCY	provided annually		
1	1					
	29	2	251	14,558		

SPEC	SPECIAL REQUIREMENTS						
7. Pro	ovision of 1	/2 litre liquid toilet soa	p dispenser aı	nd liquid soap in ea	ach toilet.		
	DF	ESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL litres to be		
	Toilet	No. of toilets	(litres)		provided annually		
1		29	1/2	251	3,639.50		

SPE	SPECIAL REQUIREMENTS				
8.0	Sarbage Handling				
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.		
1	Removal of all wet and dry waste from offices to Garbage dumping site.	251	item		

## 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>
	Offices	251	Item

## SPECIAL REQUIREMENTS

10. Provision of Automatic air fresheners and two number cans per month in all toilets.

	D	ESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL litres to be provided
	Toilet No. of toilets		(litres)		annually
1		29	1/2	251	3,639.50

# 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
1	14	2	251	7,028

SPEC	SPECIAL REQUIREMENTS								
12. Sha	impooing of all upholst	ery (waiting rooms, v	risitors rooms, et	c.)					
	DESCRIPTION	ANNUAL FREQUENCY	Number of units	TOTAL equivalent ANNUAL Qty.					
1	Offices	4	7	28					

Summary of Financial Proposal for Nakuru-Generations Building

	Summary of Financial Proposal i	for Nakuru-Gene	erations E	Building
	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all ceramic/PVC/terrazzo floors.	719,115		
2	Stripping and polishing all screed/PVC/terrazzo floors	11,460		
3	Provision of two (numbers) toilet paper rolls in each closet	14558		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	360		
5	Cleaning and Washing of main fire exit/stair cases	244		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	14558		
7	Provision of ½ litre liquid toilet soap in each closet.	3639.50		
8	Removal of all wet and dry waste from offices to Garbage room.	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	ITEM		
10	Provision of Automatic air fresheners and two number cans per month in all toilets.	3639.50		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	7,028		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	28		
13	<b>Total Annual Cost of Cleaning Activities</b>			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 2. NAKURU –K.P.C OFFICE FINANCIAL PROPOSAL

SPI	ECIAL REQUIF	Frequ	iency			
	leaning and mop	aved areas and	Twice	every day		
terra	azzo floors					
	Description	Annual	Area M <sup>2</sup>	Total Area To Be	Rate	Total
	(Floor)	Frequency		Cleaned Annually (M²)		Kshs
	Offices	502	48.64	24,418		

SP	ECIAL REQUI		Frequen	cy		
3. F	rovision of one p	oacket pa	per towel dispe	nsers in each	Once every day	
	Toilet. Each page	cket is to	have at least 12,	5 paper towels		
	Description	Qty	Annual	Total Rolls To	Rate	Total
		Toilet	Frequency	Be Provided		Kshs
1				Annually		
	Toilet					
			,	· ·		

SPI	SPECIAL REQUIREMENTS Frequency								
4. P	4. Provision of four (numbers) toilet paper rolls in each Once every day								
clos	set								
	Description	Qty.	Annual	Total Rolls To	Rate	Total			
	Toilets	Per	Frequency	Be Provided		Kshs			
1		Closet		Annually					
	2								

SPE	SPECIAL REQUIREMENTS Frequency								
5. Pı	rovision of 1/2 lit	re liquid to	ilet soap in ead	ch toilet.	Once ever	y day			
	Description	Qty. Per Toilet	Annual Frequency	Total Litres To	Rate	Total Kshs			
	No. of toilets	(Litres)	•	Be Provided Annually					
1	2	1/2	251	251					

SPI	SPECIAL REQUIREMENTS Frequency								
6.P	rovision and serv	vicing of or	ie (numbers) sa	nitary bin	Two times	s every month			
in	each ladies toile	et							
	Description	Qty. Per	Annual	Total Bins	Rate	Total			
		Toilet	Frequency	To Be		Kshs			
	No. Of Toilets			Provided					
	Annually								
1	1	1	24	24					

SPI	ECIAL REQUII	Frequenc	ey			
,	tripping and poli	and terrazzo	Once every	7 Month		
floo	r tiles.					
	Description	Rate	Total Kshs			
1	Office area	12	48.64	583.68		

SP	ECIAL REQUI	Frequ	iency					
	8. Washing of toilet public areas i.e. toilets floors and sanitary    Twice every day							
wa	re, mirrors and v	wall tiles.						
	Description Annual Area M <sup>2</sup> Total Area To Be (Toilets) Frequency Cleaned Annually					Total Kshs		
	( 5 5 5 5 5	111111		$(M^2)$				
1	2	502	2	2,008				

SPE	ECIAL REQUIREME	Frequenc	e <b>y</b>		
10. l	Removal of dry waste fr	Daily			
poin	ıt.				
	Description	Rate	Total		
		Frequency	Annual Qty.		Kshs.
1	Removal of all wet				
	and dry waste from	0.51	itam		
	offices to Garbage	251	item		
	disposal point				

SPI	ECIAL REQUIF	Frequenc	ey			
head Fax	Dusting of all offi dsets, computer machines etc,	Once every	y two days			
part	itions.					
	Description	Annual	Area	Total Area To	Rate	Total
	(Floor)	Frequency	M <sup>2</sup>	Be Cleaned Annually M²		Kshs
	Offices	156				

**Summary of Financial Proposal Nakuru K.P.C Office** 

	Technical Specification	KShs.
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.	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	Total Americal Contract Cost	
	Total Annual Contract Cost	

## 3. NAROK

SF	PECIAL REQU	<b>IREMENTS</b>	Frequen	cy		
1. (	1. Cleaning of all ceramic/PVC/terrazzo floors.					y day
	Description Annual Area Total Area Frequency M2 Be Clear			Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	374	93,874		

SPECIAL REQUIREMENTS Frequency							
2. S	tripping and po	Once eve	ry 3 Months				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate Total Kshs		
1	Offices	4	374	1,496			

SPI	ECIAL REQU	Frequency				
3. Provision of one number ordinary toilet paper dispenser   Once every day						
and	two (numbers)	toilet pa	per rolls in eac	ch closet		
	Description	·				Total
		Per	Frequency	Provided		Kshs
	Toilet	Closet		Annually		
1	3	2	251	1,506		

SPI	ECIAL REQUI	REMENT	Frequence	ey		
	rovision and se		Two times	every month		
bi	in in each ladies	s toilet				
	Description	Qty. Per	Annual	<b>Total Bins</b>	Rate	Total
		Toilet	Frequency	To Be		Kshs
	No. Of			Provided		
	Toilets			Annually		
1	1	1	24	24		
		TOTAL		24		

SPE	SPECIAL REQUIREMENTS Frequence						
5. Cl	leaning and Washing	Once every	day				
	Description	Annual Frequency	Rate	Total			
				Kshs.			
1	Main stair	0.4.4					
	case/fire	244					
		TOTAL					

SPECIAL REQUIREMENTS	Frequency
6. Provision of two (numbers) packets paper towel	Once every day
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	Rate	Total Kshs
1	2	2	251	1,004		

SPE	SPECIAL REQUIREMENTS Frequency								
7. Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet.							ery day		
	Des	scription	Qty. Per Toilet	Annual Frequency	Total Litres To	Rate	Total Kshs		
1	Toil et	No. of toilets cubicles	(Litres)		Be Provided Annually				
		2	1/2	251	251				

SPECIAL REQUIREMENTS Frequen							
8.Garb	age Handling			3 times a	a week		
	Description Annual Total Equivalent				Total		
		Frequency	Annual Qty.		Kshs.		
1	Removal of all		Item				
	wet and dry						
	waste from	251					
	offices to						
	Garbage room.						

SPECIAL F	REQUIREM	Frequency			
telephone he	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 t	wo days
Description Annual Total Area To Frequency Be Cleaned Annually (M <sup>2)</sup>			Rate	Total Kshs	
Of	fices	156	Item		

SPEC	SPECIAL REQUIREMENTS									
10. P	10. Provision of Automatic air fresheners and two number cans per month in all									
toilets	S.			-						
		Description	Qty. Per	Annual	Total Litres To					
	Toilet Frequency Be Provided									
	Toilet	No. of toilets	(Litres)		Annually					

SPE	SPECIAL REQUIREMENTS									
11. Ap	11. Applying urinal moth balls to all urinals									
	No. Of U	rinals	Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually					
1		1	2	251	502					

SPEC	SPECIAL REQUIREMENTS										
12. Sha	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							

**Summary of Financial Proposal** 

Jun	imary of Financial Proposal	Gross	Rate	Total
	Technical Specification	Annual Area (Sq.Mts)/ Quantity (No)	Kate Kshs	Annual Cost Kshs
1	Cleaning of all ceramic/PVC/terrazzo floors.	93,874		
2	Stripping and polishing all screed/PVC/terrazzo floors	1496		
3	Provision of two (numbers) toilet paper rolls in each closet	1506		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24		
5	Cleaning and Washing of main fire exit/stair cases	244		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1004		
7	Provision of ½ litre liquid toilet soap in each closet.	251		
8	Removal of all wet and dry waste from offices to Garbage room.	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	Provision of Automatic air fresheners and two number cans per month in all toilets.	251		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	502		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
13	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 4. KERICHO OFFICES- Sinendet, Imarisha plaza & offices in DC's compound FINANCIAL PROPOSAL

SPECI	SPECIAL REQUIREMENTS Frequency							
1. Clear	ning of all Cera	mic/PVC/ter	razzo flo	ors.	Once every da	y		
	Description (Floor)  Annual Frequency  M²  Be Cleaned Annually M²				Rate	Total Kshs		
	Offices							

SPI	SPECIAL REQUIREMENTS							
2. S	2. Stripping and polishing all screed floors							
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M <sup>2)</sup>	Rate	Months Total Kshs		
1	Offices	4	480	1920				

SP	SPECIAL REQUIREMENTS Frequency								
3. F	Provision of one	Once ever	ry day						
and	l two (numbers)	) toilet pape	er rolls in each	closet					
	Description Toilets	<u> </u>				Total Kshs			
1 Annually									
	7	2	251	3514					

SPECIAL REQUIREMENTS					ency
4. S	hampooing of all uphols	Once ev	ery 3 months		
roo	ms, etc.)				
	Description	<b>Annual Frequency</b>		Rate	Total
					Kshs
1	All seats	4			

SF	SPECIAL REQUIREMENTS Frequency								
5. Provision and servicing of one (numbers) sanitary bin in each ladies toilet Two times every mo									
	Description	Total Bins To Be Provided	Rate	Total Kshs					
No. Of Toilets Toilet Annually									
1	3	1	24	72					

SPI	ECIAL REQUIREMENTS	Frequency		
6.Cleaning and Washing of main fire exit/stair			Once every day	
case	es			
	Description	Annual	Rate	Total
		Frequency		Kshs.
1	Main stair case/fire	244		

SI	PECIAL REQUIR	Frequency	7			
	Provision of one nu umbers) packets pa	Once every	day			
	have at least 125 pa					
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	7					
		2	251	3514		

SPI	SPECIAL REQUIREMENTS					Frequen	cy
8. P	rovisio	n of ½ litre liquid	toilet soap	dispenser	and liquid	Once ever	y day
soaj	p in eac	h toilet.		_	_		
	Descri	ption	Qty. Per	Annual	Total Litres	Rate	Total
			Toilet	Frequen	To Be		Kshs
	Toil No. of toilets		(Litres)	cy	Provided		
	et		Annually				
1		7	1/2	251	878.50		

SPECIAL REQUIREMENTS					ency
9. Gar	bage Handling	3 times	s a week		
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage dumping site.	251	Item		

## SPECIAL REQUIREMENTS

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	Total Area To Be Cleaned Annually M <sup>2</sup>
	Offices	251	Item

## SPECIAL REQUIREMENTS

11. Provision of Automatic air fresheners and two number cans per month in all toilets.

	Description		Qty. Per Toilet	Annual Frequency	Total Litres To Be Provided
	Toilet	No. of toilets	(Litres)		Annually
1		7	1/2	251	878.50

# SPECIAL REQUIREMENTS 12. Applying urinal moth balls to all urinals | No. Of Urinals | Qty. Of Urinal Balls/Urinal | ANNUAL FREQUENCY | Be Provided Annually | 1 | 3 | 2 | 251 | 1506

SPEC	SPECIAL REQUIREMENTS					
13. Sha	13. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)					
	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.		
1	Offices	4	7	28		

**Summary of Financial Proposal** 

Sun	mary of Financial Proposal	T =: -	T	
	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all Ceramic/PVC/terrazzo floors.	120,480		
2	Stripping and polishing all screed floors	1920		
3	Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet	3514		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	28		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	72		
6	Cleaning and Washing of main fire exit/stair cases	ITEM		
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.	3514		
8	Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet.	878.50		
9	Garbage Handling	ITEM		
10	Dusting of all office fu.rniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	ITEM		
11	Provision of Automatic air fresheners and two number cans per month in all toilets.	878.50		
12	Applying urinal moth balls to all urinals	1506		
13	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 5. NYAHURURU – NGUMMO HOUSE

	SPECIAL REQUIREMENTS					
1	1. Cleaning of all Ceramic/PVC/terrazzo floors.					
	DESCRIPTION ANNUAL Area TOTAL AREA TO BE CLEANE					
	PVC(floor)	FREQUENCY	m²	ANNUALLY		
				m²		
	Offices	251	209	52459		

SPEC	SPECIAL REQUIREMENTS					
2. Strip	2. Stripping and polishing all screed floors					
	Description	Annual	Area M <sup>2</sup>	Total Area To Be Cleaned		
	Pvc Floor	Frequency		Annually M <sup>2</sup>		
1	Offices	4	209	836		

SPEC	SPECIAL REQUIREMENTS					
3. Pro	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		
1	4					
		2	251	2008		

SPEC	SPECIAL REQUIREMENTS						
4. Prov	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			

SPEC	SPECIAL REQUIREMENTS				
5. Clea	5. Cleaning and Washing of main fire exit/stair cases				
	Description	Annual Frequency			
1	Main stair case/fire	<b>244</b>			

SPE	SPECIAL REQUIREMENTS					
6. Provision of one packet paper towel dispensers in each Toilet and one waste paper						
bin.	bin. Each packet is to have at least 125 paper towels					
	Description	Qty.	Annual	Total Pkts To Be		
			Frequency	Provided Annually		
	Toilets					
1	4	2	240	1920		

SPE	SPECIAL REQUIREMENTS							
7. Pr	7. Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet							
	Description Qty. Per Toilet (Floor) (Litres) No. Of Toilets		Annual Frequency	TOTAL Litres To Be Provided ANNUALLY				
1	4	0.5	240	480				

	SPECIAL REQUIREMENTS 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			

## **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		
1	Office area -209 <b>m</b> <sup>2</sup>	251		

#### **SPECIAL REQUIREMENTS**

10. Provision of Automatic air fresheners and two number cans per month in all toilets.

	DESCRIPTION		Qty. per toilet	ANNUAL FREQUENCY	TOTAL litres to be provided
	Toilet	No. of toilets	(litres)		annually
1		4	1/2	251	502

## SPECIAL REQUIREMENTS

11. Applying urinal moth balls to all urinals

	No. of u	rinals	Qty. of urinal balls/urinal		ANNUAL FREQUENCY	TOTAL balls to be provided annually
1		2		2	251	1004

SPEC	SPECIAL REQUIREMENTS							
12. Sha	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** 

Sun	ımary 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.	52459		
2	Stripping and polishing all			
	screed/PVC/terrazzo floors	836		
3	Provision of two (numbers) toilet	1004		
	paper rolls in each closet	•		
4	Provision and servicing of one	48		
	(numbers) sanitary bin in each	•		
	ladies toilet			
5	Cleaning and Washing of main fire	244		
	exit/stair cases			
6	Provision of two (numbers)	960		
	packets paper towel dispensers in	,,,,		
	each Toilet. Each packet is to have			
	at least 125 paper towels			
7	Provision of ½ litre liquid toilet	240		
/	soap in each closet.	- <b>-</b>		
8	Removal of all wet and dry waste	ITEM		
	from offices to Garbage room.			
9	Dusting of all office furniture	ITEM		
	including desks, telephone			
	headsets, computer monitors,			
	keyboards, CPUs, printers, fax			
	machines etc, and all window sills			
	and low level partitions.			
10	Provision of Automatic air	251		
	fresheners and two number cans	-01		
	per month in all toilets.			
11	Application of urinal balls to all	1004		
**	urinals	1004		
	(Minimum size 200 gms pack of 5			
	balls)			
12	Shampooing of all upholstery	4		
12	(waiting rooms, visitors rooms,	7		
	etc.)			
	Total Annual Cost of Cleaning			
	Activities			
	Add Value Added Tax @ 16%			
	1244 Turus radio r			
	<b>Total Annual Contract Cost</b>			
	- Julianian Continue Cost			

## 6. MARALAL TOWN

S	PECIAL REQUIR	Frequency				
1.	Cleaning of all CER	Once every day				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	246	61,746		

SF	PECIAL REQUIRI	Frequency				
2.	Stripping and polisl	Once ev	ery 3 Months			
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	246	984		

SPE	CIAL REQUI	REMEN'		Frequency		
3. Pr	ovision of one r	paper dispenser	Once every day			
and t	two (numbers)	toilet pap	er rolls in eacl			
	Description	Qty.	Annual	Total Rolls To	Rate	Total
		Per	Frequency	Be Provided		Kshs
	Toilet	Closet		Annually		
1	2	2	251	1,004		

SPE	SPECIAL REQUIREMENTS Frequency						
	4. Provision and servicing of one (numbers) sanitary bin in					every month	
each	ladies toilet						
	Description	Qty. Annual Per Frequency		Total Bins To Be Provided Annually	Rate	Total Kshs	
	No. OfToilets	Toilet					
1	1	1	24	24			
	TOTAL			24			

SPE	CIAL REQUIREM	ENTS	Frequency		
5. Cleaning and Washing of main fire exit/stair			Once every day		
cases					
	Description	<b>Annual Frequency</b>	Rate	Total Kshs.	
1	Main stair	0.4.4			
	case/fire	244			
	TOTAL				

SPI	ECIAL REQUIRI	Freque	ncy			
	rovision of two (no ensers in each Toi	Once eve	ry day			
	paper towels					
	Description	Qty.	Annual	<b>Total Rolls To</b>	Rate	Total
	No. Of Toilets Frequency Be Provided Annually					Kshs
1	2	1,004				

SPE	CIAL R	<b>EQUIREM</b>	Freque	ency			
	ovision o	of ½ litre liqu toilet.	Once ev	ery day			
•	Descri	ption	Qty. Per Toilet	Annual Frequency	Total Litres To	Rate	Total Kshs
1	Toilet No. of toilets cubicles		(Litres)		Be Provided Annually		
		2	251				

SP	ECIAL REQUIREME	Frequency			
8.0	Sarbage Handling			3 times	s a week
	Description Annual Frequency Annual Annual Qty.				Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPECIAL REQUIRE	Frequency	7		
9. Dusting of all office telephone headsets, co CPUs, printers, fax ma and low level partition	Once every two days			
Description Annual Frequency Cleaned Annually M <sup>2</sup>			Rate	Total Kshs
Offices	156	Item		

