



**MINISTRY OF TOURISM AND WILDLIFE
STATE DEPARTMENT FOR TOURISM**

TENDER ADDENDUM

**TENDER FOR THE PROVISION OF CLEANING SERVICES:
TENDER NO. MOT/07/2019-2021**

**OPENING/CLOSING DATE TUESDAY 25TH JUNE, 2019 AT
11.00 AM**

JUNE 2019

PARTICULARS

5.2.1 Conditions for eligibility

Preliminary evaluation

- Be registered as a Business or Company provide (copy of their registration) **(mandatory)**
- Be registered for PIN/V.A.T **(mandatory)**
- Provide valid copy of tax compliance certificate **(mandatory)**
- Attach copy of Access to Government Procurement opportunities Certificate. **(AGPO certificate mandatory)**
- Fill form of tender **(mandatory)**
- Fill confidential Business questionnaire **(mandatory)**
- Bid validity period of 120 days after tender closing **(mandatory)**
- **Site visit form/certificate signed by the client (mandatory)**
- **Provide business permit or lease agreement (mandatory)**

SECTION VI - SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

NSSF BUILDING AND UTALII HOUSE

The contractor will be required to maintain the highest standard of cleanliness and decorum to satisfaction of the client and for this purpose his obligations will at minimum include the following:-

S/NO.	Requirements	Please Note & Tick
1.	Remove from all office floor surfaces dirt, stains spills or foreign objects and ensure that the floors are maintained free from any blemish on daily basis.	
2.	Apply on weekly basis an acceptable polish to PVC floors.	
3.	Wipe, dust and/or clean with wet cloth all the, workstations, computer	

	surfaces, shelves and furniture and fittings within the offices	
4.	All Telephone headsets should be wiped and regularly cleaned and disinfected.	
5.	Computers, printers, photocopiers and typewriters should be dusted daily and should be free from dust and fluff	
6.	Maintain all kitchens within the office blocks clean, with their floors and wall free of stains, blemish and their sinks scrubbed free of food stains, where applicable stain removers to be used.	
7.	Carpet shampooing of all carpeted areas using approved detergents once per month and as and when required.	
8.	Daily cleaning/vacuuming/hovering of the carpeted area	
9.	Check the working conditions of drainpipes, main sanitary apparatus, water pipes and drains and make reports to the office superintended regarding any faults on a daily basis for rectification	
10.	Collect and dispose all rubbish, dirt, waste materials or refuse from the corridors and offices to designated disposal areas	
11.	Using acceptable detergents and cleaning agents, maintain windows and window panes clean and free from stain and cobwebs on weekly basis.	
12.	All cleaning should be carried out before 8am for offices and for corridors before 9am. Other cleaning will be regular and continuous.	
13.	Remove rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that all areas are free from any blemish	
14.	Ensure that all areas are free from any foul or unpleasant odours;	
15.	Ensure that all polished or smooth surfaces retain their shining gloss:	
16.	Thoroughly scrub and polish floors once a week and whenever the need arises	
17.	Door mats & mud scrappers must be free from mud and dust and should be swept at least twice a day	
18.	Clean and keep unsoiled toilet bowls, urinals, sinks, walls and mirrors within the toilets at all times (in the washrooms of CS, PS, CAS and TS)	
19.	Remove and dispose of rubbish from toilet bins (in the washrooms of	

	CS, PS, CAS and TS)	
20.	Ensure adequate supply of liquid soap in the soap dispensers any faulty soap dispensers and or hand dryers should be reported immediately to the office superintendent (in the washrooms of CS, PS, CAS and TS)	
21.	Mop and maintain toilet floors dry at all times (in the washrooms of CS, PS, CAS and TS)	
22.	Provide toilet accessories including high quality toilet paper (white), hand washing soap, disinfectant, air freshener make reports of faulty hand dries to the office superintendent (in the washrooms of CS, PS, CAS and TS)	
23.	Supply moth balls and sanitary blocks to the toilets, toilet balls supplied by the contractor should always be correctly placed (in the washrooms of CS, PS, CAS and TS)	

To Note:

- That bidders are advised to visit the site for viewing and assessment of the services required before filling in their tender documents following amendments in the scope of work.
- That the square feet area indicated below are for guidance and State Department for Tourism will not take responsibility for their inaccuracies in case of small deviations.
- The successful bidder will provide all cleaning detergents and cleaning materials at Ministry of Tourism, State Department for Tourism).
- That the supervisor must ensure high standards of cleanliness of offices and kitchens on daily basis.
- Service provider will be solely responsible for any damage, loss and or theft of any item(s) by their staff during execution of the contract if adduced that the damage, loss and or theft arose due to negligence on their side.
- For site visit please contact Madam Grace Mbaka (Office Superintendent) Mobile Number: 0722905942

SUMMARY OF SCHEDULED AREAS FOR CLEANING SERVICES WILL INCLUDE THE FOLLOWING;

S/No	Floor	Surface Area(meter square)	Rate per meter square	Total
1.	Machine scrubbing for hard floors including kitchens(once per week preferably on Friday)	1511.65		
2.	Carpet shampooing of all carpeted areas using approved detergents once per week and as and when required.	1,252.35		
3.	Daily cleaning/ vacuuming of all the carpeted area	1,252.35		
4.	Daily cleaning of uncarpeted areas including kitchens.	1511.65		

N/B The bidders to visit the site

S/N	NSSF BUILDING 15TH, 20TH AND 21ST FLOORS			
1	ZONE A - NSSF	SQUARE METRES	UNIT PRICE	TOTAL AMOUNT
1	CARPETED AREA	298.35		
2	CERAMIC TILED AREA	630.65		
			SUB	

			TOTAL	
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2	ZONE B - (UTALII) 6TH AND 7TH FLOORS	SQUARE METRES	UNIT PRICE	TOTAL AMOUNT
1	CARPETED AREA	954		
2	PVC TILES	881		
			SUB TOTAL	

SECTION VII- PRICE SCHEDULE FOR SERVICES

Name of tenderer _____

Tender Number: -MOT/07/2019/2021

NO	DESCRIPTION	QTY	TOTAL COST(KSHS)
1	Provision of cleaning services at NSSF Building	1	
2	Provision of cleaning services at UTALII Building	1	

Signature and stamp tenderer _____

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

TENDER- SECURING DECLARATION FORM

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date [inset date (as day, month and year) of Bid Submission]

Tender No. [insert number of bidding process]

To:

Ministry of Tourism & Wildlife

State Department for Tourism

Utalii House

P.O.BOX 30027-00100, Nairobi

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We accept that we automatically be suspended from being eligible for bidding in any contract with the Ministry of Tourism for the period of time of 5(Five) years starting on the closing date of this tender 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 Ministry of Tourism 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 Security Declaration shall expire if we are not the successful Bidder, upon the earlier of:-
 - a. Our receipt of a copy of your notification of the name of successful Bidder;Or
 - b. Twenty-eight days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Bid Security 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 as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown] in the capacity of

[insert legal capacity of person signing the Bid Securing Declaration]

Name:[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Date on.....day of [Insert date of signing]

