



**CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA
(CEMASTEА)**

TENDER DOCUMENT FOR: PROVISION OF CLEANING SERVICES

TENDER NO. CEMASTEА/CS/002/2021-2022

RESERVED FOR AGPO- WOMEN/PWD

Karen-Bogani road Junction P.O. Box 24214-00502

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SECTION I – INVITATION TO TENDER

Date: 16TH MARCH, 2021.

Tender Ref No. CEMASTEAC/CS/002/2021-2022

Tender Name: PROVISION OF COMPREHENSIVE CLEANING SERVICES

- 1.1 The CEMASTEAC invites sealed tenders from eligible candidates for the **PROVISION OF COMPREHENSIVE CLEANING SERVICES.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **Supply Chain Office, CEMASTEAC P. O BOX 24214-00502, located at the junction of Karen-Bogani Road** during normal working hours.
- 1.3 A complete tender document may be obtained by interested candidates from the CEMASTEAC website www.cemastea.ac.ke for free or obtain a hard copy upon payment of a non- refundable fee of **Ksh.1000** in cash or bankers cheque payable to CEMASTEAC. All bidders who download the tender document to **register** their details with supplychain@cemastea.ac.ke.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the Administration block CEMASTEAC located at the junction of Karen-Bogani Road, or be addressed and posted to CEMASTEAC P.O BOX 24214-00502 to be received on or before **Tuesday 30th March 2021 at 11:00 am.**
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the **Sugiyama Hall, CEMASTEAC.**
- 1.7 **Site visit date will be on the 23th and 24th March 2021 at 10:00am.**

For *CEMASTEAC*

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender 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 tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules

- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

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

2.4 Clarification of Documents

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

2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9, and 2.10 below.
- (b) Documentary evidence established in accordance with Clause 2.1.2 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) Declaration Form.

2.8 Form of Tender

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

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. **A** tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

- 2.10.1 Prices shall be quoted in Kenya Shillings.

2.11 Tenderers Eligibility and Qualifications.

- 2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 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.
 - 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 Procuring entity as non responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.12.7 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 procuring entity on the Tender Form; or
 - (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29
 - or**
 - (ii) to furnish performance security in accordance with paragraph 2.30.
 - (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

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

2.14 Format and Signing of Tender

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

2.15 Sealing and Marking of Tenders

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

The inner and outer envelopes shall:

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

(b) Bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE **Tuesday 30th March 2021 at 11:00 am.**"

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

2.16 Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Tuesday 30th March 2021 at 11:00 am.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 Modification and withdrawal of tenders

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

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

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at Sugiyama Hall, CEMASTEIA Tuesday **30th March 2021 at 11:00 am**. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 Clarification of tenders

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

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

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

2.20 Preliminary Examination and Responsiveness

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

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

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

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

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

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

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

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

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

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract; applied:
(a) ***Operational Plan.***

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

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

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

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

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

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

2.23. **Contacting the procuring entity**

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

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

2.24 **Award of Contract**

a) Post qualification

- 2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

- 2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

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

2.26 Signing of Contract

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

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

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

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

Notes on the appendix to instruction to Tenderers

1. The appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clauses in the instructions to tenderers included in section II and the appendix has to be prepared for each specific procurement
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the processing of the procurement and the tender evaluation criteria that will apply to the tenderers
3. In preparing the appendix the following aspects should be taken into consideration
 - a. The information that specifies and complements provisions of section III to be incorporated
 - b. Amendments of section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain intact and only be amended through the appendix.

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

Tender Data Sheet Clause Number	INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
1	2.1.1	This invitation for tenders is open to AGPO- Women/PWD category
	2.2.2	The tender documents shall be downloaded free of charge from the CEMASTEА Website www.cemastea.ac.ke
	2.3.1	The tender document shall be read in Conjunction with any addenda.
	2.4.1	A prospective tenderer requiring any clarification of the tender document may notify CEMASTEА in writing or by post at the entity's address: Director, CEMASTEА Karen-Bogani road Junction P.O. Box 24214-00502 TEL: +254 020 2044406 NAIROBI, KENYA. Email: director@cemastea.ac.ke
	2.6.3	The price quoted shall be in Kenya Shillings.
	2.8	Tenders shall remain valid for 120 days.