SPEC	SPECIAL REQUIREMENTS									
	10. Provision of Automatic air fresheners and two number cans per month in all toilets.									
	Description Qty. Per Annual Total Litres To Toilet Frequency Be Provided									
	Toilet	No. of toilets	(Litres)		Annually					
1		2	1/2	251	251					

SPE	SPECIAL REQUIREMENTS									
11. A <sub>]</sub>	11. Applying urinal moth balls to all urinals									
	27 0077	_	0.0077.1.1							
	No. Of Urina	ıls	Qty. Of Urinal	ANNUAL	TOTAL Balls To					
			Balls/Urinal	FREQUENCY	Be Provided					
	Annually									
1	1 2 251 502									

SPEC	SPECIAL REQUIREMENTS								
12. Sha	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					

**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.	61,746		
2	Stripping and polishing all screed/PVC/terrazzo floors	984		
3	Provision of two (numbers) toilet paper rolls in each closet	1004		
4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24		
5	Cleaning and Washing of main fire exit/stair cases	244		
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1004		
7	Provision of ½ litre liquid toilet soap in each closet.	251		
8	Removal of all wet and dry waste from offices to Garbage room.	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	Provision of Automatic air fresheners and two number cans per month in all toilets.	251		
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	502		
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	Total Annual Contract Cost			

## 7. NAIVASHA

SPECIAL RE	EQUIREMEN	Frequenc	<b>y</b>		
1. Cleaning of	all Ceramic/P	Once every	day		
Description	escription Annual Area M <sup>2</sup> Total Area				Total
	Frequency To Be Cleaned				Kshs
Offices	251	540	135540		

SPI	ECIAL RE	QUIREMEN	Frequenc	ey			
2. Stripping and polishing all screed floors					Once every 3 Months		
De	Description Annual Frequency Cleaned Annually M2				Rate	Total Kshs	
1	Offices	4	540	2160			

SPI	ECIAL REQUI	Frequenc	y			
disp	3.Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet					ry day
Clos	Description   Qty.   Annual   Total Rolls   Toilets   Per   Frequency   To Be					Total Kshs
1	6					
		2	251	3012		

SPI	ECIAL REQUI	REMENT		Frequenc	y	
4. P	4. Provision and servicing of one (numbers) sanitary					every month
bi	in in each ladies	toilet				
	Description	<b>Qty. Per</b>	Annual	<b>Total Bins</b>	Rate	Total
1		Toilet	Frequency	To Be		Kshs
_	No. Of			Provided		
	Toilets					
1	3	1	24	<b>72</b>		

SPE	ECIAL REQUIREME	Frequency	y	
5. C	Cleaning and Washing	Once every	day	
	Description	Annual Frequency	Rate	Total Kshs.
1	Main stair case/fire	244		

SPI	ECIAL REQUI	Frequenc	e <b>y</b>			
6. P	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.					v day
1	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
		2	251	3012		

SPI	ECIAL R	<b>EQUIREME</b>	Frequen	ıcy			
7. P	rovision o	Once ever	ry day				
soaj	soap in each toilet.						
	Description		Qty.	Annual	Total	Rate	Total
			Per	Frequency	Litres To		Kshs
	Toilet	No. of	Toilet		Be		
		toilets			Provided		
		tonets			Annually		
1		6	1/2	251	753		

SP	ECIAL REQUIREMENTS	Frequen	cy		
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 dumping site.	251	Item		

## 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.

10 to partitions.						
	Description	Annual	Total Area To Be			
		Frequency	Cleaned Annually			
			$M^2$			
	Offices	251	Item			

## SPECIAL REQUIREMENTS

10. Provision of Automatic air fresheners and two number cans per month in all toilets.

	Description	on	Qty. Per Toilet	Annual Frequency	Total Litres To Be Provided
	Toilet	No. of toilets	(Litres)		Annually
1		3	2	251	753

SPEC	SPECIAL REQUIREMENTS						
<b>11.</b> Ap	11. Applying urinal moth balls to all urinals						
		1 -		T			
	No. Of Urinals		y. Of Urinal	ANNUAL	TOTAL Balls To		
		Ba	lls/Urinal	FREQUENCY	Be Provided		
			•	-	Annually		
1	1	0		251	502		

SPECIAL REQUIREMENTS							
12. Sha	12. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)						
	Description	Annual Frequency	Number Of Units	Total Equivalent Annual Qty.			
1	Offices	4	7	28			

**Summary of Financial Proposal Naivasha** 

	mary of Financial Proposal Naiv	<b>Gross Annual</b>	Rate	<b>Total Annual</b>
		Area(Sq.Mts)/ Quantity (No)	Kshs	Cost Kshs
1	Cleaning of all Ceramic/PVC/terrazzo floors.	135540		
2	Stripping and polishing all screed floors	2160		
3	Provision of one number ordinary toilet paper dispenser and two (numbers) toilet paper rolls in each closet	3012		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	28		
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	ITEM		
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.	3012		
8	Provision of ½ litre liquid toilet soap dispenser and liquid soap in each toilet.	753		
9	Garbage Handling	ITEM		
10	Dusting of all office fu.rniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	ITEM		
11	Provision of Automatic air fresheners and two number cans per month in all toilets.	753		
12	Applying urinal moth balls to all urinals	502		
13	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

## 8. POSTA KRA OFFICE-NAKURU

5	SPECIAL REQUIREMENTS						
1	1. Cleaning of all Ceramic/PVC/terrazzo floors.						
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually			
	Pvc(Floor)			$M^2$			
	Office	251	50	12550			

SPECIAL REQUIREMENTS						
2. Stripping and polishing all screed floors						
	Description Pvc Floor	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
1	Office	4	50	200		

SPEC	SPECIAL REQUIREMENTS						
	3. Provision of one number ordinary toilet paper dispenser and two (numbers) toilet						
paper	rolls in each closet						
	Description	Qty. Per	<b>Annual Frequency</b>	Total Rolls To Be			
	Toilets	Closet		Provided Annually			
1							
	2	2	251	1,004			

$\mathbf{S}$	SPECIAL REQUIREMENTS								
4.	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		•						
1	1	1	24	24					

SPECIAL REQUIREMENTS								
6. Provision of one number paper towel dispenser and two (numbers) packets paper								
towel	towel in each Toilet. Each packet is to have at least 125 paper towels							
	DESCRIPTION	Qty.	ANNUAL	TOTAL rolls to be				
	No. of toilets		FREQUENCY	provided annually				
1								
	2	2	251	1,004				

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

SPECIAL REQUIREMENTS	
8. Garbage Handling	

	Description	Annual	Total Equivalent
		Frequency	Annual
			Qty.
1	Removal of all wet and dry		
	waste from offices to Garbage	251	
	dumping site.		item

#### 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.

DESC	CRIPTION	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY
			$m^2$
Offic	ee	251	Item

#### SPECIAL REQUIREMENTS

10. Provision of Automatic air fresheners and two number cans per month in all toilets.

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

# SPECIAL REQUIREMENTS

11. Applying urinal moth balls to all urinals

	No. Of Urina	lls	Qty. Of Urinal Balls/Urinal	ANNUAL FREQUENCY	TOTAL Balls To Be Provided Annually
1		1	2	251	502

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	4	

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.	12550		
2	Stripping and polishing all screed/PVC/terrazzo floors	200		
3	Provision of two (numbers) toilet paper rolls in each closet	1004		

4	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24	
5	Cleaning and Washing of main fire exit/stair cases	244	
6	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1004	
7	Provision of ½ litre liquid toilet soap in each closet.	251	
8	Removal of all wet and dry waste from offices to Garbage room.	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	Provision of Automatic air fresheners and two number cans per month in all toilets.	251	
11	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	502	
12	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4	
	Total Annual Cost of Cleaning Activities		
	Add Value Added Tax @ 16%		
	<b>Total Annual Contract Cost</b>		

# GRAND SUMMARY COLLECTION FOR LOT -5 (SOUTH RIFT REGION)

# **LIST OF STATIONS TO BE CLEANED (MANDATORY)**

# **GRAND SUMMARY**

No.	Stations	Description	Total Annual contract cost Kshs.
Lot	5- South Rift Region		contract cost RSns.
	ices)		
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	
	SUB TOTAL		
ТОТ	AL PER MONTH		
TOT	AL PER ANNUM x 12		
Add	16 % VAT		
GRA	ND TOTAL FOR LOT -5		
(To l	be carried to Form of Tender	r)	

# **LOT 6- NORTHERN REGION**

#### 1. EMBU

SPECIAL	SPECIAL REQUIREMENTS					
1. Cleaning	1. Cleaning of all screed/PVC/Terrazzo floors.					
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
	Offices	251	905	227,155		

SPECIAL REQUIREMENTS						
2. Stripping and polishing all screed/PVC/Terrazzo floors						
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
1	Offices	4	905	3,620		

3. Vacuum cleaning of all carpeted areas					
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	251	24	6,024	

SPECIAL REQUIREMENTS						
4. Sha	4. Shampooing of all carpeted areas					
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually		
1	Offices			M <sup>2</sup>		
		4	24	96		

SPEC	SPECIAL REQUIREMENTS					
5. Pro	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	4,016		

SPECIAL REQUIREMENTS				
1. Shamp	1. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	Description	Annual Frequency		
1	All seats	4		

SPEC	SPECIAL REQUIREMENTS				
6. Pro	6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description				
	No. of toilets		Frequency	Provided Annually	
1	4	1	24	96	

SPE	SPECIAL REQUIREMENTS					
7.La	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		

SPE	SPECIAL REQUIREMENTS				
8.M	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.Clea	9.Cleaning and Washing of main fire exit/stair cases				
DESCRIPTION		ANNUAL FREQUENCY			
1	Main stair case/fire	244			

SPEC	SPECIAL REQUIREMENTS				
10. Pr	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each				
pa	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	

# SPECIAL REQUIREMENTS

Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.

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

# SPECIAL REQUIREMENTS

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

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.

		ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY M2
Of	fices =905 m2	251	227,155

#### SUMMARY OF FINANCIAL PROPOSAL- EMBU

	IMARY OF FINANCIAL PROPOSE Technical Specification	Gross Annual	Rate	Total Annual
		Area(Sq.Mts)/	Kshs	Cost Kshs
		Quantity (No)		
1	Cleaning of all			
	screed/PVC/terrazzo floors.	227,155		
2	Stripping and polishing all			
	PVC/terrazzo floors	3,620		
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.)	96		
5	Provision of two (numbers) toilet			
	paper rolls in each closet	4,016		
6	Shampooing of all upholstery			
	(waiting rooms, visitors rooms,	Item		
	etc.)			
7	Provision and servicing of one	96		
	(numbers) sanitary bin in each			
	ladies toilet			
8	Laundering of ceremonial flag and	320		
	curtains	_		
9	Mounting and removing of	_		
	ceremonial flag	5		
10	Cleaning and Washing of main fire	0.4.4		
	exit/stair cases	244		
11	Provision of two (numbers)			
	packets paper towel dispensers in	4.046		
	each Toilet. Each packet is to have	4,016		
	at least 125 paper towels			
12	Installation of hand liquid			
	dispenser and provision of ½ litre	1,004		
	liquid soap in each toilet cubicle.	, <u>-</u>		
13	Removal of all wet and dry waste	<b>!</b>		
	from offices to Garbage room.	item		
14	Dusting of all office furniture			
.	including desks, telephone			
	headsets, computer monitors,	00-1		
	keyboards, CPUs, printers, fax	227,155		
	machines etc, and all window sills			
	and low level partitions.			
16	*			
	<b>Total Annual Cost of Cleaning</b>			
	Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 2. MERU OFFICES

# FINANCIAL PROPOSAL

# SPECIAL REQUIREMENTS

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

SPE	SPECIAL REQUIREMENTS				
2. D	2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
		Annual Area M <sup>2</sup> Total Area To Be Washed Annually			
	Description	Frequency		M <sup>2</sup>	
1	Office area	240	930	223,200	

SPEC	SPECIAL REQUIREMENTS					
3. Pro	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		

SPEC	SPECIAL REQUIREMENTS				
4. Prov	4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description Bins Per Annual Total Bins To Bo (No. Of Toilets) Toilet Frequency Provided Annual				
1	2	1	12	36	

SPE	SPECIAL REQUIREMENTS				
	ovision of one packet pap			et and one waste paper	
bin.	Each packet is to have at	least 125 pap	er towels		
	DESCRIPTION Qty. ANNUAL TOTAL PKTS to be FREQUENCY provided annually				
	Toilets				
1					
	2	1	240	480	

SPE	SPECIAL REQUIREMENTS				
6. In	stallation of hand liqui	d soap dispenser & p	provision of 1/2 litro	e liquid toilet soap in	
each	ı closet.				
	Description (Floor)				
	No. of toilets				
1					
	2	0.5	240	240	

SP	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	240	item		

SPECIAI	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 – 930 sq. <b>m²</b>	240		

SPECI	SPECIAL REQUIREMENTS					
9. App	olying urinal moth balls t	o all urinals				
	Description	Qty/Week	Annual	Total Balls To Be Provided		
			Frequency	Annually		
	Urinals					
1						
	2	4	52	416		

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

**Summary of Financial Proposal – MERU OFFICE** 

	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.	27,840		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	223,200		
3	Applying urinal moth balls to urinals	416		
4	Provision of two number toilet paper rolls in each closet	2400		
5	Provision and servicing of two (numbers) sanitary bins in each ladies toilet.	36		

	<b>Technical Specification</b>	Gross ANNUAL Area (m²)/Quantity (no)	Rate Kshs	Total Annual Cost Kshs
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	480		
7	Installation of TWO hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	240		
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		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 3. MACHAKOS OFFICES

# FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS

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

SPE	SPECIAL REQUIREMENTS							
2. I	2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.							
	DESCRIPTION  ANNUAL Area m <sup>2</sup> FREQUENCY WASHED ANNUAL m <sup>2</sup>							
1	Office area	240	9000sq m	2,160,000				

SPECIAL REQUIREMENTS								
3. Pro	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				

SPEC	SPECIAL REQUIREMENTS							
4. Prov	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 Annualy				
1	3	1	24	72				

SPE	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 pap	er towels			
	DESCRIPTION	Qty.	ANNUAL	TOTAL PKTS to be		
			FREQUENCY	provided annually		
	Toilets					
1	5	1	240	1200		

SPE	SPECIAL REQUIREMENTS							
	6. Installation of hand liquid soap dispenser & 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	5	0.5	240	600				

SP	SPECIAL REQUIREMENTS						
7. 0	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				

Ī	SPECIAL REQUIREMENTS					
Ī	8. Dusting of all office furniture including desks, telephone headsets, computer monitors,					
	keyboards	, CPUs, printers, Fax machines etc, an	d all window sills and low level partitions.			
		DESCRIPTION	ANNUAL FREQUENCY			
	1	Office area – 9000 sq. <b>m</b> ²	240			

	SPECIAL REQUIREMENTS							
9. A	9. Applying urinal moth balls to all urinals							
	DESCRIPTION Qty/week ANNUAL TOTAL balls to be							
			<b>FREQUENCY</b>	provided annually				
	Urinals			-				
1								
	2	4	48	384				

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

# 4. KITUI TOWN (OFFICES & TWO CONTAINERS)

SPE	SPECIAL REQUIREMENTS Frequency						
1. Cl	eaning and mop	Once every	day				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
	Offices	251	365	91,615			

SPE	SPECIAL REQUIREMENTS Frequency							
2. St	tripping and po	lishing all PV	Once every	3 Months				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs		
1	Offices	4	365	1,460				

Sl	PECIAL REQUIR	EMENT		Frequency		
3.	3. Provision of four (numbers) toilet paper rolls in each				Once every day	y
clo	oset					
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL
		per	FREQUENCY	rolls to be		KSHS
	Toilet	closet		provided		
				annually		
1	3	4	251	3,012		

$\mathbf{S}$	SPECIAL REQUIREMENTS Frequency						
4.	Washing of toilet p	Twice every	day				
W	are, mirrors and wa	ll tiles.					
	Description	Annual	Area	Total Area To	Rate	Total	
	(Toilets)	Frequency	$\mathbf{M}^{2}$	Be Cleaned		Kshs	
				Annually			
	M <sup>2</sup>						
1	2	502	_	_			

SPE	CIAL REQUI	REMEN	Frequency			
5. Pi	rovision and se	rvicing of	two (numbers	s) sanitary	Two times ever	y month
bi	n in each ladies	s toilet		-		
	Description	Qty.	Rate	Total		
		Per	Frequency	To Be		Kshs
	No. Of	Toilet		Provided		
	Toilets			Annually		
1	1	1	24	48		
	TOTAL			48		

SP	ECIAL REQU	<b>IREMENTS</b>	Frequency			
6.	Laundering of ce	eremonial flag	g and curtains		Once every 3	months
	Description	Annual Frequency	Rate	Total Kshs		
1	Ceremonial flag	4				

SPI	ECIAL REQU	<b>JIREMENTS</b>	Frequenc	y	
7. N	Iounting and r	Once every	3 months		
	Description	Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	5		

SPE	ECIAL REQUIREM	ENTS	Frequency	
8. Cleaning and Washing of main fire			Once every day	
exit,	/stair cases			
	Description	Annual Frequency	Rate	Total Kshs.
1	Main stair case/fire	244		
		TOTAL		

S	PECIAL REQUIR	Frequency				
9.	Provision of two (n	Once every da	ay			
dispensers in each Toilet. Each packet is to have at						
	least 125 paper to	owels				
	Description	Qty.	Annual	Total Rolls	Rate	Total
	No. Of Toilets		Frequency	To Be		Kshs
			Provided Annually			
1	3	2	251	1,506		

SPE	ECIAL I	REQUIREM	Freque	ncy			
10. l	Provisio	n of 1/2 litre li	quid toile	t soap in eacl	n toilet and	Once eve	ery day
disp	enser						
	DES	CRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL
			per	FREQUEN	litres to		KSHS
1	Toil	No. of	toilet	CY	be		
	et	toilets	(litres)		provided		
	cubicles annually						
		3	1/2	251	376.5		

SPE	ECIAL REQUIREMEN	Frequency			
11.G	11.Garbage Handling				
	Description	Rate	Total Kshs.		
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPE	CIAL REQUIREM	Frequen	cy		
head fax n	Pusting of all office for sets, computer mon nachines etc, and all tions.	Once ever	y two days		
	Description	Rate	Total Kshs		
	Offices	156	Item		

SP	ECIAL REQUIREMENTS				
13.0	Cleaning and Washing of exte	Once every t	Once every three months		
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows				
	7				

Summary of Financial Proposal for Kitui Town.

	Technica	l Spec	ification	Qty/ Rate	Total cost KShs.		
1	Cleaning	and	mopping	of	all	91,615	
	screed/PVC/terrazzo floors.						