	2.11	<p>Tenders must be received by CEMASTEА at the following address and be deposited in the Tender Box located at CEMASTEА Lower Reception during normal working hours:</p> <p>Director, CEMASTEА Karen-Bogani road Junction P.O. Box 24214-00502 TEL: +254 020 2044406</p> <p>NAIROBI, KENYA, so as to be received on or before Tuesday 30th March 2021 at 11.00 am.</p>
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Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	AGPO- WOMEN/PWD Category
2.10	Kenyan Shillings
2.11	Particulars of eligibility and qualifications documents of evidence required
2.12	N/A
2.24	Evaluation Committee shall conduct due diligence to confirm the authenticity and information provided by the successful bidder
2.30	N/A
Other's as necessary	Complete as necessary

1.	MANDATORY REQUIREMENTS	RESPONSIVE AND NON- RESPONSIVE
MR1	Copy of registration/incorporation certificates.	
MR2	Copy of valid KRA Tax Compliance Certificate	
MR3	Form of tender Duly filled, Signed & Stamped	
MR4	Confidential Business Questionnaire duly filled, Signed & Stamped	
MR5	Attach CURRENT Copies of Certificates of good conduct for the Directors of the company and staff to be deployed.	
MR6	Valid business permit	
MR7	Attach valid AGPO Certificate for WOMEN/PWD	
MR8	Attach copy of CR12/ Copy of Identification Card for sole proprietors	
MR9	Attach letter of compliance issued by the Ministry of Labour showing compliance to minimum wage (Attach certified letter of inspection from the Ministry of Labour issued within the last 6 months from the tender opening date)	
MR10	Valid NHIF Certificate	
MR 11	Valid NSSF Certificate	
MR12	Proof of physical premises in form of lease agreement or utility bills e.g. (electricity ,water bills etc)	
MR13	Must fill the price schedule in the format provided.	
MR14	Must fill the form of tender in the format provided.	
MR15	The tender document should be 2 copies, an original and a copy, hard bound and paginated i.e page 1, 2, 3...(the whole document must be paginated)	
MR16	Attach proof of WIBA Cover for the cleaners to be deployed.	
MR17	Must attach site visit form duly signed, dated and stamped.	
MR 18	Submit a copy of License for waste disposal from County Government of Nairobi	
MR19	Submit a fully filled, signed and stamped Securing Declaration Form	

NB: Bidders who do not meet the mandatory requirements will not proceed to the technical evaluation stage and will be non-responsive.

TECHNICAL EVALUATION

SN	TECHNICAL EVALUATION CRITERIA	Maximum Score
1.	Attach proof/evidence from four (4) corporate clients whom you have served <ul style="list-style-type: none"> a) 4 corporate clients and above-20 mks b) 3 corporate clients- 15 mks c) 2 and below- 5 marks 	20mks
2	The total jobs awarded in similar assignment should be Ksh 7,000,000.00 p.a and above. Attach either contracts copies/duly signed LSOs Ksh 7M and above- 15 mks Ksh 5M- 6.9M- 7 mks Below Ksh 5M- 5 mks	15mks
3.	Provide qualifications and experience of key personnel proposed for the administration and execution of the service - Attach CVs and certificates of key staff as follows: <ul style="list-style-type: none"> • Team leader (supervisor) certificate in housekeeping – 5mks • Experience in cleaning: 4 years and above - 5mks • 3 years and below - 2mks NB: No marks will be given where CV and relevant certificates are not attached	10mks
4.	Attach operational plan or methodology – should outline how the bidder plans to execute the assignment (Cleaning schedule)	10mks
5.	Provide lease or ownership evidence of tools and equipment for cleaning. Attach evidence of Purchase receipts or invoice or lease agreements	15mks
6.	Attach Valid copies of insurance- WIBA for employees to be deployed to CEMASTE A	20mks
7.	Certified letter by the bank showing firms' credit position for the last one year up to February 28 th 2021.	10mks
	TOTAL SCORE	100mks

Only bidders who score 75 marks and above will be subjected to financial evaluation. Those who score below 75 marks will be eliminated at the technical stage from the entire evaluation process and will not be considered any further.

3. FINANCIAL EVALUATION

The award shall be to the most responsive evaluated bidder subject to prevailing market prices.

Bidders are notified due diligence will be carried out on information provided by the bidders. Any false information provided will lead to automatic disqualification.

SECTION III GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.4 Use of Contract Documents and Information

- 3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.
- 3.4.2 The Contractor shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5 Patent Right's

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

3.6 Performance Security

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

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of :

- a) 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 procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Delivery of services and documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of 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

3.8.2 Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9 Prices

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

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 10% of the original contract price

3.9.4 Price variation requests 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 procuring entity's prior written consent.

3.11 Termination for Default

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

- a) if the contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the contractor fails to perform any other obligation(s) under the Contract.
- c) if the contractor, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.12 Termination of insolvency

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

3.13 Termination for convenience

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

3.14 Resolution of disputes

- 3.14.1 The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- 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
- 3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

1. The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.
2. The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.
 - a) Information that complement provisions of section III must be incorporated
 - b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.
4. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

General conditions of contract reference	Special conditions of contract
3.6	N/A
3.8	The winning contractor shall be paid for the services rendered before the expiration of 30 days following the date of receipt of an invoice unless otherwise agreed.
3.9	No price adjustments shall be allowed within the first year of service and where this may be necessary after one year, it shall not exceed 10% of the tendered price p.a.
3.14	Negotiations, Mediation, reconciliation and Arbitration
3.17	This contract shall be interpreted in accordance with the laws of Kenya.
3.18	Indicate addresses of both parties

SECTION V – SCHEDULE OF REQUIREMENTS

CEMASTEА

Cleaning service standards general rules and regulations

- All housekeeping staff should, be in full uniform (well-dressed clean, closed black shoes, and name tags at all times).
- Contracted staff should be available for 08.00hrs per day (6.00am to 4pm) with breaks in between (10.30am to 11.00am) (1.00 to 2.00pm).
- Office cleaning should take place on weekdays, (Mondays to Fridays) between 6am-8am. No changes in the agreed days or time can be made without prior clearance by CEMASTEА
- During nationally declared holidays, the service provider's personnel shall not report to work. However, if the CEMASTEА personnel are reporting to work then the service provider's personnel shall report to work to render regular services
- Any staff handling keys to sign for them at the beginning of duty and keep them until when they hand them in at the end of the day.
- The staff shall observe hygiene practices during work and observe Covid 19 protocols.
- The staff shall observe safety and security measures during work.
- Staff shall follow the procedures for work in the various allocations as put on the notice board

LOCATION	SERVICE STANDARDS	FREQUENCY
ASSIGNED OLD OFFICES: - Administration Block and Department offices including Garage areas/and offices	i. Uniform and name tags to be worn at all times	Daily
	ii. All floors will be cleaned (using appropriate detergent as prescribed) and buffed to give a shiny look	Daily
	iii. All walls, windows / glass works will be cleaned and remain clear. (No smudges)	
	iv. All wall hangings and wall clocks will be free of dust (through careful wiping and cleaning).	Daily
	v. Pest control within the areas/rooms cleaned, will be done (using an appropriate disinfectant)	Quarterly (every last Friday of the Quarter)
	vi. All dustbins will be emptied and have liners put on them	All times

	<ul style="list-style-type: none"> vii. Cobwebs be removed viii. All lights must be in working order. Any defects should be reported immediately. ix. All open areas will be swept clean x. All Corridors shall be kept clean and clear from any obstructions. xi. All furniture and furnishings will be spotless and well arranged. 	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
ALL NEW OFFICES: - Administration Block and Department offices, Boardroom, including Library, Laboratories, Gas Chamber, Gutters, stairways, 250 seater Multipurpose Hall , Warehouse and others. And offices at Kenya Science	<ul style="list-style-type: none"> i. Uniform and name tags to be worn at all times ii. All floors will be cleaned (using an appropriate detergent as described) and buffed to give a shiny look. iii. All walls, windows / glass work (including ground-lightings around the building) will be cleaned and remain clear without smudges iv. All wall hangings e.g. portraits and wall clocks will be free of dust (through careful wiping and cleaning) v. Any carpets will be shampooed vi. Pest control within the areas/rooms cleaned, will be done (using an appropriate disinfectant) vii. All dustbins will be emptied and have liners put on them viii. All lights must be in working order. Any defects should be reported immediately. ix. All open areas will be swept clean. x. Polishing and buffing of the multipurpose hall floor 	<p>At all times</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Monthly (every last Friday of the Month) Except for the Director's office which will be shampooed as and when required</p> <p>Quarterly (every last Friday of the Quarter)</p> <p>At all times</p> <p>Daily</p> <p>Daily</p> <p>Monthly</p>