2	Stripping and polishing all PVC/terrazzo floors	1,460	
3	Provision of four (numbers) toilet paper rolls in each closet	3012	
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	N/A	
5.	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	48	
6.	Laundering of ceremonial flag and curtains	120	
7.	Mounting and removing of ceremonial flag	5	
8.	Cleaning and Washing of main fire exit/stair cases	ITEM	
9.	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1,506	
10	Provision of ½ litre liquid toilet soap in each closet and dispenser	376.5	
11	Removal of all wet and dry waste from offices to Garbage room.	ITEM	
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.	ITEM	
13	Cleaning and Washing of external windows	4	
	Total Annual Cost of Cleaning Activities		
	Add Value Added Tax @ 16%		
	Total Annual Contract Cost		

# 5. KAJIADO OFFICE

SPE	CIAL REQUII	Frequenc	y			
1. Cl	1. Cleaning of all screed/PVC/terrazzo floors.					day
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	90	22,590		

SPECIAL REQUIREMENTS	Frequency
2. Stripping and polishing all PVC/screed/terrazzo floors	Once every 3
	Months

	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	90	360		

SPI	SPECIAL REQUIREMENTS Frequency								
3. P	rovision of FOUR (nun	Once ev	ery day						
	Description	Qty. Per	Annual	Total Rolls	Rate	Total			
		Closet	Frequency	To Be		Kshs			
	Total			Provided					
				Annually					
1	2	4	251	2,008					

SP	ECIAL REQU	Frequency				
4. V	4. Washing of pit latrine cubicles					ery day
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
1	2	502	1	1,004		

SPI	ECIAL REQUIREMENTS	Frequen	cy	
5. C	leaning and Washing of external walls	Once ever	y three	
		months		
	Description	Annual Frequency	Rate	Total Kshs
1	All external walls & windows	4		
	Total	•		

SPI	ECIAL REQUIREN	Freque	ency					
6. P	Provision of ONE (number) packet paper towel dispenser in Once every day							
	each Toilet cubicle. Each packet is to have at least 125							
	paper towels	_	•					
	DESCRIPTION	Qty.	ANNUAL	TOTAL rolls to	RATE	TOTAL		
			FREQUENCY	be provided		KSHS		
	No. of toilets			annually				
1	2	1	251	502				

SP	SPECIAL REQUIREMENTS Frequency						
7. P	Provision of 1/2 litre li	Once ev	ery day				
	DESCRIPTION	Qty. Per	Annual	Total Litres	Rate	Total	
		Toilet	Frequency	To Be		Kshs	
	No. of toilets	(Litres)		Provided			
				Annually			
1	2	1/2	251	251			

SP	ECIAL REQUIREMENTS	Frequency			
8.0	8. Garbage Handling				ı 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		

SPECIAL REQU	UIREMENTS	Frequency		
	office furniture including desks,	Once every two days		
	ets, computer monitors,			
keyboards, CPUs	, printers, fax machines etc, and			
all window sills a	nd low level partitions.			
Description	Annual Frequency	Rate	Total Kshs	
(Floor)				
Offices 130				

SPECIAL REQUIREMENTS				Frequency		
10.0	10.Cleaning and Washing of external windows.			Once every t	hree months	
	DESCRIPTION		ANNUAL	RATE	TOTAL	
			<b>FREQUENCY</b>		KSHS	
1	All external windows		4			
	7					

KAJIADO OFFICE Summary of Financial Proposal

	<b>Technical Specification</b>	Qty/Area	Rate	Amount
1	Cleaning of all screed/PVC/terrazzo floors.	22,590		
2	Stripping and polishing all PVC/terrazzo floors	360		
3	Provision of two (numbers) toilet paper rolls in each closet	2008		
4	Washing of pit latrine cubicles	1004		
5	Cleaning and Washing of external walls and windows	4		
6	Provision of one (number) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	502		
7	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.	N/A		
10.	Cleaning and Washing of external windows	N/A		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

# 6. ISIOLO

S	PECIAL REQU		Frequenc	e <b>y</b>			
	Cleaning and mo		Once every	day day			
	ereed/PVC/terraz	zo floors.(offic	e area, w	arehouse floor			
aı	nd open space						
	Description	Annual Frequency	Area M²	Total Area To	Rate	Total	
		Be Cleaned		Kshs			
	Annually(M <sup>2)</sup>						
	Offices	251	1100	276,100			

$\mathbf{S}$	SPECIAL REQUIREMENTS Frequency					
2.	Stripping and polis	ors	Once ev	ery 3 Months		
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²	Rate	Total Kshs
1	Offices	4	630	2,520		

SI	PECIAL REQUIR	Freque	ency			
3.	3. Provision two (2) toilet paper rolls in each closet					ery day
	DESCRIPTION	Qty. per	ANNUAL FREQUENCY	TOTAL rolls to be	RATE	TOTAL KSHS
	Toilet	closet				
1	6	2	251	3012		

SP	ECIAL REQUI		Freque	ency		
	Washing of toilet nitary ware, mirr	Twice ev	very day			
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
1	6	251	130	195,780		

SI	PECIAL REQUIR		Frequenc	ey			
5.	Provision and servi	itary bin in	Two times	every month			
	each ladies toilet						
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL	
		per	FREQUENCY	bins to be		KSHS	
	No. of toilets	toilet		provided			
				annually			
1	4 1 24 96						
	7	TOTAL		96			

SPI	ECIAL REQUIRE	Frequency				
6. L	aundering of cerem	Once ev				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	1	4		

SP	ECIAL REQUIRE	Frequency				
7. N	Mounting and remo	Once even months	ery 3			
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPE	PECIAL REQUIREMENTS Frequen					
8. Cl	eaning and Washing of 1	Once eve	ery day			
	Description	<b>Annual Frequency</b>	Rate	Total Kshs.		
1	Main stair case/fire	244				
		TOTAL	·			

SI	PECIAL	REQUIR	EM	ENTS				Frequ	ency
9.	9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper							Once e	very day
		i Tollet. E	icii į	раскет в	s to have at it	east 1	25 paper		
	towels    Description   Qty.   Annual Frequency   Total Rolls To Be   Provided   Annually						Rate	Total Kshs	
1	6	2	)		251		3,012		
SI	PECIAL	REQUIR	EM	ENTS				Frequency	
	. Provision Spenser	on of ½ l	itre	liquid t	oilet soap in	eacl	n toilet and	Once ev	ery day
	DESCRIPTION   Qty. per   ANNUAL   TOTAL   toilet   FREQUENCY   litres to be					RATE	TOTAL KSHS		
1	Toilet	Toilets annually Cubicles							
		2		1/2	251		251		

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

SPEC	SPECIAL REQUIREMENTS						
12. D	usting of all office furniture inclu	iding desks, telephone headsets, computer monitors,					
keybo	ards, CPUs, printers, Fax machin	es etc, and all window sills and low level partitions.					
		ANNUAL FREQUENCY					
	DESCRIPTION						
1	Office area – <b>630 m²</b>	251					

SPECI	SPECIAL REQUIREMENTS									
13. Ap	13. Applying urinal moth balls to all urinals									
	DESCRIPTION Qty/week ANNUAL TOTAL balls to be									
			<b>FREQUENCY</b>	provided annually						
	Urinals									
1	1									
	2	4	52	416						

SPE	SPECIAL REQUIREMENTS								
14.	14. Cleaning and washing windows								
	DESCRIPTION Qty/week ANNUAL TOTAL AREA TO BE								
			FREQUENCY	WASHED (m2)					
	Area of windows								
1									
	Item	1	52	Item					

**Summary of Financial Proposal for Isiolo** 

<u>St</u>	Summary of Financial Proposal for Isiolo					
	Technical Specification	KShs.				
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	Laundering 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>					
	Add Value Added Tax @ 16%					
	<b>Total Annual Contract Cost</b>					

# 7. WAJIR OFFICES

S	PECIAL REQUIREMENTS		Freque	ncy		
1.	1. Cleaning of all screed/PVC/Terrazzo floors.				Once eve	ry day
	Description (Floor) Cement Screed	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	137	34,387		

SP	PECIAL REQUIREMENTS	Freque	ncy			
2.	2. Stripping and polishing all screed/PVC/Terrazzo floors					ry 3
					Months	
	Description Annual Area Total Area					Total
		Frequency	M <sup>2</sup>	To Be		Kshs
				Cleaned		
				Annually		
1	Offices	4	N/A	N/A		

SP	ECIAL REQUIREMEN	Frequency				
3. Vacuum cleaning of all carpeted areas				Once ev	ery day	
	Description Annual Area Tot Frequency M <sup>2</sup> Be An				Rate	Total Kshs
1	Offices	251	N/A	N/A		

SI	SPECIAL REQUIREMENTS Frequency							
	Shampooing of all of				Once ev	ery 3 months		
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned	Rate	Total Kshs		
1	Offices			Annually M <sup>2</sup>				
		4	N/A	N/A				

SP	ECIAL REQUIREMENTS	Freque	ency			
5. F	5. Provision of two (numbers) toilet paper rolls in each closet					very day
	Description	Qty.	Annual	Total Rolls	Rate	Total
	Toilets	Per	Frequency	To Be		Kshs
1	2	Closet		Provided		
	Annually					
		2	251	1004		

SP	SPECIAL REQUIREMENTS Frequency						
	6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			Once ev	ery 3 months		
	Description Annual Frequency				Total Kshs		
1 All seats N/A							

SP	ECIAL REQUIREM	Frequenc	$\mathbf{y}$			
7.]	Provision and servicin	Two times	every			
(	each ladies toilet				month	
	DESCRIPTION Qty. ANNUAL TOTAL per FREQUENCY bins to be					TOTAL KSHS
	No. of toilets toilet provided annually					
1	1	1	24	24		

SP	ECIAL REQUIREMEN	Freque	ncy			
8.1	8.Laundering of ceremonial flag and curtains					
					months	
	Description	Total Equivalent Annual Qty.	Rate	Total Kshs		
1	Ceremonial flag	4	1	4		

SP	ECIAL REQUIREME	Freque	ncy			
9.1	Mounting and removing	Once eve	ery 3			
					months	
	Description  Annual Frequency Flag/Curtain (Kg) Annual Otty.					Total Kshs.
1	Ceremonial flag	5	1	5		

SPI	ECIAL REQUIREMENTS		Frequ	ency
10.	Cleaning and Washing of main f	ïre exit/stair cases	Once e	very day
	Description Annual Frequency		Rate	Total Kshs.
1	Main stair case/fire	N/A		

SP	ECIAL REQUIREMENTS		Frequency				
11.	Provision of two (numbers)	Once every day					
	each Toilet. Each packet is t	to have a	t least 125 pape	r towels			
	Description	Qty.	Annual	Total	Rate	Total	
	No. Of Toilets		Frequency	Rolls To		Kshs	
1	2			Be			
		Provided					
		2	251	1004			

	ECIAL <b>R</b>	Frequer	Frequency					
12	. Provisio	n of ½ litı	e liquid toile	et soap in each toi	let.	Once eve	ry day	
	DESCRIPTION Qty. per toilet Annual Frequency litres to				RATE	TOTAL KSHS		
	Toilet No. of (litres) be				be			
		toilets			provided annually			
1		2	1/2	251	251			
SI	SPECIAL REQUIREMENTS						ency	
13	. Garbage	Handling				3 times	3 times a week	

	DESCRIPTION	ANNUAL	TOTAL	RATE	TOTAL
		FREQUENCY	equivalent ANNUAL Qty.		KSHS.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPI	ECIAL REQUIREMENTS	Frequency			
Clea	ning and Washing of external	Once every t	Once every three months		
	DESCRIPTION	ANNUAL	RATE	TOTAL	
		FREQUENCY		KSHS	
1	All external windows				
	Т				

**Summary of Financial Proposal for Wajir Offices** 

um	mary of Financial Proposal for Wajir Of	
	Technical Specification	KShs.
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	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	Annual timetable of weekly, monthly, and quarterly activities	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

# 8. WAJIR AIRPORT

SPECI	SPECIAL REQUIREMENTS								
1. Clean	1. Cleaning of all screed/PVC/Terrazzo floors.								
	Description (Floor)	Rate	Total Kshs						
	Offices 251 25 6,275								

SPI	ECIAL REQUIF		Frequen	cy		
2. S	tripping and poli	Once ever Months	у 3			
			1 -	Total Area To		
	Description	Annual Frequency	Area M²	Rate	Total Kshs	
1	Offices	100				

SP	Frequency								
3. \	Once Every Day								
	Description Annual Area Total Area To Be Cleaned Annually M²								
1	1 Offices 251 N/A N/A								

					Frequ	uency
SP	ECIAL REQUIRE					
4. 8	Shampooing of all ca	Once	every 3			
					montl	ns
	Description	Annual	Area M <sup>2</sup>	Total Area To	Rate	Total
	O.C.	Frequency		Be Cleaned		Kshs
1	Offices			Annually M <sup>2</sup>		
		4	N/A	N/A		

SP	ECIAL REQUIRE		Frequency			
5. l	Provision of two (nu	mbers) toilet	paper rolls in each	h closet	Once every day	
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To	Rate	Total Kshs
1	2			Be Provided Annually		
		2	251	1004		
SP	ECIAL REQUIRE	EMENTS			Frequency	
6. \$	Shampooing of all u	pholstery (wa	iting rooms, visito	ors rooms,	Once ev	ery 3
etc	.)				months	-
	DESCRIPTION	CY	RATE	TOTAL KSHS		
1	1 All seats 4					

SP	ECIAL REQUIRE	Frequen	cy			
	7.Provision and servicing of one (numbers) sanitary bin in each ladies toilet					every
	DESCRIPTIONQty. perANNUAL FREQUENCYTOTAL bins to				RATE	TOTAL KSHS
	No. of toilets					
1	1	1	24	24		

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

SP	ECIAL REQU		Frequency			
9.]	Mounting and r	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		

SPI	ECIAL REQUIREMENT	Frequency		
10.	Cleaning and Washing of 1	Once ever	ry day	
	DESCRIPTION	DESCRIPTION ANNUAL FREQUENCY		TOTAL
				KSHS.
1	Main stair case/fire	244		

SF	PECIAL REQUIREM		Frequency			
11	. Provision of two (nur	Once every day				
	dispensers in each T					
	125 paper towels					
	DESCRIPTION	Qty.	ANNUAL	TOTAL	<b>RATE</b>	TOTAL
	No. of toilets		FREQUENCY	rolls to		KSHS
1	2			be		
		provided				
		2	251	1004		

SPI	ECIAL RI	Freque	ncy				
12.	Provision of	Once eve	ery day				
	Desc	ription	Qty. Per Toilet	Annual Frequenc	Total Litres To Be	Rate	Total Kshs
	Toilet	No. of toilets	(Litres)	y	Provided Annually		
1		2	1/2	251	251		

SPI	ECIAL REQUIREMENTS					Freque	Frequency	
Gai	rbage Handling					3 times	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			
SPI	ECIAL REQUIREMENTS				Frequenc	<b>y</b>		
Clea	aning and Washing of extern	ıal	windows.		Once every	three mo	onths	
	DESCRIPTION		ANNUAL FREQUENC		RATE		TAL SHS	
1	All external windows		4					
		To	otal					

**Summary of Financial Proposal** 

Sum	ımmary of Financial Proposal						
	<b>Technical Specification</b>	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 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>						
	Add Value Added Tax @ 16%						
	<b>Total Annual Contract Cost</b>						

# 9. DIFFU -WAJIR

SP	ECIAL REQUIREM	IENTS					Frequency	
1. (	Cleaning and mopping	Once every day						
	Description	Annua	_	Area Ma		)	Rate	Total
	(Floor)	Frequen	Frequency		Be Cleaned			Kshs
					Annually M <sup>2</sup>			
	Offices	251		27	6,777			
SP	ECIAL REQUIREM	IENTS					Frequency	
2. l	Provision of FOUR (nu	ımbers) toile	et pap	er rolls in	each closet		Once e	very day
	Description	Qty. Per	Ar	nnual	Total Rolls To	Ве	Rate	Total
		Closet	Free	quency	Provided Annua	ılly		Kshs
	Total							
1	2	4	:	251	2,008			

SP	ECIAL REQUIR	Frequency				
3. \	Washing of pit lati	Twice eve	ry day			
	Description Annual Area Total Area To Be (Toilets) Frequency M <sup>2</sup> Cleaned Annually M <sup>2</sup>				Rate	Total Kshs
1	2	502	1	1,004		

SPECIAL	SPECIAL REQUIREMENTS Frequence							
4. Cleaning	Once ever	y three						
	Description	<b>Annual Frequency</b>	Rate	Total				
				Kshs				
1	1 All external walls & windows 4							
	Total							

SPEC	SPECIAL REQUIREMENTS Frequency								
	ovision of ONE (number) p	Once ever	y day						
Γ	Coilet cubicle . Each packet								
	Description	Qty.	Annual	Total Rolls To	Rate	Total			
			Frequency	Be Provided		Kshs			
	No. Of Toilets Annually								
1	2	1	251	502					

SPEC	SPECIAL REQUIREMENTS Frequency								
6. Pro	6. Provision of ½ litre liquid toilet soap in each toilet and dispenser Once every day								
	Description	Qty. Per	Annual	Rate	Total				
		Toilet	Frequency	Be Provided		Kshs			
	No. of toilets	(Litres)		Annually					
1	2	1/2	251	251					

SPE	CIAL REQUIREMENTS	Frequency			
7. Ga	rbage Handling		Daily		
	Description	Annual	Total Equivalent	Rate	Total Kshs.
		Frequency	Annual Qty.		
1	Removal of all wet and				
	dry waste from offices	251	item		
	to Garbage bin.	_			

SPECIAL REQUIREM	ENTS	Frequency	
8. Dusting of all office fur	niture including desks,	Daily	
	outer monitors, keyboards,		
CPUs, printers, fax machi	nes etc, and all window sills and		
low level partitions.			
DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL
(floor)			KSHS
Offices	251		

SPECIAL	SPECIAL REQUIREMENTS Frequency							
Cleaning ar	nd Washing of external windo	WS.	Once every t	hree months				
	DESCRIPTION	ANNUAL	RATE	TOTAL				
		FREQUENCY		KSHS				
1	All external windows	4						
		4						
		<b>Total</b>		ļ				

# DIFFU OFFICE (WAJIR COUNTY) Summary of Financial Proposal

Technical Specification Cleaning and mopping of all screed/PVC/terrazzo floors. Provision of two (numbers) toilet paper rolls in each closet	KShs.
screed/PVC/terrazzo floors. Provision of two (numbers) toilet paper rolls in each closet	
in each closet	
Washing of pit latrine cubicles	
Cleaning and Washing of external walls and windows	
Provision of one (number) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	
Provision of ½ litre liquid toilet soap in each closet.	
Garbage Handling	
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.	
Total Annual Cost of Cleaning Activities	
Add Value Added Tax @ 16%	
Total Annual Contract Cost	
	Provision of one (number) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels Provision of ½ litre liquid toilet soap in each closet.  Garbage Handling 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.  Total Annual Cost of Cleaning Activities  Add Value Added Tax @ 16%

# 10. MOYALE

SPEC	SPECIAL REQUIREMENTS							
1. Cle	1. Cleaning of all screed/PVC/Terrazzo floors.							
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs		
	Offices	251	260	65,260				

SI	PECIAL REQUIREMENTS	Freque	ency				
2.	2. Stripping and polishing all screed/PVC/Terrazzo floors Once every 3						
					Months	-	
	Description	Annual	Area	Total Area To	Rate	Total	
		Frequency	$\mathbf{M}^{2}$	Be Cleaned		Kshs	
	Annually M <sup>2</sup>						
1	Offices	4	260	1040			

SI	PECIAL REQUIREMENT	Frequency				
3. Vacuum cleaning of all carpeted areas					Once every day	
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

Sl	PECIAL REQUIREMENT	Frequency					
4.	4. Shampooing of all carpeted areas						
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned	Rate	Total Ksh	
1	Offices			Annually M <sup>2</sup>			
		4	N/A	N/A			

SF	PECIAL REQUIREMENTS	Frequer	ncy			
5.	5. Provision of two (numbers) toilet paper rolls in each closet					ery day
	DESCRIPTION Toilets	Qty. per	ANNUAL FREQUENCY	TOTAL rolls to be	RATE	TOTAL KSHS
1	4	closet		provided annually		
		2	251	2008		

	ECIAL REQUIREME		Frequen	ıcy		
1. 8	Shampooing of all uphols	Once ever	ry 3			
etc	.)				months	
Description			Annual Free	Rate	Total Kshs	
1	All seats		4			
SP	ECIAL REQUIREME	NTS			Frequen	cy
6.1	Provision and servicing o	of one (n	umbers) sanitar	y bin in each	Two times every	
1	adies toilet				month	-
	Description	Qty.	Annual	Total Bins To	Rate	Total
		Per	Frequency	Be Provided		Kshs
	No. of toilets	Toilet		Annually		

1	2	1	24	48	

Sl	PECIAL REQUIREMENT	Frequency							
7.	7. Laundering of ceremonial flag and curtains Once every 3								
					months	S			
	DESCRIPTION ANNUAL Weight of TOTAL					TOTAL			
		FREQUENCY	flag/curtain	equivalent		KSHS			
			(kg)	ANNUAL					
				Qty.					
1	Ceremonial flag	4	15	60					

Sl	PECIAL REQUIREMEN	Frequ	ency					
8	8. Mounting and removing of ceremonial flag  Once ever							
					months	S		
	Description	Rate	Total					
		Frequency	Flag/Curtain	Equivalent		Kshs.		
			(Kg)	Annual Qty.				
<u> </u>								
1	Ceremonial flag	5	1	5				

SP	ECIAL REQUIREMENTS	Frequen	cy	
9.Cleaning and Washing of main fire exit/stair cases			Once ever	y day
	Description	Annual Frequency	Rate	Total Kshs.
1	Main stair case/fire	244		

SP	PECIAL REQUIREMENTS	Freque	ncy			
10.	. Provision of two (numbers)	Once eve	ery day			
	each Toilet. Each packet is	to have a	at least 125 pap	er towels		
	Description	Qty.	Annual	Total Rolls	Rate	Total
	No. Of Toilets		Frequency	To Be		Kshs
1	4			Provided		
	-			Annually		
		2	251	2008		

SP	ECIAL REQU	Frequen	cy				
11.	Provision of 1/2	Once ever	y day				
	Descr	iption	Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs
	Toilet	No. of toilets	Toilet (Litres)		Be Provided Annually		
1		4	1/2	251	502		

SPE	Frequency					
Gar	Garbage Handling					
	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 of roof gutters & drain pipes in all houses and offices	Once every 3
	months

	Description Roof Gutters/Pipes	Annual Frequency	Area M²	Total Area To Be Fumigated Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices/houses	4				

SPI	ECIAL REQUIREMENTS	Frequency		
Clea	aning and Washing of external	Once every t	hree months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows	4		
	T			

#### KENYA REVENUE AUTHORITY STAFF HOUSES

# GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

# 1. MOYALE

Provision of two garba				
& carrying away the ga	rbage three times a	week		
No of bedrooms	Type of house	No of	Rate per	Cost per
		units	unit per	month
			month-	Kshs.
			Kshs.	
3	Bungalow	64		
Total per month		64		
Total per annum x 12				
Other services to be pr	ovided at the estates			
		Area		
Cleaning of all road/foot I daily	•			
Daily cleaning of common	stair cases in the			
blocks of flats	101: : ::			
Cutting of grass in compo	und & disposing of the			
same continuously	in the common of our	:4		
Collecting any loose waste daily basis		item		
Cleaning of drainage & op ones continuously	ening up any clogged			
Cutting of live fence & gar	dening around both			
sides .External side up to	the edge of roof/drain			
where applicable				
Cleaning of approach road	ls & opening of			
drainages				
Replacement of bulbs in a				
lights & wall lights as they				
Carrying out gardening &				
the compound continuous				
Provide, plant and mainta	in 10 flowers/ trees			
per month				

Supplier to provide adequate garbage skips within the compound for tenants to deposit garbage		
Total		

**Summary of financial proposal for Moyale** 

ouiii.	mary of imancial proposal for Moyale	
	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 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	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

# 11.MANDERA

SP	PECIAL REQUIREM	Frequency					
1. Cleaning of all screed/PVC/Terrazzo floors. Once ev							
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs	
1	Offices	251	260	65,260			

SPE	CIAL REQUI	Frequenc	y			
2. St	ripping and po	Once every	3 Months			
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
1	Offices	4	260	1040		

SPE	ECIAL REQUI	Frequency						
<b>3.</b> V	3. Vacuum cleaning of all carpeted areas Once every day							
	Description Annual Frequency			Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs		
1	Offices	251	N/A	N/A				

SPI	ECIAL REQUI		Frequency			
4. S	hampooing of a	Once every 3 months				
1	<b>Description</b> Offices	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M²	Rate	Total Kshs
		4	N/A	N/A		

SPE	ECIAL REQUIR	Frequency				
5. Pi	5. Provision of two (numbers) toilet paper rolls in each closet					ery day
	DESCRIPTION Toilets	Qty. per closet	Annual Frequency	Total Rolls To Be Provided Annually	RATE	TOTAL KSHS
1	8					
		2	251	4016		

SPEC	SPECIAL REQUIREMENTS				Frequency		
	6. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)				onths		
	Description Annual Frequency			Rate	Total Kshs		
1	All seats						

SPE	CIAL REQUI		Frequency			
	ovision and ser ch ladies toilet	Two time month	es every			
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. Of Toilets					
1	4					

SPI	ECIAL REQUI	Frequency				
8.Laundering of ceremonial flag and curtains Once every 5 months						
	Description	Rate	Total Kshs			
1	1 Ceremonial flag 4 10 40					

$\mathbf{S}$	PECIAL REQUIREMEN	Frequency				
9	.Mounting and removing o	Once every 3				
					months	
	Description	Total Equivalent Annual Qty.	Rate	Total Kshs.		
1 Ceremonial flag 5 1 5						_

S	PECIAL REQUIREMENTS	Frequen	Frequency	
10	. Cleaning and Washing of ma	Once ever	Once every day	
	DESCRIPTION	RATE	TOTAL	
				KSHS.
1	Main stair case/fire	244		

SP	PECIAL REQUIREMENTS		Frequency				
11. Provision of two (numbers) packets paper towel dispensers in Once ev							
	each Toilet. Each packet is	to have a	at least 125 pap	er towels			
	Description Qty. Annual Total Rolls					Total	
	No. Of Toilets		Frequency	To Be		Kshs	
1	Provided						
	Annually						
		2	251	2008			

SP	SPECIAL REQUIREMENTS Frequency								
12.	Provision of 1/	Once ever	Once every day						
	Descr	iption	Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs		
	Toilet No. of toilets		Toilet (Litres)		Be Provided Annually				
1		8							
			1/2	251	1004				

SPI	SPECIAL REQUIREMENTS Frequency							
13.	13. Garbage Handling							
	Description	Annual	Total Equivalent	Rate	Total			
	<del>-</del>	Frequency	Annual Qty.		Kshs.			
1	Removal of all wet and							
	dry waste from offices	251						
	to Garbage room.		item					

SPE	ECIAL REQUIRE		Frequency			
14.0	Cleaning of roof gu	Once ever	ry 3			
C	offices				months	
	Description Annual Area Total Area To (Floor) Frequency M <sup>2</sup> Be Fumigated Annually M <sup>2</sup>					Total Kshs
1 Offices/houses 4						

SPI	SPECIAL REQUIREMENTS Frequency						
Clea	ning and Washing of external	Once every three					
			months				
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS			
1	All external windows						
	T						

# KENYA REVENUE AUTHORITY STAFF HOUSES- MANDERA

# GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

Provision of two ga unit & carrying awa week				
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		
Total per month		34		
Total per annum				
x 12				
Other services to be	e provided at th	e estates		
		Area		
Cleaning of all road/for paved areas daily	oot paths &			
Daily cleaning of com	non stair cases			
in the blocks of flats	1.0			
Cutting of grass in con				
disposing of the same	continuously			

Provision of two ga unit & carrying awa week	0 0	_		
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
Collecting any loose w compound on daily ba		item		
Cleaning of drainage & clogged ones continuo				
Cutting of live fence & around both sides .Ext the edge of roof/drain applicable				
Cleaning of approach of drainages	roads & opening			
Replacement of bulbs internal street lights & they occur				
Carrying out gardenin plants in the compoun	d continuously			
Provide, plant and ma flowers/ trees per mor	ıth			
Supplier to provide ad skips within the competo deposit garbage				
Total per month (s Total per annum x				
Total per annum x	12 (3113)			

**Summary of Financial Proposal** 

	<b>Technical Specification</b>	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 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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

# 12.GARISSA

SPE	CIAL REQUI	Frequenc	$\mathbf{y}$			
1. Cl	eaning of all sc	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	240	60,240		

SPI	ECIAL REQUII	Freque	ncy			
2. Stripping and polishing all screed/PVC/Terrazzo floors						ery 3
		Months	-			
	Description	Annual	Area M <sup>2</sup>	Total Area To	Rate	Total
		Frequency		Be Cleaned		Kshs
				Annually (M2)		
1	Offices	4	240	960		

SPECIAL REQUIREMENTS						ncy
3.	Vacuum cleanin	Once ev	very day			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
1	Offices	251	N/A	N/A		

SP	ECIAL REQUI	Freque	ency				
4. 8	Shampooing of a	Once ev					
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs	
1	Offices	4	N/A	N/A			
SP	SPECIAL REQUIREMENTS					Frequency	
5. F	Provision of two	(numbers) toi	let paper ro	lls in each closet	Once every day		
	Description Toilets	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided	Rate	Total Kshs	
1	4			Annually			

SPECIAL REQUIRE	F	requency				
6. Shampooing of all upholstery (waiting rooms, visitors				Once every 3		
			months			
DESCRIPTION	ANNIJAI.		RATE	TOTAL.		

251

2

All seats

FREQUENCY

2008

**KSHS** 

SP	ECIAL REQUIRE	Frequen	cy			
7.I	Provision and servicing	Two times	s every			
1	adies toilet				month	-
	DESCRIPTION					TOTAL
		toilet	FREQUENCY	bins to be		KSHS
	No. of toilets			provided		
				annually		
1	2	1	24	48		

Sl	PECIAL REQUIREMENT	Frequency				
8	Laundering of ceremonial f	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		

$\mathbf{S}$	PECIAL REQUIREMEN	Freque	ency			
9.	Mounting and removing of	Once ev	ery 3			
		months				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SP	ECIAL REQUIREMENTS	Frequence	cy	
10.	10. Cleaning and Washing of main fire exit/stair cases			y day
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL
				KSHS.
1	Main stair case/fire	244		

SP	ECIAL REQUIREMENTS	Freque	ncy			
11.	Provision of two (numbers) p	Once eve	ery day			
	each Toilet. Each packet is t	o have a	t least 125 pape	r towels		
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be	Rate	Total Kshs
1	4			Provided Annually		
		2	251	2008		

SPECIAL REQUIREMENTS	Frequency
12. Provision of ½ litre liquid toilet soap in each toilet.	Once every day

	Description		Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs
	Toilet	No. of toilets	Toilet (Litres)		Be Provided Annually		
1		4	1/2	251	502		

SP	PECIAL REQUIREMENTS	Frequency			
13. Garbage Handling					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		

SPI	SPECIAL REQUIREMENTS Frequency				
Clea	Cleaning and Washing of external windows.			three months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS	
1	All external windows	4			
	Total				

**Summary of Financial Proposal for Garissa** 

Sun	imary of Financial Proposal for Garissa	
	Technical Specification	KShs.
1	0 1	
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	0 0	
9		
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.	
14	Annual timetable of weekly, monthly, and quarterly activities	
	<b>Total Annual Cost of Cleaning Activities</b>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	
	<u> </u>	

# 13. LIBOI OFFICES

#### FINANCIAL PROPOSAL

S	PECIAL REQUIF		Frequency				
1.	1. Cleaning of all screed/PVC/Terrazzo floors. Once every d						
	Description	Annual	Area M <sup>2</sup>	Total Area To	Rate	Total	
	(Floor)	Frequency		Be Cleaned		Kshs	
	Cement Sceed			Annually M <sup>2</sup>			
	Offices	251	137	34,387			

SI	PECIAL REQUIREMENTS		Frequ	uency		
2.	Stripping and polishing all so		Once every 3			
		Montl	ns			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

SP	ECIAL REQUIREMENTS	Frequency				
3.	Vacuum cleaning of all carp	Once e day	very			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	N/A	N/A		

SP	ECIAL REQUIREMENTS	Frequency				
4. \$	Shampooing of all carpeted a	Once eve months	every 3			
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be	Rate	Total Kshs
1	Offices			Cleaned Annually M <sup>2</sup>		
		4	N/A	N/A		

SI	PECIAL REQUIR		Freque	ncy		
_	Provision of two (n	Once ev	very day			
clo	oset					
	Description Toilets	Qty. Per	Annual Frequency	Total Rolls To Be	Rate	Total Kshs
1	2	Closet		Provided Annually		
		2	251	1004		

SPI	ECIAL REQUIREMENTS	Fre	Frequency		
6. S	hampooing of all upholstery (wait	Onc	e every 3	months	
roor	rooms, etc.)				
	Description	Annual Frequency		Rate	Total Kshs
1	All seats	4			

SPE	ECIAL REQUIREMEN	Freque	ncy			
,	rovision and servicing o dies toilet	Two time month	es every			
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be	Rate	Total Kshs
	No. Of Toilets			Provided Annually		
1	1	1	N/A	N/A		

SP	ECIAL REQUIREM	Freque	ency			
8. I	aundering of ceremon	Once ev				
	Description Annual Frequency Flag/Curtain (Kg) Annual Qty.					Total Kshs
1	Ceremonial flag	4	1	4		

SPI	ECIAL REQUI		Frequency			
9.1	Iounting and rer	Once every 3 months				
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5				

SPE	CIAL REQUIREMEN	Frequency		
10.0	Cleaning and Washing of	Once every day		
cases	S			
	DESCRIPTION	ANNUAL	RATE	TOTAL
		FREQUENCY		KSHS.
1	Main stair case/fire	N/A		

SPE	ECIAL REQUIF	REMENT		Frequency		
11. F	Provision of two (	Once every day				
dispensers in each Toilet. Each packet is to have at						
	least 125 paper t	owels				
	Description No. Of Toilets	Qty.	Annual Total Frequency Rolls To		Rate	Total Kshs
1	2			Be Provided Annually		
		2	251	1004		

SPI	ECIAL RE	Frequency					
12.	12. Provision of ½ litre liquid toilet soap in each toilet.						very day
	Toilet	scription  No. of toilets	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided	Rate	Total Kshs
		tonets			Annually		
1		2	1/2	251	251		

SPE	CIAL REQUIREMENTS	Frequency			
13. (	Garbage Handling		3 times a week		
	Description Annual Frequency			Rate	Total Kshs.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPE	CIAL REQUIREMENT	S		Frequency		
Clea	Cleaning and Washing of external windows.			Once every three months		
	DESCRIPTION		ANNUAL FREQUENCY	RATE	TOTAL KSHS	
1	All external windows		4			
			Total			

**Summary of Financial Proposal** 

Summ	iary of Financial Proposal	
	Technical Specification	KShs.
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,	N/A
	waiting rooms, board rooms, etc.)	
4	Shampooing of all carpeted areas (offices, waiting	N/A
	rooms, board rooms, etc.)	
5	Provision of two (numbers) toilet paper rolls in each	
	closet	
6	Shampooing of all upholstery (waiting rooms, visitors	N/A
	rooms, etc.)	
7	Provision and servicing of one (numbers) sanitary bin	N/A
	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	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>	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

## 14.ELWAK TOWN OFFICES

# FINANCIAL PROPOSAL

SPECIA	PECIAL REQUIREMENTS					
1. Cleani	1. Cleaning of all screed/PVC/Terrazzo floors.					lay
	Description	Annual	Area M <sup>2</sup>	Total Area To Be	Rate	Total
	(Floor)	Frequency		Cleaned		Kshs
				Annually (M <sup>2</sup> )		
	Cement Screed					
	Offices	251	245	61,495		

SPE	· · · · · · · · · · · · · · · · · · ·					Frequency	
2. Stripping and polishing all screed/PVC/Terrazzo floors				Once eve	ery 3		
				Months			
	Description	Annual	Area M <sup>2</sup>	Total Area To Be	Rate	Total	
		Frequency		Cleaned		Kshs	
				Annually (M2)			
1	Offices	4	N/A	N/A			

SPE	SPECIAL REQUIREMENTS					<b>y</b>
<b>3.</b> V	3. Vacuum cleaning of all carpeted areas				Once ever	ry day
	Description	0 1				Total Kshs
1	Offices	251	N/A	N/A		

SPI	ECIAL REQUIREME	Freque	ency			
4. S	hampooing of all carpe	Once ev	Once every 3			
	n					
	Description	Annual	Area M <sup>2</sup>	Total Area To Be	Rate	Total
		Frequency		Cleaned		Kshs
1	Offices			Annually (M2)		
		4	N/A	N/A		

SPE	CIAL REQUIR	EMENTS			Frequency	
5. Pı	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	Rate	Total Kshs
1	4			Annually		
		2	251	2,008		

SPE	PECIAL REQUIREMENTS				ey
6. Sł	nampooing of all upholster	y (waiting rooms, visitors ro	oms, etc.)	Once every	3 months
	Description	Annual Frequency		Rate Total Kshs	
1	All seats	N/A			

SPE	CIAL REQUI		Frequenc	ey		
7.Pr	ovision and ser	ry bin in each ladies	Two times	every		
to	ilet				month	
	Description	Qty. Per Toilet	Annual Frequenc	Total Bins To Be Provided Annually	Rate	Total Kshs
	No. of toilets		y			
1	4	1	N/A	N/A		

SPE	CIAL REQUIREM		Frequen	cy			
8. La	3. Laundering of ceremonial flag and curtains					у 3	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate Total Kshs		
1	Ceremonial flag	4	1	4			

SPI	ECIAL REQUIREM	Freque	ency			
9.M	9.Mounting and removing of ceremonial flag					ery 3
					months	i
	Description	Description Annual Frequency Flag/Curtain (Kg) Annual Qty.  Rate Rate Annual Qty.				Total Kshs.
1	Ceremonial flag	5	1	5		

SPE	ECIAL REQUIREMENTS		Frequency	
10.0	Cleaning and Washing of mai	n fire exit/stair cases	Once every day	
	Description	Annual Frequency	Rate	Total Kshs.
-	Main stair case/fire	N/A		