	<ul style="list-style-type: none"> xi. Waxing of the multipurpose hall floor xii. All Corridors shall be kept clean and clear from any obstructions. xiii. All furniture and furnishings will be spotless and well arranged. 	<ul style="list-style-type: none"> Quarterly Daily Daily
ACCOMODATION BLOCKS, Block K, Block J, and 3 Accommodation Houses,	<ul style="list-style-type: none"> i. Uniform and name tags to be worn at all times ii. All floors will be cleaned (using an appropriate detergent as described) and buffed to give a shiny look. iii. All walls, windows / glass work (including ground-lightings around the building) will be cleaned and remain clear without smudges iv. All wall hangings e.g. portraits and wall clocks will be free of dust (through careful wiping and cleaning) v. Any carpets will be shampooed vi. Pest control within the areas/rooms cleaned, will be done (using an appropriate disinfectant) vii. All dustbins will be emptied and have liners put on them viii. All lights must be in working order. Any defects should be reported immediately. ix. All open areas will be swept clean. x. All Corridors shall be kept clean and clear from any obstructions. xi. All furniture and furnishings will be spotless and well arranged. xii. The beds shall be neat and made in the proper way xiii. Reporting of any repairs to be done, on 	<ul style="list-style-type: none"> Daily Daily Daily Daily Monthly (every last Friday of the Month/ When need arises) Quarterly (every last Friday of the Quarter) At all times Daily Daily Daily Daily Daily

	sinks, fittings, toilets and furniture.	
WASHROOMS	<p>i. Toilets should be checked every hour and an assigning check sheet to be used NB: Toilets will be manned at all times as specified, gents cleaned by male cleaners and ladies by a female cleaner.</p> <p>ii. All toilets must have enough toilet paper of approved quality at all times (White in color). lady cleaner</p> <p>iii. All soap dispensers will have liquid soap acceptable to CEMASTEAM management. Any changes must be approved by the Head of Hospitality</p> <p>iv. All lights must be in working order. Any defects should be reported immediately.</p> <p>v. All pedal bins shall be placed directly underneath the hand paper dispenser or hand drier.</p> <p>vi. All dustbins will be emptied and have liners put on them</p> <p>vii. All walls, windows / glass work (including ground-lightings around the building) will be cleaned and remain clear without smudges</p> <p>viii. All urinals will have enough toilet balls</p> <p>ix. Sanitary bins will be placed on the right side of the toilet</p> <p>x. Ensure that all toilets are free from any foul or unpleasant odours by placing a suitable Air freshener in each toilet</p> <p>xi. Deep cleaning will be done (scrubbing) the floors, surrounding areas and walls</p> <p>xii. Cobwebs to be removed.</p> <p>xiii. Remove rubbish, dirt stains or spills or foreign objects and generally, ensure that these areas are free of any blemish.</p> <p>NB: THE STANDARDS FOR WASHROOM CLEANING SHALL BE APPLIED TO ALL</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

	CEMASTEWA WASHROOMS	
BATHROOMS AND SHOWERS	i. Uniform and name tags to be worn at all times	Daily
	ii. All floors will be cleaned (using an appropriate detergent as described) and buffed to give a shiny look.	Daily
	iii. All lights must be in working order. Any defects should be reported immediately.	Daily
	iv. All walls, tiles, windows / glass work (including ground-lightings around the building) will be cleaned and remain clear without smudges	Daily
	v. All dustbins will be emptied and have liners put on them.	Daily
	vi. Deep cleaning will be done (scrubbing) the floors, surrounding areas and walls	Daily
	vii. Cobwebs to be removed	Daily
COMPOUND (INCLUDING STAFF RESIDENTIAL AREAS)	i. Sweeping and scrubbing of the road and pavements	Sweeping Daily /Scrubbing weekly
	ii. Clearing weeds, flower cuttings and gardening around flower beds and watering the flowers	Daily
	iii. Sweeping of the compound	Daily
	iv. Cutting of the grass (Lawn Mowing) and watering.	Daily
	v. Trimming of the fence	Weekly
	vi. Ensuring the compound is clean and up to standards of Health and safety.	Daily
	vii. Pruning of trees	Monthly
	viii. Fumigation	Quarterly
AREA OUTSIDE CEMASTEWA PERIMETER WALL	i. Weeding around the live fence along the perimeter wall.	Daily
	ii. Clearing weeds, flower cuttings and gardening around flower beds and watering the flowers	Daily