SPECIAL REQUIREMENTS					Frequency		
11. P	rovision of tw	vo (numbers) p	ackets pap	er towel dispen	sers in each	Once ever	y day
	Toilet. Each	packet is to hav	e at least 1	25 paper towels	S		
	Descrip No. Of To		Qty.	Annual Frequency	Total Rolls To Be Provided	Rate	Total Kshs
1	4				Annually		
			2	251	2008		
SPECIAL REQUIREMENTS					Frequency		
12. F	Provision of 1/	2 litre liquid to	ilet soap in	each toilet.		Once every	y day
	Desc	ription	Qty. Per Toilet	Annual Frequency	Total Litres To Be	Rate	Total Kshs
	Toilet	No. of toilets	(Litres)		Provided Annually		
1		4	1/2	251	251		

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

**Summary of Financial Proposal ELWAK TOWN OFFICES** 

Sun	ummary of Financial Proposal ELWAK TOWN OFFICES			
	<b>Technical Specification</b>	KShs.		
1	-1			
	floors.			
2	Stripping and polishing all	N/A		
	PVC/terrazzo floors	·		
3	Vacuum cleaning of all carpeted areas	N/A		
	(offices, waiting rooms, board rooms,	·		
	etc.)			
4	Shampooing of all carpeted areas	N/A		
	(offices, waiting rooms, board rooms,	,		
	etc.)			
5	Provision of two (numbers) toilet			
	paper rolls in each closet			
6	Shampooing of all upholstery	N/A		
	(waiting rooms, visitors rooms, etc.)	,		
7	Provision and servicing of one	N/A		
	(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	N/A		
	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.			
15	Provide annual timetable of weekly,			
	monthly, and quarterly activities			
	Total Annual Cost of Cleaning			
	Activities			
	Add Value Added Tax @ 16%			
	Total Annual Contract			
	Cost			

## **GRAND SUMMARY COLLECTION FOR LOT -6 (NORTHERN REGION)**

## **LIST OF STATIONS TO BE CLEANED (MANDATORY)**

#### **GRAND SUMMARY**

No.	Stations	Description	Total Annual contract cost Kshs.
Lot	6- Northern Region		
(Of	fices)		
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	
	SUB TOTA	L	
ТОТ	AL PER MONTH		
ТОТ	AL PER ANNUM x 12		
Add	16 % VAT		
GRA	AND TOTAL FOR LOT -6		
(To	be carried to Form of Ten	der)	

#### LOT 7. WESTERN REGION

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

	Offices/Residential	Description	Minimum	Bidder's
	Estates		number of cleaners	Response/ Provision
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

	Schedule of Cleaning Activities				
	<b>Technical Specification</b>				
	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.	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 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

# 2. SWAN CENTER KISUMU

	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 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
21	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	Two cans monthly

# 3. ISEBANIA OSBP OFFICES

	<b>Technical Specification</b>	
	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	Once every week
	each ladies toilet	
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	Twice a week
	flowers and cutting of grass and	
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.

_		
	PART 'A' Description of the Services	
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES	
	• 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)	
2	GENERAL CLEANLINESS OF THE ESTATES	
	• The successful bidder will ensure thorough cleanliness in all areas within the	
	Estates.	
	Libertoo,	

- 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.
- All grass, hedges, trees, flowers shall be properly maintained.
- All roads and footpaths to be swept and kept free of grass.

#### PART 'B' COMPLIANCE TO THE SPECIFICATIONS GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES

		<u> </u>
1.	1. GARBAGE COLLECTION AND DISPOSAL FROM THE	
	• 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.	
	<ul> <li>The contractor will ensure that all relevant local Authority by         <ul> <li>laws are adhered to in the collection and disposal of the             garbage and carrying out all other works.</li> </ul> </li> </ul>	
	• Contractor must provide working tools and equipments such as; - wheelbarrows, spades, weed remover, rake, fence trimmer etc.	
	<ul> <li>Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>	
	<ul> <li>Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>	
	The Contractor must have a lorry/lorries for removing the garbage.	
	2. SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES	
	• 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.	
	<ul> <li>Contractor must provide all sweeping equipment.</li> </ul>	
	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. OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)	
• The contractor will be responsible for opening and cleaning of	
all sewer lines and manholes, foul water and storm drains	
including open drains and all toilets particularly those	
designated for use by security guards 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 appropriate that many source blocks of Contractor will also	
and any wastes that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly	
closed.	
<ul> <li>Contractor must have sewer opening rods and or other tools</li> </ul>	
as necessary for proper cleaning of the drains.	
4. GRASS CUTTING, TRIMMING/WEEDING OF	
HEDGES AND FENCES, CUTTING UNWANTED OR	
DRY TREES AND WEEDING OF LIVE HEDGE	
• The contractor will ensure that the 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.	
<ul> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>	
<ul> <li>An approved weed killer must be applied to the internal</li> </ul>	
roads, walkways and paved areas once every 2 months.	
<ul> <li>Dry trees in the estates will also be cut and disposed of by the</li> </ul>	
contractor when required in consultation with the Authority.	
The Contractor will provide a lawn mower machine to cut the	
grass.	
<i></i>	
5. PLANTING OF TREES	
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: -	
• Isebania Estate – 30	
( LABOUR	
6. LABOUR	
Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.	
times depending on the size of the relevant estate.	
7. MAINTENANCE OF SECURITY LIGHTS & STREET	
LIGHTS.	
• 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.	

#### 4. MALABA OSBP OFFICES

Schedule of Cleaning Activities

	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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 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 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

	To 1 to 10 t	
	Technical Specification	
	SPECIAL REQUIREMENTS	Frequency
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 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 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

	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.	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 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

	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, ,	Once every day
	sweeping externally and tending to plants, grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	On so susan dou
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases  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 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 ½ litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	-
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**

	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	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	Once every two (2) days
	partitions.	
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** 

	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	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

	<b>Technical Specification</b>	
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be	Once every day
	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.	
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	Once every day
	125 paper towels	
6	Dusting of all office furniture including desks, telephone	Once every two (2)
	headsets, computer monitors, keyboards, CPUs, printers,	days
	Fax machines etc, and all window sills and low level	
	partitions.	
7	Removal of all wet and dry waste from offices to Garbage	Thrice per week
	room.	
8	Collection and ferrying of Garbage away from the	Thrice per week
	building/s to an authorised Council dumping site.	
9	Washing of toilet public areas i.e. toilets floors and	Twice every day
	sanitary ware, mirrors and wall tiles.	
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of	Once daily
	½ litre liquid soap in each toilet cubicle	,
12	Provision and servicing of one (numbers) sanitary bin in	Once every week
	each ladies toilet	j i i i j
13	Cleaning and washing of roof and storm drains and	Twice every month
_5	manholes.	
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 3
-5		months
16	Shampooing of all upholstery (waiting rooms, visitors	Once every 3
10	rooms, etc.)	months
17	Cleaning and Washing of external walls and windows.	Once every three
1/	Cleaning and Washing of external wans and windows.	months
18	Laundering of ceremonial flag and curtains	Once every 3
10	Laundering of ceremonial has and curtains	months
19	Annual timetable of weekly, monthly, and quarterly	Once every year
19	activities	Office every year
20	Mounting and removing of ceremonial flag	5 times every year

#### 11.KOPANGA

	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	Once every day
	in each Toilet. Each packet is to have at least 125 paper towels	
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	Once every day
	to an authorised Council dumping site.	
10	Cleaning and Washing of roof and storm Drains, Manholes	Once every day
	including those outside the perimeter wall,	
11	Provision of TWO (numbers) toilet paper rolls in each	Once every day
	closet	
12	Installation of hand liquid soap dispenser & provision of 1/2	Once daily
	litre liquid soap in each toilet cubicle	
13	Provision and servicing of one (numbers) sanitary bin in each	Twice every month
	ladies toilet	
14	Cleaning and washing of roof and storm drains and	Twice every month
	manholes.	
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	Once every 2
	rooms, etc.)	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

	<b>Technical Specification</b>	
	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 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

	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

	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	Once every 2
	rooms, etc.)	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	Once every year
	activities	
20	Mounting and removing of ceremonial flag	5 times every year

15.MBITA CUSTOMS OFFICE
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 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.

(a). Schedule of Requirements
Kenya Revenue Authority Will Require The Selected Bidder To Provide
CLEANING AND GARBAGE COLLECTION SERVICES FOR
<b>RESIDENTIAL ESTATES IN KISUMU</b> Which Will Include The Following
Activities;
Cleaning of the Estates which will cover :-
<ul> <li>Cleaning of Sewers, Foul and Storm Drains.</li> </ul>
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.
	PART 'A' Description of the Services
1	GARBAGE COLLECTION AND DISPOSAL FROM ESTATES
	• 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
2	GENERAL CLEANLINESS OF THE ESTATES
	The successful bidder will ensure thorough cleanliness in all areas within the Estates.
	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.
	All grass, hedges, trees, flowers shall be properly maintained.
	All roads and footpaths to be swept and kept free of grass.

<u>a</u>	GARBAGE COLLECTION AND DISPOSAL FROM THE ESTATES				
	<ul> <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>				
	The contractor will place five (5 NO.) Large Refuse Bins with lids in each estat				
	at designated places for the tenants to put the garbage polythene bags fo 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.				
	<ul> <li>Contractor must provide working tools and equipments such as;</li> <li>wheelbarrows, spades, weed remover, rake, fence trimmer etc.</li> </ul>				
	<ul> <li>Contractor must provide working outfits to the workers such as; - gloves, overalls, and gumboots.</li> </ul>				
	<ul> <li>Contractor must provide a temporary tools and equipment store in each estate during the contract period.</li> </ul>				
	<ul> <li>The Contractor must have a lorry/lorries for removing the garbage.</li> </ul>				
<u>b</u>	SWEEPING AND GENERAL CLEANLINESS OF THE ESTATES				
	• 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.				
	<ul> <li>All roads must be free from weeds, grass, soil or other wastes.</li> </ul>				
	• The contractor will ensure that all roads and boundary fences in all premises are properly maintained.				
<u>c</u>	OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)				
	• The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards in the estates, which may be blocked. Drains outside and alongside the perimeter fence to be cleaned.				
	<ul> <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> <li>Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains.</li> </ul>				
<u>d.</u>	GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE				

	• 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.
	<ul> <li>Weeding will be done including 2 meters distance from the fence externally and internally.</li> </ul>
	<ul> <li>An approved weed killer must be applied to the internal roads, walkways and paved areas once every 2 months.</li> </ul>
	<ul> <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>
	The Contractor will provide a lawn mower machine to cut the grass.
5	PLANTING OF TREES
	• 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: -
6	LABOUR
	• Contractor must have enough work force in each estate at all times depending on the size of the relevant estate.
7	MAINTENANCE OF SECURITY LIGHTS & STREET LIGHTS.
	<b>a.</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.

# 17.SIO PORT

	<b>Technical Specification</b>		
	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 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

	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 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

# SPECIAL REQUIREMENTS 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	Offices	251	
	TOTAL		

#### **SPECIAL REQUIREMENTS**

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	52	
	TOTAL		

SPI	SPECIAL REQUIREMENTS				
3. M	3. Mopping of All PVC/screed/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	251	674.72	169,354.72	

SPE	SPECIAL REQUIREMENTS					
4. St	4. Stripping and polishing all PVC/screed/terrazzo floors					
	Description	Annual Frequency	Area M <sup>2</sup>	Total Area To Be		
	(Floor) Cleaned Annually M <sup>2</sup>					
1	Offices	4	674.72	2,698.88		

<u> </u>	SPECIAL REQUIREMENTS 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	72	18,072		
SPE	SPECIAL REQUIREMENTS					
6. Sł	nampooing of all carpe	ted areas				

1	<b>Description</b> Offices	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
		4	72	288

SPE	SPECIAL REQUIREMENTS				
7. Pi	rovision of FOUR (numbers) toilet pap	er rolls in	each closet		
	DESCRIPTION	Qty. per	ANNUAL FREQUENCY	TOTAL rolls to be	
	Toilets	closet		provided annually	
1	14	4	251	14056	

SPE	SPECIAL REQUIREMENTS					
8. Wa	8. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall					
tiles.			•			
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
			-	W		
1	14	502		7,028		

SPEC	SPECIAL REQUIREMENTS					
9. Ins	9. Installation of automatic air freshener dispensers and provision of two cans of					
freshe	ner per month					
	DESCRIPTION   Qty. per   ANNUAL   TOTAL cans to be					
		closet	FREQUENCY	provided		
	Toilets			annually		
1	6	2	24	288		
	Total					

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						
	DECCRIPTION		ANINITAT	TOTALL!		
	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided		
				annually		
	No. of toilets					
1	7	1	24	168		
		TOTAL	<u> </u>	168		

#### 

SPE	SPECIAL REQUIREMENTS				
13. Laundering of ceremonial flag and curtains					
	Description	Annual	Weight Of	Total Equivalent	
	•	Frequency	Flag/Curtain (Kg)	Annual Qty.	
4	Ceremonial flag	4	260	1040	

SPE	SPECIAL REQUIREMENTS					
14. N	14. Mounting and removing of ceremonial flag					
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.		
1	Ceremonial flag	5	8	40		

SPEC	SPECIAL REQUIREMENTS					
15. Cl	15. 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			

SPE	SPECIAL REQUIREMENTS				
	16. 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	14	2	251	7,028	

#### SPECIAL REQUIREMENTS

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

	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

#### **SPECIAL REQUIREMENTS**

18. Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.

	DESCRIPTION	Qty. per toilet	ANNUAL	TOTAL
		(litres)	FREQUENCY	litres to be
	No. of toilets			provided annually
1	14	0.5	251	1,757

SPECI	SPECIAL REQUIREMENTS				
19. Garl	bage 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 Kisumu, Pier Kisumu, Customs Airport Office Kisumu & ICD Kisumu Building to an authorised City Council dumping site.	156	item		
3	Cleaning and Washing of Garbage room on ground floor.	156	item		

## SPECIAL REQUIREMENTS

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
1	Offices	251
	TOTAL	

# SUMMARY OF FINANCIAL PROPOSAL- FORODHA HOUSE KISUMU, CUSTOMS PIER KISUMU, CUSTOMS AIRPORT OFFICE KISUMU & ICD KISUMU

	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.	ITEM		
2	Washing of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room,	ITEM		

	machine rooms ,garage, pavement parking, covered		
	pavement parking, covered		
	parking, etc.		
3	Mopping of All PVC/screed/terrazzo floors.	169,354.72	
4	Stripping and polishing all PVC/screed/terrazzo floors.	2,698.88	
5	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	18,072	
6	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	288	
7	Provision of FOUR (numbers) toilet paper rolls in each closet.	14,056	
8	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	7,028	
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	16	
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	168	
11	Cleaning and Washing of external walls and windows on the buildings.	4	
12	Laundering of ceremonial flag and curtains.	1,040	
13	Mounting and removing of ceremonial flag.	40	
14	Cleaning and Washing of main fire exit/stair cases.	244	
15	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels.	7,028	
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	item	
17	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	1,757	
18	Garbage Handling	item	 
19	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	288	

20	Dusting of all office furniture		
	including desks, telephone		
	headsets, computer monitors,	item	
	keyboards, CPUs, printers, fax	itein	
	machines etc, and all window		
	sills and low level partitions.		
	<b>Total Annual Cost of</b>		
	Cleaning Activities		
	Add Value Added Tax @		
	16%		
	<b>Total Annual Contract</b>		
	Cost		

#### KISUMU SWAN CENTER

## FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS				
1. Cleaning of all ceramic tile floors.				
Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
Offices	251	1,835.13	460,617.63	

SPEC	SPECIAL REQUIREMENTS				
2. Stri	pping and polishing a	ll ceramic tile floors			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	4	1835.13	7,340.52	
SPEC	SPECIAL REQUIREMENTS				
<b>3.</b> Vac	3. Vacuum cleaning of all carpeted areas				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	Total Area To Be Cleaned Annually M <sup>2</sup>	
1	Offices	251	72	18,072	

SPEC	SPECIAL REQUIREMENTS				
4. Sha	4. Shampooing of all carpeted areas				
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually	
1	Offices			M <sup>2</sup>	
		4	72	288	

	SPECIAL REQUIREMENTS				
5. Pro	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	

#### 

SPE	SPECIAL REQUIREMENTS				
7. Wa tiles.	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	
	(Tonets)			Cleaned Annually M <sup>2</sup>	

SPE	SPECIAL REQUIREMENTS			
8. Sh	8. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			
	DESCRIPTION	ANNUAL FREQUENCY		
1	All seats	4		

SPECIAL REQUIREMENTS				
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be
	No. of toilets			Provided Annually
1	7	1	24	168

SPECIAL REQUIREMENTS					
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	

SPECIAL REQUIREMENTS					
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	

SPECIAL REQUIREMENTS					
12. Cleaning and Washing of main fire exit/stair cases					
	DESCRIPTION	ANNUAL FREQUENCY			
1	Main stair case/fire	244			

### SPECIAL REQUIREMENTS

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
1	No of Toilets			annually
	16	2	251	8,032

SPECIAL REQUIREMENTS						
14. I	Provision of ½ litre	liquid toilet soap in	each toilet.			
	DESCR	Qty. per toilet	ANNUAL FREQUENCY		TOTAL litres to be	
	Toilet	No. of toilets	(litres)			provided annually
SPECIAL REQUIREMENTS						
15. (	Garbage Handling					
	DESCR	RIPTION	ANN FREQU	_	eq	OTAL uivalent NNUAL Qty.
1	Removal of all v waste from office room.	•	25	j1		item

SPI	SPECIAL REQUIREMENTS					
16.	Painting of all iron mongery installed on the Perin	neter 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

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** 

Sun	nmary 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.	460,617.63		
2	Stripping and polishing all ceramic tile floors	7,340.52		
3	Vacuum cleaning of all carpeted areas (offices, waiting rooms, board rooms, etc.)	18,072		
4	Shampooing of all carpeted areas (offices, waiting rooms, board rooms, etc.)	288		
5	Provision of three (numbers) toilet paper rolls in each closet	12,048		
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	Cleaning and Washing of external windows			
9	Laundering of ceremonial flag and curtains	1,040		
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	8,032		
13	Installation of hand liquid dispenser and provision of ½ litre liquid soap in each toilet cubicle.	2,008		
14	Removal of all wet and dry waste from offices to Garbage room.	251		
15	Installation of automatic air freshener dispensers and provision of two cans of freshener per month	192		
16	Painting of all iron mongery installed on the Perimeter wall.	Once		
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.	251		

1	18	Washing of toilet public areas i.e.		
		toilets floors and sanitary ware,	4,016	
		mirrors and wall tiles.		
		<b>Total Annual Cost of</b>		
		Cleaning Activities		
		Add Value Added Tax @ 16%		
		<b>Total Annual Contract Cost</b>		

### **3.ISEBANIA OSBP OFFICES**

### FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS
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1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.

	Description	Annual Frequency	Area( M²)	Total Area To Be Cleaned Annually (M²)
1	Toilet floors tiled/sanitary ware /mirrors	360	413	148,680

SPE	SPECIAL REQUIREMENTS					
2. D	2. Daily Mopping /washing of All PVC/Screed/Terrazzo, Wooden floors.					
	Annual Total Area To Be Description Frequency Area M <sup>2</sup> Washed Annually M <sup>2</sup>					
	Description	Trequency	711 Cu 1/1	Wusheu minuany w		
1	Office area	360	2200	792,000		

SPECIAL REQUIREMENTS					
3. Pro	vision of three number	toilet paper ro	olls in each closet		
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Rolls To Be Provided Annually	
1	56 toilet closets	3	360	60,480	

SPEC	SPECIAL REQUIREMENTS						
4. Prov	rision and servicing of on	e (no.) sanitary	bin in each ladies toil	et			
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins			
1	28	1	52	1,456			

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
	Toilets			ANNUALLY
		1	360	20,160
1	56	_		23,100

SPE	SPECIAL REQUIREMENTS						
6. In	6. <b>Installation of hand liquid soap dispenser</b> & provision of ½ litre liquid toilet						
soap	in each closet.						
	Description Qty. Per Toilet Annual Total Litres To Be						
	(Floor)	(Floor) (Litres) Frequency Provided Annually					
	NO. OF TOILETS						
1	56	0.5	360	10,080			

_	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	360	item			

8. Dus	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 = 5200 m <sup>2</sup>	360					

SPE	SPECIAL REQUIREMENTS						
9. A	9. Applying urinal moth balls to all urinals						
	Description Qty/Week Annual Total Balls To Be Frequency Provided Annually						
	Urinals						
1	21	4	52	4,368			

SP	SPECIAL REQUIREMENTS						
10.	10. Cleaning and washing windows						
	Description		Qty/Week Annual Frequency	Total Area To Be Washed (M2)			
	Area of windo	ows					
1							
	Item		1	52	Item		
SP	ECIAL REQUIRE	MEN'	ΓS				
	11. Cleaning of c	oncret	ed external a	reas i.e roads, car pa	arks and footpaths		
	11.			Total Area To Be Cleaned Annually(M2)			
1	Area = 32,000 m <sup>2</sup>		9	6	3,072,000		

SP	ECIAL REQUIREM		
	12. Keeping of garde	ns e.g irrigation, trimming of flowers a	and cutting of grass.
	Description	Total Area To Be Maintained Annually (M2)	
1	Garden Area = 40,000 m <sup>2</sup>	96	3,840,000

### **Summary of Financial Proposal – ISEBANIA OSBP OFFICES**

	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.	148,680		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	792,000		
3	Applying urinal moth balls to urinals	4,032		
4	Provision of THREE number toilet paper rolls in each closet	60,480		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	1,456		
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	20,160		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	10,080		
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		
11	Cleaning of concreted external areas	0.050.000		
12	e.g. roads, car parks and footpaths Keeping of gardens e.g. irrigation,	3,072,000		
12	trimming of flowers and cutting of grass.	3,840,000		
	<b>Total Annual Cost of Cleaning Activities</b>			
	Add Value Added Tax @ 16%			
	Total Annual Contract Cost			

### ISEBANIA STAFF HOUSES (RESIDENTIAL)

### GROUND MAINTENANCE AND DISPOSAL OF GARBAGE

	GL		SAL OF GAL	ADAGE
	f two garbage bags per v			
_	ing away the garbage th	iree times		
a week	m (1	NT C '1	D 1	0 1
No of	Type of house	No of units	Rate per	Cost per month
bedrooms			unit per	Kshs.
			month-	
			Kshs.	
3	Bungalow	6		
2	Bungalow	3		
Total		9		
Other service	ces to be provided at the	e estate		
Cleaning of al	l road/foot paths & paved			
areas daily				
Daily cleaning	g of common stair cases in			
the blocks of f				
Cutting of gra	ss in compound &			
disposing of the	he same continuously			
Collecting any	loose waste in the	item		
compound on	daily basis			
Cleaning of dr	rainage & opening up any			
clogged ones	continuously			
Cutting of live	e fence & gardening			
around both s	sides .External side up to			
the edge of ro	of/drain where applicable			
Cleaning of ap	oproach roads & opening			
of drainages				
Replacement	of bulbs in all the internal			
street lights &	wall lights as they occur			
Carrying out g	gardening & tending to			
plants in the o	compound continuously			
Provide, plan	t and maintain 10 trees /			
flowers PER N	MONTH.			
Supplier to pr	ovide adequate garbage			
	he compound for tenants			
to deposit gar				
Total per m				
•				
Total per an	$\mathbf{num} (\mathbf{x12}) = \mathbf{shs.}$			

### SUMMARY OF FINANCIAL PROPOSAL $\,$ - ISEBANIA OLD OFFICES & RESIDENTIAL HOUSES.

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs
1	Cleaning of all screed/PVC/terrazzo floors.	70,029		
2	Stripping and polishing all PVC/terrazzo floors	1,116		
3	Provision of two (numbers) toilet paper rolls in each closet	3,012		
4	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	72		
7	Laundering of ceremonial flag and curtains	4		
8	Mounting and removing of ceremonial flag	5		
9	Cleaning and Washing of main fire exit/stair cases	244		
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	502		
11	Provision of ½ litre liquid toilet soap in each closet.	753		
12	Removal of all wet and dry waste from offices to an approved Garbage dump site by the Council.	251		
13	Cost of cleaning Isebania residential houses			
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

### 4.MALABA OSBP OFFICES

### FINANCIAL PROPOSAL

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

	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Toilet floors(tiled)/sanitary ware mirrors	360	243	87,480

SPE	SPECIAL REQUIREMENTS						
2. D	2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.						
	ANNUAL Area m <sup>2</sup> ANNUALLY m <sup>2</sup> DESCRIPTION FREQUENCY						
1	Office area	360	1,773	638,280			

SPEC	SPECIAL REQUIREMENTS				
3. Pro	vision of three number	toilet paper ro	olls in each closet		
	DESCRIPTION (Toilets)	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided ANNUALLY	
1	27 toilet closets	3	360	29,160	

SPEC	SPECIAL REQUIREMENTS				
4. Prov	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	

SPECIAL REQUIREMENTS					
5. Pr	5. Provision of one packet paper towel dispensers in each Toilet and one waste paper				
bin.	Each packet is to have at	least 125 pap	er towels		
	Description Qty. Annual Total Pkts To Be				
	1		Frequency	Provided Annually	
	Toilets		Frequency	Provided Annually	

SPE	SPECIAL REQUIREMENTS				
	6. <b>Installation of hand liquid soap dispenser</b> & provision of ½ litre liquid toilet soap in each closet.				
Soup	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	
	No. of toilets				
1	13	0.5	360	2,340	

SPECIAL REQUIREMENTS			
7. C	Sarbage 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

### 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	Total Area To Be Cleaned Annually (M2)
1	Office area -1,773 m²	360	638,280

SPE	SPECIAL REQUIREMENTS				
9. A	9. Applying urinal moth balls to all urinals				
	DESCRIPTION Qty/week ANNUAL TOTAL balls to be				
	FREQUENCY provided			provided	
	Urinals			ANNUALLY	
1	16	4	48	3,072	

SPE	SPECIAL REQUIREMENTS				
10.	10. Cleaning and washing windows				
	DESCRIPTION Qty/week ANNUAL TOTAL AREA TO BE				
			EDECLIENCY	TATA CITED	
			FREQUENCY	WASHED	
	Area of windows		FREQUENCY	ANNUALLY (m2)	

SPECIAL REQUIREMENTS			
11. Cleaning of concreted external areas e.g. roads, driveways car parks and footpaths			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL area to be maintained annually
1	Area = 17,000m <sup>2</sup>	96	1,632,000 m <sup>2</sup>

SPECIAL REQUIREMENTS			
12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL area to be maintained ANNUALLY
1	Garden Area = 40,000 m <sup>2</sup>	96	3,840,000 m <sup>2</sup>

### <u>SUMMARY OF FINANCIAL PROPOSAL - MALABA OSBP.</u>

	<b>Technical Specification</b>	Gross Annual Area (Sq.Mts)/ 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.	87,480		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	638,280		
3	Applying urinal moth balls to urinals	3,072		
4	Provision of THREE number toilet paper rolls in each closet	29,160		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	768		
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	4,680		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	2,340		
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.	638,280		
10	Cleaning and washing windows	ITEM		
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	1,632,000 m <sup>2</sup>		
12	Keeping of gardens e.g. irrigation, trimming of flowers and cutting of grass.	3,840,000 m <sup>2</sup>		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			

#### **BUSIA OSBP STATION**

#### FINANCIAL PROPOSAL

### SPECIAL REQUIREMENTS

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

	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>
1	Toilet floors(tiled)/sanitary ware mirrors	360	162	58,320

SPECIAL REQUIREMENTS					
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.					
	Description	Annual Frequency	Area M²	Total Area To Be Washed Annually (M²)	
1	Office area	360	1,653	595,080	

SPEC	SPECIAL REQUIREMENTS					
3. Pro	vision of three number	toilet paper ro	olls in each closet			
	DESCRIPTION (Toilets)	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided ANNUALLY		
1	22 toilet closets	3	360	23,760		

SPEC	SPECIAL REQUIREMENTS					
4. Prov	rision and servicing of on	ne (no.) sanitary	bin in each ladies toil	et		
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Annually		
1	11	1	48	528		

# **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	11	1	360	3,960

### SPECIAL REQUIREMENTS

6. **Installation of hand liquid soap dispenser** & provision of ½ litre liquid toilet soap in each closet.

	Description (Floor) No. of toilets	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
1				
	11	0.5	360	1,980

SP	SPECIAL REQUIREMENTS				
7. 0	Sarbage Handling				
	Description	Monthly Frequency	Total Equivalent Monthly (Qty).		
1	Removal of all wet and dry waste from offices to common garbage collection point	240	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	TOTAL AREA TO BE CLEANED (m2)
1	Office area -1,653 m²	360	595,080

SPE	SPECIAL REQUIREMENTS					
9. A	9. Applying urinal moth balls to all urinals					
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided		
	Urinals			ANNUALLY		
1	10	4	192	7,680		

SPE	SPECIAL REQUIREMENTS					
10.	Cleaning and washing wa	indows				
	DESCRIPTION Qty/week ANNUAL TOTAL AREA TO BE					
	FREQUENCY WASHED (m2)					
	Area of windows					
1	Item	1	4	Item		

SPECI	SPECIAL REQUIREMENTS				
11. Clea	11. Cleaning of concreted external areas e.g roads, car parks, driveways and footpaths				
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL area to be maintained ANNUAL		
1	Area = 15,000m <sup>2</sup>	96	1,440,000 m <sup>2</sup>		

SPECI	SPECIAL REQUIREMENTS				
12. Mai	12. Maintenance of gardens e.g. irrigation, trimming of flowers and cutting of grass.				
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL area to be maintained ANNUAL		
1	Garden Area = 30,000 m <sup>2</sup>	96	2,880,000 m <sup>2</sup>		

### <u>Summary of Financial Proposal – BUSIA OSBP</u>

	Technical Specification	Gross Monthly Area (M²)/ Quantity (No)	Rate Kshs	Total Monthly Cost Kshs
1	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	58,320		
2	Washing /Mopping of All PVC/screed/ceramic tiles /wooden floors.	595,080		
3	Applying urinal moth balls to urinals	7,680		
4	Provision of THREE number toilet paper rolls in each closet	23,760		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet.	528		
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	3,960		
7	Installation of hand liquid soap dispenser & provision of ½ litre liquid toilet soap in each closet.	1,980		
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.	595,080		
10	Cleaning and washing windows	ITEM		
11	Cleaning of concreted external areas e.g. roads, car parks and footpaths	1,440,000		
12	Keeping of gardens e.g. irrigation, trimming of flowers and cutting of grass.	2,880,000		
	Total Annual Cost of Cleaning Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual of Contract Cost</b>			

### 6.KAKAMEGA

SPECIAL REQUIREMENTS					
1. Cle	1. Cleaning of all screed/PVC/terrazzo floors.				
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	
	Offices	251	241.64	60,651.64	

SPE	SPECIAL REQUIREMENTS					
2. Str	2. Stripping and polishing all PVC/terrazzo floors					
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>		
1	Offices	251	241.64	60,651.64		

SPEC	SPECIAL REQUIREMENTS				
3. Pro	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	

SPE	SPECIAL REQUIREMENTS					
4. Wa	4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall					
tiles.						
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²)		
1	6	502	-	-		

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

SPEC	SPECIAL REQUIREMENTS					
6 Prov	6 Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	Description   Qty. Per Toilet   Annual   Total Bins To Be					
			Frequency	Provided Annually		
	No. of toilets					
1	2	1	24	48		
	TOTAL			48		

SPE	SPECIAL REQUIREMENTS						
7. Laundering of ceremonial flag and curtains							
	Description		nual		eight Of		otal Equivalent
		Freq	uency	Flag/Cu	urtain (Kg)	4	Annual (Qty).
1	Ceremonial flag	•		4	25		100

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

SPEC	SPECIAL REQUIREMENTS					
9. Cle	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			

SPEC	SPECIAL REQUIREMENTS				
10. Pro	10. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each				
pa	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	

SPEC	SPECIAL REQUIREMENTS				
11. Pro	11. Provision of ½ litre liquid toilet soap in each toilet.				
	Description	Qty. Per	Annual Frequency	Total Litres To	
		Toilet (Litres) Be Provided			
	No. of toilets			Annually	
1	6	1/2	251	753	

SPE	SPECIAL REQUIREMENTS			
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	

## 

**Summary of Financial Proposal for Kakamega** 

Sun	ummary of Financial Proposal for Kakamega						
	<b>Technical Specification</b>	Gross Annual Area (Sq .Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Kshs			
1	Cleaning of all screed/PVC/terrazzo floors.	60,651.64					
2	Stripping and polishing all PVC/terrazzo floors	60,651.64					
3	Provision of two (numbers) toilet paper rolls in each closet	3,012					
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	3,012					
5	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	4					
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	48					
7	Laundering of ceremonial flag and curtains	100					
8	Mounting and removing of ceremonial flag	5					
9	Cleaning and Washing of main fire exit/stair cases	244					
10	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	3,012					
11	Provision of ½ litre liquid toilet soap in each closet.	753					
12	Removal of all wet and dry waste from offices to Garbage room.	251					
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.	251					
	Total Annual Cost of Cleaning						
	Add Value Added Tax @ 16%						
	<b>Total Annual Contract Cost</b>						

### 7.BUNGOMA-NEW NYANZA WHOLESALERS LTD

SPE	SPECIAL REQUIREMENTS					
1. Cle	1. Cleaning of all screed/PVC/terrazzo floors.					
Description Annual Frequency Area M <sup>2</sup> Total Area To l Cleaned Annual M <sup>2</sup>						
	Offices	251	750	188,250		

SPEC	SPECIAL REQUIREMENTS				
2. Strip	oping and polishing all	PVC/terrazzo floors			
Description (Floor) Annual Frequency Area M <sup>2</sup> Cleane					
1	Offices	4	750	3,000	

SPEC	SPECIAL REQUIREMENTS					
3. Pro	3. Provision of two (numbers) toilet paper rolls in each closet					
	Description Qty. Per Annual Frequency Total Rolls To Be					
	Closet Provided Annually					
	Toilet					
1	6	2	251	3,012		

	SPECIAL REQUIREMENTS				
4. Wa tiles.	4. Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Toilets)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M2)	
1	6	502	-	3,012	

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

SPEC	SPECIAL REQUIREMENTS					
6. Prov	6. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	Description	Qty. Per Toilet	<b>Annual Frequency</b>	Total Bins To Be Provided		
	No. of toilets Annually					
1	3	1	24	72		

SPEC	SPECIAL REQUIREMENTS					
7. Lau	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		

SPEC	SPECIAL REQUIREMENTS					
8. Mo	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		

SPEC	SPECIAL REQUIREMENTS				
9. Clea	9. Cleaning and Washing of main fire exit/stair cases				
	DESCRIPTION	ANNUAL FREQUENCY			
1	Main stair case/fire	244			

SI	SPECIAL REQUIREMENTS					
10	. Provision of two (nu	mbers)	packets paper towel dispe	ensers in each Toilet. Each		
	packet is to have at	least 12	25 paper towels			
	DESCRIPTION Qty. ANNUAL TOTAL rolls to be provided annually					
1	6	2	251	3,012		

SPEC	SPECIAL REQUIREMENTS					
11. Pro	ovision of 1	/2 litre liquid toilet soa	ap in each toile	et.		
1	DESCRIPTION  Toilet No. of toilets		Qty. per toilet (litres)	ANNUAL FREQUENCY	TOTAL litres to be provided	
•	Tonct	No. of toffets	(Hites)		annually	
		6	1/2	251	753	

SP	SPECIAL REQUIREMENTS								
12.0	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						

### SPECIAL REQUIREMENTS

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	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m <sup>2</sup>
Offices	251	Item

### SUMMARY OF FINANCIAL PROPOSAL - BUNGOMA-NEW NYANZA WHOLESALERS LTD

	Technical Specification	Gross Annual	Rate	Total
	•	Area (Sq.Mts)/	Kshs	Annual
		Quantity (No)		Cost Kshs
1	Cleaning of all screed/PVC/terrazzo	188,250		
	floors.			
2	Stripping and polishing all	3,000		
	PVC/terrazzo floors	0,		
3	Provision of two (numbers) toilet	3,012		
	paper rolls in each closet	<b>3</b> ,		
4	Washing of toilet public areas i.e.			
	toilets floors and sanitary ware,	3,012		
	mirrors and wall tiles.			
5	Shampooing of all upholstery	4		
	(waiting rooms, visitors rooms, etc.)	•		
6	Provision and servicing of one			
	(numbers) sanitary bin in each	<b>72</b>		
	ladies toilet			
7	Laundering of ceremonial flag and	120		
	curtains			
8	Mounting and removing of	5		
	ceremonial flag			
9	Cleaning and Washing of main fire	244		
10	exit/stair cases			
10	Provision of two (numbers) packets			
	paper towel dispensers in each	3,012		
	Toilet. Each packet is to have at least	·		
11	125 paper towels Provision of ½ litre liquid toilet soap			
11	in each closet.	<b>753</b>		
10				
12	Removal of all wet and dry waste	251		
10	from offices to Garbage room.  Dusting of all office furniture			
13	including desks, telephone			
	headsets, computer monitors,			
	keyboards, CPUs, printers, fax	251		
	machines etc, and all window sills			
	and low level partitions.			
	and low level partitions.			
	<b>Total Annual Cost of Cleaning</b>			
	Activities			
	1101111100			
	Add Value Added Tax @ 16%			
	1200 FRIED LINGUE IUA (W 1070			
	<b>Total Annual Contract Cost</b>			
		L	1	1

### 8.KENYA PIPELINE OFFICE KISUMU

SPECIAL REQU	Frequenc	y			
1. Cleaning of con-	Once every	day			
Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M²)	Rate	Total Kshs
Offices	251	75	18,825		

SPE	CIAL REQUIR	Frequency				
2. Mopping of All PVC/screed/terrazzo floors.					Once every day	
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	75	18,825		

SPE	CIAL REQUIR	Frequency					
3. Stripping and polishing all PVC/screed/terrazzo floors						Once every month	
	Description	Annual Frequency			Rate	Total Kshs	
1	Offices	12	75	900			