	<ul style="list-style-type: none"> iii. Sweeping of the compound iv. Cutting of the grass (Lawn Mowing) v. Collecting of any dirt 	<p>Daily</p> <p>Daily</p> <p>Daily</p>
CLEANING OF MOTOR VEHICLES	<ul style="list-style-type: none"> i. 2 Buses ii. 14 Seater Van (1) iii. Others (10) 	On Need Basis
GARBAGE COLLECTION	<ul style="list-style-type: none"> i. Collection, cleaning and disinfecting the bins and areas around the bins 	Twice per week on Tuesdays and Fridays (Between 6.00A.m and 7.00 A.m.
SANITARY BINS REPLACEMENT	<ul style="list-style-type: none"> i. Supply and deliver the 26 Pieces of sanitary bins ii. Collection and replacement 	<p>At the commencement of the contract</p> <p>Twice in a month</p>
NI3C & HOUSE 47	<ul style="list-style-type: none"> i. Sweeping and mopping as and when required using necessary detergent and materials ii. Machine scrubbing and polishing iii. Provision of an automatic foot peddled sanitary bin (Included in the Sanitary Bins Replacement) iv. Collection and replacement v. Provision of air fresheners and refilling them when necessary vi. Provision of naphthalene balls in urinals as and when required. vii. Vacuum cleaning carpeted areas 	<p>Daily</p> <p>Monthly</p> <p>At the commencement of the contract</p> <p>Twice in a month</p> <p>Daily</p> <p>Daily</p> <p>Weekly</p>
NI3C& HOUSE 47 COMPOUND	<ul style="list-style-type: none"> i. Sweeping and scrubbing of the road and pavements ii. Clearing weeds, flower cuttings and gardening around flower beds and watering the flowers iii. Sweeping of the compound 	<p>Daily</p> <p>Daily</p> <p>Daily</p>

	iv. Cutting of the grass (Lawn Mowing) and watering.	Weekly
	v. Trimming of flower beds and live fence	Weekly
	vi. Ensuring the compound is clean and up to standards of Health and safety.	Daily
	vii. Pruning of trees	Monthly
	viii. Fumigation	Quartely

SECTION VI – DESCRIPTION OF SERVICES

The Centre for Mathematics, Science and Technology Education in Africa (CEMASTE) headquarters in Karen at the junction of Karen-Bogani road occupies an area of approximately 14 Hectares with the buildings and hostels occupying approximately one third (1/3) of this area. The offices at the newly constructed one storey building are mostly open with an exception of the offices for the Director, Deputy Director, and at least seven others. The Director's office is red-carpeted.

Offices on the ground floor are a mixture of Granito tiles and whitish/Grey terrazzo on the stairs and outside corridors, while the upper floor is mostly made up of Granito tiles. Both the ground and upper floors have washrooms both gents and ladies.

The multipurpose hall has a floor wooden parquetted floor and wooden false walling. Washrooms are located at suitable positions for both gents and ladies.

Hostels have partitioned rooms whose floors are made of PVC **tiles**, four washrooms and three urinals whose floors and sides are made of ceramic

Scope of Work and Capability

- i. List of cleaning products, tools, equipment and supplies provided by the Service Provider to perform the services required in the Service description.
- ii. Attention should be given to the presentation of the personnel. All personnel are to be dressed in company uniforms with name and identification badges to be supplied by successful bidder.
- iii. The company is to ensure that any personnel deployed to CEMASTEА premises, their contact details and police clearance are supplied to Supply Chain Office upon commencing and regular updates provided on any personnel.
- iv. The surface of the floor, railings, windows, walls, skirting and walk ways must be completely free of dust, stains, paint marks, stripes, shoe marks, anything spilt and any other blemish that can be removed with standard industry techniques.
- v. Any defect noticed by the cleaners must be registered and reported to Hospitality Office by the Cleaning Supervisor.
- vi. All personnel (including supervisor), equipment and cleaning materials to be provided by the service provider.
- vii. Capacity to comply with all applicable statutory and regulatory requirements.
- viii. Capability to provide all personnel of the service provider with proper Personal Protective Equipment (PPE) e.g. uniforms, safety shoes and hair nets where applicable.
- ix. Maintenance of personal grooming of staff.
- x. Capability to offer periodic hygiene training to the personnel of the service provider.
- xi. Capability to hire qualified and experienced personnel of the service provider and remunerate them at the prescribed minimum wages.
- xii. Capability to pay monthly salaries to the personnel by the 5th of the subsequent month.
- xiii. Capability to carry out deep cleaning of the CEMASTEА premises.
- xiv. A Supervisor or Team Leader should always be available. The Supervisor is responsible for the effective day to day supervision and management of the company staff at the CEMASTEА Premises.
- xv. For all services specified as above, the Service Provider is required to maintain a “check List” showing work completed, date of weekly inspection by supervisor and shall provide to the Hospitality Department with “Check Sheets” for monthly review. In addition, the Service Provider’s supervisor shall discuss with CEMASTEА Hospitality department monthly or more frequently on the progress and equality of service being rendered.