SPE	ECIAL REQUIR	Frequency				
4. D	4. Dusting of all office furniture including desks, telephone					
	headsets, computer monitors, keyboards, CPUs, printers, Fax					
m	achines etc, and a	all window sills	and low leve	el partitions.		
	Description	Annual	Area M <sup>2</sup>	Total Area To Be	Rate	Total
		Frequency		Cleaned Annually		Kshs
1	Offices			$M^2$		
		156	n/a	Item		

SP	ECIAL REQUI	Frequer	ncy			
	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** 

	<b>Technical Specification</b>	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	
	Tatal Assessal Coat of Classics	
	Total Annual Cost of Cleaning	
	Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

### 9.POSTA OFFICE KISUMU

SPECIAL REQ	Frequency				
1. Cleaning of co	Once ever	y day			
Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
Offices	251	13	3,263		

SPE	CIAL REQUI	Frequency	7			
2. M	opping of All P	Once every	day			
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	251	13	3,263		

SPI	y					
<b>3.</b> S	3. Stripping and polishing all PVC/screed/terrazzo floors					month
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate Total Kshs	
1	Offices	12	13	156		

SP	ECIAL REQU	Fre	equen	<b>cy</b>				
4. I	Ousting of all of							
h	eadsets, compu	ter monitors,	keyboards, (	CPUs, printers, l	Fax			
n	nachines etc, an	d all window s	ills and low	level partitions.				
	Description	Annual	Area M <sup>2</sup>	Total Area To	_	Rate	Total	
		Frequency		Cleaned Annu	ally		Kshs	
1	Offices			M <sup>2</sup>				
		156	n/a	Item				
SP	ECIAL REQU	REMENTS			Freque	equency		
5. F	Removal of all w	et and dry was	te from offi	ces to Garbage		Daily		
dis	posal point	•		S		·		
	Description Annual Area M <sup>2</sup> Total Area To Ra						ate Total	
	Frequency Be Cleaned Annually M <sup>2</sup>						Kshs	
1				Item				

**Summary of financial proposal** 

<b>Sum</b>	mary of financial proposal	
	<b>Technical Specification</b>	Total Cost 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	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

### 10.NYAMTIRO

SPE	CIAL REQUIRE	Freque	ıcy			
1. Cl	eaning of all screed	/PVC/terrazzo	floors.		Once eve	ry day
	Description Annual Area M2 Total Area To Cement Screed Frequency Be Cleaned Annually M2				Rate	Total Kshs
	Offices	251	92.94	23,327.94		

SP	ECIAL REQUIRE		Freque	ncy		
2. 8	Stripping and polisl	Once eve	ry 3			
					Months	
	Description (Floor)	Annual Frequency	Area M <sup>2</sup>	Total Area To Be Cleaned Annually	Rate	Total Kshs
	(11001)		RSIIS			
1	Offices					

SP	ECIAL REQUIREMENTS	Frequency				
3. I	Provision of two (numbers) to	Once eve	ry day			
	DESCRIPTION	Qty. per	ANNUAL FREQUENCY	TOTAL rolls to be	RATE	TOTAL KSHS
	Toilet	closet		provided annually		
1	2	2	251	1004		

SPI	ECIAL REQUIREMENTS	Frequency		
4. S	hampooing of all upholstery (v	Once ev	ery 3	
etc.	)	_	months	
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL
			KSHS	
1	All seats	N/A		

SP	ECIAL REQUIREMENT		Frequency			
	Provision and servicing of o	one (num	bers) sanitary bin	in each	Two time	s every
1	adies toilet				month	
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL
		per	FREQUENCY	bins to		KSHS
	No. of toilets	toilet		be		
				provided		
		annually				
1	1					
	TO	TAL		24		

SP	ECIAL REQUIREMEN		Frequency			
6. I	Laundering of ceremonia		Once ev	ery 3		
					months	
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain	TOTAL equivalent	RATE	TOTAL
			KSHS			
1	Ceremonial flag	4	1	4		
SP	ECIAL REQUIREMEN	NTS			Frequ	ency
7. N	Mounting and removing	of ceremonial	flag		Once e	
	DECODIDETON	ANINITIAT	TA7-1-1-4 - C	TOTAL	months	TOTAL
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain	_	KAIE	KSHS.
			101101			
1	Ceremonial flag	5	1	5		

SP	SPECIAL REQUIREMENTS Frequence						
8.0	Cleaning and Washing of mai	Once ever	y day				
	DESCRIPTION	RATE	TOTAL KSHS.				
1	Main stair case/fire	N/A					
		TOTAL					

SP	PECIAL REQUIREMEN	Frequency				
9.	Provision of two (number	Once every day				
	each Toilet. Each packe	et is to n	ave at least 125 pa	iper toweis		
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL
	No. of toilets		FREQUENCY	rolls to		KSHS
			_	be		
				provided		
1	2	2	251	1004		

SP	ECIAL REC	Freque	ncy				
10.	Provision of	1/2 litre liqu	id toilet soa	p in each toile	t.	Once eve	ery day
	Descr	iption	Qty.	Annual	Total	Rate	Total
		_	Per	Frequency	Litres To		Kshs
1	Toilet	No. of	Toilet		Be		
		toilets	(Litres)		Provided		
					Annually		
		2	1/2	251	251		

SP	SPECIAL REQUIREMENTS Frequency						
11.	Garbage Handling	3 times a	week				
	DESCRIPTION ANNUAL TOTAL equivalent FREQUENCY ANNUAL Qty.				TOTAL KSHS.		
1	Removal of all wet and dry waste from offices to Garbage room.	251	item				

SPI	ECIAL REQUIREMENTS	Frequency		
Clea	Cleaning and Washing of external windows.			hree months
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows	4		
	Т			

**Summary of Financial Proposal** 

	initiary of a maneral aroposar	
	<b>Technical Specification</b>	KShs.
1	Cleaning of all screed/PVC/terrazzo	
	floors.	
2	Stripping and polishing all PVC/terrazzo	N/A
	floors	
3	Provision of two (numbers) toilet paper	
	rolls in each closet	
4	Shampooing of all upholstery (waiting	N/A
	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	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</b>	
	Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

### 11.KOPANGA FINANCIAL PROPOSAL

SPECI	SPECIAL REQUIREMENTS						
1. Cleaning of all screed/PVC/terrazzo floors. Once							
	Description Cement Screed	Annual Frequency	Area M²	Total Area To Be Cleaned Annually (M2)	Rate	Total Kshs	
	Offices	251	92.94	23,327.94			

SPI	ECIAL REQUI	Freque	ency			
2. S	tripping and po	Once ev	ery 3 Months			
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually(M²)	Rate	Total Kshs
1	Offices	N/A	N/A	371.76		

SP	ECIAL REQUIREM	Frequency				
3. I	Provision of two (num	Once eve	ry day			
	Description	Qty. Per	Rate	Total		
		Closet	Frequency	To Be		Kshs
	Toilet			Provided		
				Annually		
1	2	2	251	1004		

SP	ECIAL REQUIREMENTS		Frequer	ıcy
4. S	hampooing of all upholstery	Once eve	ry 3	
etc.	tc.)			
	Description	Annual Frequency	Rate	Total
				Kshs
1	All seats	N/A		

SP	ECIAL REQUIREMENTS	Freque	Frequency			
5. P	Provision and servicing of one	Two times every				
la	adies toilet	month				
	Description	Qty.	Annual	Total	Rate	Total
		Per	Frequency	Bins To		Kshs
	No. of toilets	Toilet		Be		
				Provided		
				Annually		
1	1	1	24	24		
	TOTA	$oldsymbol{L}$		24		

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			

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

SPE	ECIAL REQUIREMENTS	Frequenc	Frequency			
8. C	3. Cleaning and Washing of main fire exit/stair cases			day		
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS.		
1	Main stair case/fire	N/A				
	TOTAL					

SPE	CIAL REQUIR	Frequenc	cy			
	9. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					y day
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

SP	SPECIAL REQUIREMENTS					Frequen	cy
10.	10. Provision of ½ litre liquid toilet soap in each toilet.					Once ever	y day
		iption	Qty. Per	Annual Frequency	Total Litres To	Rate	Total Kshs
1	Toilet	No. of toilets	Toilet (Litres)		Be Provided Annually		
		2	1/2	251	251		

SI	PECIAL REQUIREMENT	Frequency	7		
11.	Garbage Handling	3 times a we	eek		
	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		

SPI	ECIAL REQUIREMENTS	Frequency		
Clea	Cleaning and Washing of external windows.			hree months
	DESCRIPTION	ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows	4		
	7	Total		

**Summary of Financial Proposal** 

J 4111.	Technical Specification	KShs.
		NSIIS.
1	Cleaning of all screed/PVC/terrazzo floors.	27/4
2	Stripping and polishing all PVC/terrazzo	N/A
	floors	
3	Provision of two (numbers) toilet paper rolls	
	in each closet	
4	Shampooing of all upholstery (waiting rooms,	N/A
	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	N/A
	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	
-0	quarterly activities	
	4	
	<b>Total Annual Cost of Cleaning Activities</b>	
	Add Value Added Tax @ 16%	
	Total Annual Contract Cost	
<u> </u>		

### 12.USENGE

SP	SPECIAL REQUIREMENTS					ıcy
1. (	1. Cleaning of all screed/PVC/terrazzo floors.				Once ever	ry day
	Description Cement Screed Frequency M2				Rate	Total Kshs
	Offices	251	92.94	23,327.94		

SP	SPECIAL REQUIREMENTS						
2. \$	Stripping and polishing al	l PVC/terrazzo	ofloors		Once	every 3	
					Mont	hs	
	Description	Annual	Area	Total Area To Be	Rate	Total	
	(Floor)	Frequency	$M^2$	Cleaned		Kshs	
				Annually(M <sup>2</sup> )			
1	Offices	N/A	N/A	371.76			

SP	ECIAL REQUIREME	Freque	ency			
3. F	Provision of two (numbe	Once ev	ery day			
	Description Qty. Annual Total Rolls To Per Frequency Be Provided					Total Kshs
	Toilet	Closet		Annually		
1	2	2	251	1004		

SPI	ECIAL REQUIREMENTS	Frequency	7	
-	4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			3 months
	Description Annual Frequency			Total Kshs
1	All seats	N/A		

SP	ECIAL REQUIREME	Frequ	ency				
_						Two times every month	
	Description	Qty. Per Toilet	Qty. Per ToiletAnnual FrequencyTotal Bins To Be Provided				Total Kshs
	No. Of Toilets				Annually		
1	1	1		N/A	N/A		
	ТО	TAL			24		

SP	SPECIAL REQUIREMENTS					ency
6.L	6.Laundering of ceremonial flag and curtains					ery 3
					months	
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.	RATE	TOTAL KSHS
1	Ceremonial flag	4	1	4		

SP	ECIAL REQUIRE	Frequ	ency				
7. N						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			

SPI	ECIAL REQUIREMENTS	У		
8. Cleaning and Washing of main fire exit/stair cases			Once every	day
	DESCRIPTION ANNUAL			TOTAL
		FREQUENCY		KSHS.
1	Main stair case/fire	N/A		
	Т	OTAL		

SP	ECIAL REQUIREM	Frequenc	ey			
9. F	Provision of two (number	oers) packet	s paper towel		Once every	y day
	dispensers in each To	oilet. Each p	acket is to ha	ve at least		
	125 paper towels					
	Description	Qty.	Annual	Total	Rate	Total
	No. Of Toilets		Frequency	Rolls To		Kshs
				Be		
		Provided				
		Annually				
1	2	2	251	1004		

SPI	SPECIAL REQUIREMENTS Frequency							
10.	Provision of ½	litre liquid toile	t soap in ea	ach toilet.		Once e	every day	
	Description			Annual Frequency	Total Litres To	Rate	Total Kshs	
1	Toilet	No. of toilets	(Litres)		Be Provided Annually			
		2	1/2	251	251			

SPEC	IAL REQUIREMENTS		Freque	ency	
11. Gar	bage 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		

SPI	ECIAL REQUIREMENTS	Frequency			
Clea	ning and Washing of external	windows.	Once every three months		
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4		110110	
	T				

**Summary of Financial Proposal for USENGE** 

<u> 5um</u>	mary of Financial Proposal for USE.	NGE
	Technical Specification	KShs.
1	Cleaning of all screed/PVC/terrazzo	
	floors.	
2	Stripping and polishing all	N/A
	PVC/terrazzo floors	
3	Provision of two (numbers) toilet paper	
	rolls in each closet	
4	Shampooing of all upholstery (waiting	N/A
	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	N/A
	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</b>	
	Activities	
	Add Value Added Tax @ 16%	
	_	
	Total Annual Contract Cost	

### SCHEDULE OF FINANCIAL PROPOSAL

SPECIAL RE	Frequency				
1. Cleaning of a	ll screed/PVC/ter	rrazzo floors.		Once every d	ay
Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
Offices	251	650.56	163,290.56		

SPI	ECIAL REQUIF		Frequency			
2. S	2. Stripping and polishing all PVC/terrazzo floors					onths
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	650.56	2,602.24		

SP	ECIAL REQUIREMENTS	Frequency				
3.	Provision of two (numbers) to	Once eve	ry day			
	Description	Qty.	Annual	Total Rolls	Rate	Total
		Per	Frequency	To Be		Kshs
	Toilet	Closet		Provided		
				Annually		
1	5	2	251	2510		

SP	ECIAL REQUIREMENTS		Frequency		
4. 8	Shampooing of all upholstery (	Once ever	<b>y</b> 3		
etc.	)	months			
	DESCRIPTION	ANNUAL FREQUENCY		<b>RATE</b>	TOTAL
					KSHS
1	All seats	4			

SP	ECIAL REQUIREMENTS	Frequen	cy			
5.P	rovision and servicing of one (	numbers	s) sanitary bin	in each	Two times	s every
1	adies toilet				month	-
	Description	Qty.	Annual	<b>Total Bins</b>	Rate	Total
		Per	Frequency	To Be		Kshs
	No. Of Toilets	Toilet		Provided		
				Annually		
1	3	1	24	72		
	TOTAL			<b>72</b>		

Sl	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	10	40				

$\mathbf{S}$	PECIAL REQUIREMEN	Freque	ency			
7.	Mounting and removing of	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		

SP	SPECIAL REQUIREMENTS Frequency						
8.0	Cleaning and Washing of mai	Once eve	ry day				
	Description	Annual Frequency	Rate	Total Kshs.			
1	Main stair case/fire	244		KSHS.			
	,	TOTAL					

SP	PECIAL REQUIREMENTS	Freque	ncy			
9.	Provision of two (numbers) pa	Once eve	ery day			
	each Toilet. Each packet is t	o have a	t least 125 pape	er towels		
	Description	Qty.	Annual	Total Rolls	Rate	Total
	No. Of Toilets		Frequency	To Be		Kshs
				Provided		
				Annually		
1	5	2	251	2510		

SP	ECIAL REQU	Frequency					
10.	Provision of 1/2	Once eve	ery day				
	DESCR	IPTION	Qty. per	ANNUAL FREQUENCY	TOTAL litres to be	RATE	TOTAL KSHS
1	Toilet	No. of toilets	toilet (litres)		provided annually		
		5	1/2	251	627.5		
SP	ECIAL REQU	JIREMENTS				Frequ	ency
11.	Garbage Hand	ling				3 times	a week
		Description		Annual Frequency	Total Equivalent Annual Qty.	Rate	Total Kshs.
1		of all wet and m offices to (	•	251	Item		

SPECIAL REQ	<b>UIREMENTS</b>	Frequency			
12. Dusting of all	l office furniture	including	Once every two days		
desks, telephone					
keyboards, CPUs	s, printers, fax m				
and all window s	ills and low leve				
Description	Annual	Total Area To	Rate	Total	
Description	Description Annual Frequency Be Cleaned Annually M <sup>2</sup>			Kshs	
Offices	0=1				
	251	Item			

SP	ECIAL REQUIREMENT	Frequency			
Cleaning and Washing of external windows.			Once every three months		
	DESCRIPTION		ANNUAL FREQUENCY	RATE	TOTAL KSHS
1	All external windows		4		
		T			

**Summary of Financial Proposal for KISII** 

<u>sum</u>	mary of Financial Proposal for KISII	
	<b>Technical Specification</b>	KShs.
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	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.	
	Total Annual Cost of Classins	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

### 14.MUHURU BAY

SPECI	AL REQUIREM	Freque	ency				
1. Clear	1. Cleaning of all screed/PVC/terrazzo floors.						
	Description Cement Screed	Annual Frequency	Area M²	Total Area To Be Cleaned Annually(M <sup>2)</sup>	Rate	Total Kshs	
	Offices	251	185.87	46,653.37			

SPI	ECIAL REQUIREME	Freque	ency			
2. S	tripping and polishing a	Once ev	ery 3			
					Months	
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually(M <sup>2)</sup>	Rate	Total Kshs
1	Offices	4	N/A	N/A		

SPI	ECIAL REQUIREM	Frequen	ıcy			
3. P	rovision of two (num	Once ever	ry day			
	Description	Qty. Per Closet	Annual Frequency	Total Rolls To Be	Rate	Total Kshs
	Toilet			Provided Annually		
1	2	2	251	1004		

SPE	CIAL REQUIREME	Frequency			
	4. Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)			months	
	Description	Annual Frequency		Rate	Total Kshs
1	All seats	N/A			

SPI	ECIAL REQUIRE	Frequency					
_	rovision and servic dies toilet	Two time month	s every				
	Description		Qty. Per Toilet	Annual Frequency	Total Bins To Be	Rate	Total Kshs
	No. Of Toilet	ts			Provided Annually		
1	2		1	24	48		
		TOT	AL		48		
SPI	ECIAL REQUIRE	MENT	S			Frequer	ncy
6. I	aundering of cerer	nonial f	lag and cu	ırtains		Once ever	ry 3
	Description Annual Frequency Flag/Curtain (Kg) Annual Qty.						Total Kshs
1	Ceremonial flag	4	1	1	4		

SPI	ECIAL REQUIRE	Frequen	ıcy			
7. M	Iounting and remo	Once ever	ry 3			
					months	
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPE	SPECIAL REQUIREMENTS Frequency				
8.0	Cleaning and Washing o	Once every day			
	Description Annual Frequency		Rate	Total Kshs.	
				Ksns.	
1	Main stair case/fire	N/A			
	TOTAL				

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

SPE	SPECIAL REQUIREMENTS Frequency						
10. I	10. Provision of ½ litre liquid toilet soap in each toilet.  Once every da						ery day
	I	Description	Qty. Per Toilet	Annual Frequency	Total Litres To Be	Rate	Total Kshs
1	Toile +	No. of toilets	(Litres)		Provided Annually		
	·	2	1/2	251	251		

SPEC	SPECIAL REQUIREMENTS Frequency				
Garbage Handling				3 times a wee	k
Description Annual T Frequenc v		Total Equivalent Annual Qty.	Rate	Total Kshs.	
1	Removal of all wet and dry waste from offices to Garbage room.	251	item		

SPE	CIAL REQUIREMENTS	Frequency			
Cleaning and Washing of external windows.			Once every three months		
	Description	Annual Frequency	Rate	Total Kshs	
1	All external windows	4			

**Summary of Financial Proposal for Muhuru Bay** 

Sum	ummary of Financial Proposal for Muhuru Bay							
	<b>Technical Specification</b>	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	Laundering 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>							
	Add Value Added Tax @ 16%							
	<b>Total Annual Contract Cost</b>							

### 15.MBITA CUSTOMS OFFICE

SPECIAL REQUIREMENTS					Frequency	
1. (	1. Cleaning and mopping of all screed/PVC/terrazzo floors.					day
	Description	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	251	95	23,845		

SPE	CIAL REQUIR	Freque	ncy			
2. St	ripping and polis	Once every 3				
						-
	Description (Floor)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
1	Offices	4	95	380		

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SPE	SPECIAL REQUIREMENTS					ey
_						every
	Description	Qty. Per Toilet	Annual Frequency	Total Bins To Be	month Rate	Total Kshs
	No. of toilets			Provided Annually		
1	1	1	24	24		
		TOTAL		24		

SPECIAL REQUIREMENTS					Frequency	
6. Laundering of ceremonial flag and curtains					Once every 3	3 months
	Description	Annual Frequency			Rate	Total Kshs
1	Ceremonial flag	4	30	120		

SPI	ECIAL REQUI	Frequ	ency			
7. Mounting and removing of ceremonial flag						very 3
	Description	Annual Frequency	Weight Of Flag/Curtain (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs.
1	Ceremonial flag	5	1	5		

SPE	SPECIAL REQUIREMENTS			Frequency		
8. Cl	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				
		•				

SPE	CIAL REQUIRE	Freque	ncy			
	9. Provision of ONE (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					ry day
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	1	1	251	251		

SPI	SPECIAL REQUIREMENTS						ency
10.	10. Provision of ½ litre liquid toilet soap in each toilet and dispenser						ery day
	Des	scription	Qty. Per Toilet	Annual Frequency	Total Litres To	Rate	Total Kshs
1	Toilet	No. of toilets cubicles	(Litres)		Be Provided Annually		
		1	1/2	251	126		

SP	ECIAL REQUIREMENT	Frequency			
11.0	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		

SPE	CIAL REQUIREME	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.					very two
	Description	Annual Frequency	Total Area To Be Cleaned Annually M <sup>2</sup>	Rate	Total Kshs
	Offices	156	Item		

**Summary of Financial Proposal for MBITA** 

	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.	
	<b>Total Annual Cost of Cleaning Activities</b>	
	Add Value Added Tax @ 16%	
	<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

	two garbage bags per wee vay the garbage three tim			
No of bedrooms	Type of house	No of units	Rate per unit per month- Kshs.	Cost per month Kshs.
3	Bungalow	4		
2	Bungalow	2		
Total		6		
Other service	es to be provided at the es	tates		
		Area		
areas daily	road/foot paths & paved			
blocks of flats	of common stair cases in the			
Cutting of grass of the same cor	s in compound & disposing atinuously			
Collecting any compound on com	loose waste in the laily basis	item		
	inage & opening up any			
_	fence & gardening around ernal side up to the edge of re applicable			
Cleaning of app drainages	proach roads & opening of			
Replacement or	f bulbs in all the internal 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	
Total		

# **COLLECTION PAGE**

No.	MILIMANI ESTATE	Total Cost Kshs.
	TOTAL PER MONTH	
	TOTAL PER ANNUM x 12	
	Add 16% VAT	
	TOTAL ANNUAL CONTRACT COST	

# 17.SIO PORT

# FINANCIAL PROPOSAL

SPEC	IAL REQUIREM	Frequency					
1. Clea	1. Cleaning of all screed/PVC/terrazzo floors.						
	Description Cement Screed	Area M²	Total Area To Be Cleaned Annually(M²)	Rate	Total Kshs		
	Offices	251	92.94	23,327.94			

SP	ECIAL REQUIREM	Frequency						
2. 8	2. Stripping and polishing all PVC/terrazzo floors Once every 3							
					Mon	ths		
	Description	Annual	Area M <sup>2</sup>	Total Area To	Rat	Total		
	(Floor)	Frequency		Be Cleaned Annually M <sup>2</sup>	e	Kshs		
1	Offices							

SP	SPECIAL REQUIREMENTS Frequency							
3. P	Provision of two (numbers	Once e	very day					
	DESCRIPTION	Qty. per	ANNUAL FREQUENCY	TOTAL rolls to be	RATE	TOTAL KSHS		
	No. of toilets	closet		provided annually				
1	2	2	251	1004				

SP	SPECIAL REQUIREMENTS Frequency							
4. S	hampooing of all upholstery	Once every 3						
etc.	)			months				
	DESCRIPTION	ANNUAL FREQUENCY		<b>RATE</b>	<b>TOTAL</b>			
					<b>KSHS</b>			
1	All seats	N/A						

SP	ECIAL REQUIREMENTS	Freque	ency			
5. P	Provision and servicing of or	ne (numb	ers) sanitary bi	n in each	Two tim	nes
la	adies toilet				every m	onth
	DESCRIPTION	Qty.	ANNUAL	TOTAL	RATE	TOTAL
		per	FREQUENCY	bins to be		KSHS
	No. of toilets	toilet		provided		
				annually		
1	1	24				
	TOTA	24				

SP	ECIAL REQUIREM	Freque	ency			
6. L	aundering of ceremo	Once every 3				
					months	
	DESCRIPTION  ANNUAL FREQUENCY flag/curtain (kg) ANNUAL Qty.					TOTAL KSHS
1	Ceremonial flag					

SP	ECIAL REQUIR		Frequency							
7. N	Mounting and remo		Once every 3							
					months	5				
	Description	Total Equivalent Annual(Qty)	Rate	Total Kshs.						
1	1 Ceremonial flag 5 1 5									

SPI	SPECIAL REQUIREMENTS Frequency							
8. C	leaning and Washing of main fir	Once every	day					
	DESCRIPTION	RATE TOTAL KSHS.						
1	Main stair case/fire	N/A						
	TO	TAL						

SP	ECIAL REQUIREM	Frequen	ıcy			
9. F	Provision of two (numb in each Toilet. Each p towels	Once ever	ry day			
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

Sl	PECIAL RE	QUIREMEN	ITS			Freq	ueno	$\mathbf{y}$	
10	. Provision o	of ½ litre liqui	Once	Once every day					
	Desc	cription	Qty. Per	Annual Frequency	Total Litres To	Rat	te		Total Kshs
1	Toilet	No. of toilets	Toilet (Litres)	Trequency	Be Provided Annually				TCSTIS
		2	1/2	251	251				
SP	ECIAL REC	QUIREMENT	ΓS				Fre	equei	ncy
11.	Garbage Hai	ndling					3 tii	mes a	week
	Description			Annual equency	Total Equiva Annual Qty.		Ra	ate	Total Kshs.
1		of all wet and from offices		251					
	to Garbag	e room.			item				

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

**Summary of Financial Proposal for SIO PORT** 

Sui	nmary of Financial Proposal for SIO PORT	Ţ
	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,	N/A
	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	N/A
	cases	
10	Provision of two (numbers) packets paper towel	
	dispensers in each Toilet. Each packet is to have	
	at least 125 paper towels	
11	1 1	
	closet.	
12	Removal of all wet and dry waste from offices to	
	Garbage room.	
13	Annual timetable of weekly, monthly, and	
	quarterly activities	
	Total Annual Cost of Cleaning Activities	
	Add Value Added Tax @ 16%	
	<b>Total Annual Contract Cost</b>	

# **18.LWAKHAKHA**

### FINANCIAL PROPOSAL

SPI	ECIAL REQUIREM	Freque	ncy			
1. C	1. Cleaning of all screed/PVC/terrazzo floors.					ery 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		

SPI	SPECIAL REQUIREMENTS Frequency						
2. S	tripping and polish	Once every 3					
					Months		
	Description (Floor)					Total Kshs	
1	Offices	4	N/A	N/A			

SP	SPECIAL REQUIREMENTS Frequency						
3. P	3. Provision of two (numbers) toilet paper rolls in each closet					y day	
	Description	Qty. Per				Total	
		Closet	Frequency	Be Provided		Kshs	
	Toilet			Annually			
1	2	2	251	1004			

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

SPI	ECIAL REQUIREMEN	Freque	Frequency			
5. P	rovision and servicing of	Two tim	es every			
ea	ach ladies toilet				month	
	Description	Qty. Per	<b>Total Bins</b>	Rate	Total	
		Toilet	Freque	To Be		Kshs
	No. Of Toilets		ncy	Provided		
				Annually		
1	2	48				
	TOTA	L		48		

SP	ECIAL REQUIRI	Frequency				
6. I	6. Laundering of ceremonial flag and curtains					ery 3
					months	
	Description	Annual	Rate	Total		
		Frequency	Flag/Curta in (Kg)	Equivalent Annual Qty.		Kshs
1	Ceremonial flag	4	1	4		

SP	ECIAL REQUIRE	Frequency				
7. N	7. Mounting and removing of ceremonial flag					
	Description Annual Weight Of Frequency Flag/Curt ain (Kg) Annual (Qty).					Total Kshs.
1	Ceremonial flag	5	1	5		

SP	ECIAL REQUIREM	IENTS	Frequency	
8.0	Cleaning and Washing	g of main fire exit/stair	Once every day	
case	es			
	DESCRIPTION ANNUAL FREQUENCY		RATE TOTAL KSHS.	
1	Main stair case/fire	N/A		
		TOTAL		

SP	ECIAL REQUIR	Frequency				
9. P	Provision of two (n in each Toilet. Ea towels	Once ever	ry day			
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

SPI	SPECIAL REQUIREMENTS						Frequency	
10.	Provision	n of ½ litre liqui	d toilet so	ap in each toi	let.	Once ever	y day	
1	Toile t	No. of toilets	Qty. Per Toilet (Litres )	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs	
		2	1/2	251	251			

SPECIAL REQUIREMENTS Frequency				ency	
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		
Cleaning and Washing of external windows.		Once every t	hree months	
	DESCRIPTION ANNUAL FREQUENCY		RATE	TOTAL KSHS
1	All external windows	4		
		Total		

**Summary of Financial Proposal for Lwakhakha** 

<u>Sum</u>	ummary of Financial Proposal for Lwakhakha			
	<b>Technical Specification</b>	KShs.		
1	Cleaning of all screed/PVC/terrazzo			
	floors.			
2	Stripping and polishing all PVC/terrazzo	N/A		
	floors			
3	Provision of two (numbers) toilet paper			
	rolls in each closet			
4	Shampooing of all upholstery (waiting	N/A		
	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	27/4		
9	Cleaning and Washing of main fire	N/A		
	exit/stair cases			
10	Provision of two (numbers) packets			
	paper towel dispensers in each Toilet.			
	Each packet is to have at least 125 paper			
-11	towels Provision of ½ litre liquid toilet soap in			
11	each closet.			
10	Removal of all wet and dry waste from			
12	offices to Garbage room.			
13	Annual timetable of weekly, monthly,			
13	and quarterly activities			
	una quarterry activities			
	<b>Total Annual Cost of Cleaning</b>			
	Activities			
	Add Value Added Tax @ 16%			
	<b>Total Annual Contract Cost</b>			
<u></u>	10tui minuui oonu act oost			

# 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**

	SUMMARY		
Name of Stations	Description	Total Cost (Kshs)	
Lot 1 (A)			
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	Offices		
i. OFFICES			
ii. SCANNER			
iii. WAREHOUSE			
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		
	Sub Total		
Lot 1 (B) Nairobi Estates	Residential		
1. LANGATA			
2. MAWENZI I			
3. MAWENZI II			
4. SOUTH C KONGONI			
5. SOUTH C NDEKWA			
6. EMBAKASI			
7. NAMANGA			
8. LOITOKITOK			
o. Dollowich	Sub Total		
Lot 1 (C) Common Areas			
1. Ushuru Pension Towers (CBC-			
Upperhill)			
2. Ushuru Pension Plaza (Fortis			
Park)			
	Sub Total		
Grand Total For Lot -1 A, B & C (To be carried to Form of Tender as one (1) Lot.			
( ~ t thirth to I trill of I triller u			

# **LOT – SOUTHERN REGION.**

Lot 2- Estates	Description	Total Cost
<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		
	Sub Total	
Lot -2 Offices	Description	Total Cost
1. FORODHA MOMBASA,	Offices	
PPO, RAILWAY		
2. KESRA MOMBASA	Offices/Residential	
OFFICES & KESRA	,	
HOSTELS, DOG KENNELS		
AND 30 ACRE		
COMPOUND		
3. KILINDINI	Offices	
I. OFFICES		
II. WAREHOUSE I		
III. WAREHOUSE II		
IV. SCANNER MOMBASA		
a. SHED 5/MARINE		
OFFICES/MAST		
b. FIXED SCANNER		
c. MOBILE SCANNER		
KAPENGURIA	O.C.	
4. MOI AIRPORT MOMBASA	Offices	
& MOI AIRPORT		
SCANNER AT	Offices	
5. MOBILE SCANNER AT MCT L1 JOMVU	Offices	
6. MOBILE SCANNER AT	Offices	+
CONSOL BASE	Offices	
7. CUSTOMS OLD PORT	Offices	
MOMBASA	Offices	
8. MALINDI MAIN OFFICES	Offices/Res.	
AND MALINDI	211000/1000	
RESIDENTIAL		
QUARTERS		
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		
	Sub Total Cost	
LOT -2 OSBP		
1. LUNGA LUNGA OSBP &	Offices & residential	
RESIDENTIAL		
2. TAITA TAVETA OSBP &	Offices & residential	
RESIDENTIAL		
	Sub Total Cost	
<b>Grand Total Cost</b>		
(To be carried to Form of Tender as Lot 2.)		

LOT 3

CENTRAL REGION	Description	Total Cost
NYERI	Offices	
THIKA	Offices	
KERUGOYA	Offices	
NANYUKI	Offices	
MURANG'A	Offices	
<b>Grand Total</b>		
(To be carried to Form of Tender	as Lot 3.)	
LOT 4		
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	Offices &	
AIRPORT-OFFICES &	Residential	
RESIDENTIAL		
<b>Grand Total</b>		
(To be carried to Form of Tender as Lot 4.)		
Lot 5		
SOUTH RIFT REGION	Description	Total Cost
NAKURU-GENERATION HOUSE	Offices	

NAKURU –K.P.C OFFICE	Offices	
NAROK NAROK	Offices	
KERICHO- SINENDET HOUSE & DC'S OFFICES	Offices	
NYAHURURU	Offices	
MARALAL	Offices	
NAIVASHA	Offices	
KRA POSTA NAKURU	Offices	
Grand Total (To be carried to Form of Tender	r as Lot 5.)	
LOT 6		
NORTHERN REGION	Description	Total Cost
EMBU	Offices	Total Cost
MERU	Offices	
MACHAKOS	Offices	
KITUI	Offices	
KAJIADO	Offices	
ISIOLO	Offices	
WAJIR AIRPORT	Offices	
DIFFU – WAJIR	Offices	
MOYALE	Offices &	
MOTALE	Residential	
MANDERA	Offices &	
MANDERA	Residential	
GARISSA	Offices	
LIBOI	Offices &	
LIBOI	Residential	
ELWAK	Offices	
Grand Total	Offices	
(To be carried to Form of Tender	r as Lot 6)	
LOT 7- WESTERN REGION	Description	Total Cost
1.FORODHA KISUMU, ICD, PIER,	Offices	10441 0050
AIRPORT	Offices	
2.KISUMU SWAN CENTER	Offices	
3.ISEBANIA OSBP OFFICES &	Offices &	
RESIDENTIAL	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	
TOTALOUM O MILLIMANTEQIATE	residential	

17.SIO PORT	Offices	
18.LWAKHAKHA	Offices	
<b>Grand Total</b>		
(To be carried to Form of Tender a		

#### 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

Schedule of Requirements.

Date
Tender No
To: KENYA REVENUE AUTHORITY
P. O. BOX 48240 – 00100 NAIROBI.
Contlamon and for Ladioa
Gentlemen and/or Ladies:
1. Having examined the tender documents including Addenda
Nos
duly acknowledged, we, the undersigned, offer to <b>Provision Of Cleaning and</b>
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)
I at a familie aum of
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)
I at = for the gum of
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)
(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.
Thes 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

450

equivalent to	percent of	in the guarantee of a bank in a sum the Contract Price for the one form prescribed by	lue
the date fixed for ten	der opening of the	a period of <b>335 Days</b> [number] from Instructions to tenderers, and it should be at any time before the expiration	ıall
	shall constitute a Co	written acceptance thereof and your ontract, between us. Subject to sign:	
6. We understand the you may receive.	at you are not bou	nd to accept the lowest or any tend	der
Dated this	day of	20	
[signature]		[in the capacity of]	
Duly authorized to si	gn tender for an on l	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.

	Part 1 – Gener	al		
1.1	Business			Name
1.2	Location	of	Business	
1.3				Street/Road
	Postal Address		Fax	
1.4	Nature of	Business,		
1.5	Registration		Certificate	No.
1.6 1.7	Maximum Value of Business which you can handle at any one time – USD  Name of your Bankers			
	Part 2 (a) – So	le Proprietor		
2a.1				Age
2a.2				Country of Origin
	•••••	Citizenship	••••••	Details
		•••••		
	Part 2 (b) Part	nership		
2b.1 2b.2	Given details of I  Name Shares 1	]	ws: <u>Nationality</u>	<u>Citizenship Details</u>
	2			

Private	– Registered Coi	or	Public	
•••••	•••••			
State the Nominal and Issued Capital of Company- Nominal USD				
Given deta	ils of all Directors as			
<u>Name</u> Shares		<u>Nationality</u>	<u>Citizenship Details</u>	
••••••				
•				
•••••				
 3.	•••••	••••••		
_				
	•••••	••••••		
4 <b>.</b> 	•••••	•••••		
	•••••	•••••		
5				
		••••••	••••••	
Part 3 -	Eligibility Status			
Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes No				
•	n '3.1' is <b>YES</b> give th			
			•	
	•••••	•••••	•	
Authority		irectors or Manag	l Member of Kenya Revenue gement of your Organization,	
If answer	n '3.3' above is <b>YES</b>	give details.		
•••••	•••••	•••••		
			•	
			•	
•••••				
•••••	•••••	•••••	•	
involved in have been for prepar	the past directly or i	indirectly with a fi evenue Authority ifications and oth	ture or Sub-contractor been irm or any of its affiliates that to provide consulting services ner documents to be used for Yes No	

3.6	If answer in '3.5' above is <b>YES</b> 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 <b>YES</b> give details:			
Ü				
3.9	Have you offered or given anything of value to influence the procurement process? YesNo			
3.10	If answer in '3.9' above is <b>YES</b> 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]

# 8.4 CONTRACT FORM

THIS AGREEMENT made theday ofbetween[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 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.				
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 bythe(for the Procuring				
entity)				
Signed, sealed, delivered bythe(for the tenderer)				
in the presence of				

# 8.5 PERFORMANCE SECURITY FORM

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				
[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 co have been awarded to you	ontract/s stated below under the above mentioned tender

- 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**