PRICE SCHEDULE

Consumables: TABLE A

The Service Provider shall supply to CEMASTEIA following consumables monthly:

No.	Cleaning Item	Projected Usage per month	Cost per unit INCL 16% VAT	Total cost per month INCL 16% VAT	Total cost per Annum INCL 16% VAT
1	Supply of Jumbo white two ply Size ... 250*92mm length 300mm	15 bales			
2	Multi-clean soap (20 lts)	80 Litres			
3	Handwash soap (20 lts)	60 Litres			
4	Cleaner Disinfectant (20 lts)	100 Litres			
5	Scouring pad (equivalent to super brite)	40 pcs			
6	Toilet bleach/disinfectant (500ml)	15 pcs			
7	Scouring paste 500 gms	15 pcs			
8	Scouring powder 500gms	15 pcs			
9	Wood polish surfaces (315ml)	30 pcs			
10	Window cleaners (300ml)	30 pcs			
11	Toilet/ Moth balls (200gms)	32 pkt			
12	Air-fresheners (315ml)	18 pcs			
13	Floor polish Carefree II (20lt)	20 Litres			
14	Floor Stripper detergent (20lt)	20 Litres			
15	Soilex TBX (20ltrs)	20 Litres			
16	Room freshener (315ml)	12 pcs			
17	Scrubbing machine pads (Superbrite or equivalent)	5 pcs			
18	Drainage Opener * 1200ml As per sample	2 pcs			
19	Polishing pad	6 pcs			

	Grand Total VAT inclusive				
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NB: Payment for tissue papers will however be subject to consumption.

Operating Procedures

TABLE B

SN. NO	ITEM DESCRIPTION	UNIT	QUANTITY	RATE PER MONTH INCL 16% VAT	AMOUNT INCL 16% VAT
1	Terrazzo Floors	SM	1335		
2	Floor Tiles(Heavy Duty Granito	SM	2275		
3	Floor Tiles (PVC Tiles)	SM	1661		
4	Wall tiles (Ceramic)	SM	1591		
5	Glazing (5mm thick pane glass)	SM	850		
6	Flooring (Cemented toweled Soomth)	SM	270		
7	Flooring (Carpeted Area)	SM	110		
8	Flooring (Herring borne Pattern T&G timber)Multipurpose Hall	SM	356		
9	Walling (Timber paneling) Multipurpose Hall	SM	128		
10	Provide a sum for cleaning tarmac road, Gabro and paving ways	ITEM			
11	Lawn (mowing and maintenance of adjacent gardens and Flower-Beds)	Acre	4.2		
				SUB TOTAL	GROSS TOTAL

TABLE C**Other Applicable Expenses – Itemize costs that should be considered in your proposal**

No	Item Description	Projected Usage per month	Total Cost Per Month	Total Cost Per Year
1	Staff salaries 20 personnel			
2	Contractor's Profit			
	TOTALS			

SUMMARY OF QUOTATION

NO	TABLE	TOTAL COST PER MONTH	TOTAL COST PER ANNUM	TOTAL COST INCL 16% VAT
1	Grand Total of Table A			
2	Grand Total of Table B			
3	Grand Total of Table C			
	TOTALS			
TOTAL TO BE TRANSFERRED TO THE FORM OF TENDER				

SECTION VII - STANDARD FORMS

Notes on the standard 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 Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
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 document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form should not be completed by the tenderer 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 procuring entity.

FORM OF TENDER

Date _____
Tender No. _____

To.....
.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

- 1. Having examined the tender documents including Addenda Nos.. *[insert numbers,* the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
- 2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
- 3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to ____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
- 4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20.
[signature] *[In the capacity of]*
Duly authorized to sign tender for and on behalf of _____

CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

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

in the presence of _____

TENDER-SECURING DECLARATION FORM

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

Date: [insert date (as day, month and year) of Tender Submission]

Tender No.: [insert number of tendering process]

To: [insert complete name of Purchaser] I/We, the
undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering 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 tender during the period of tender validity specified by us in the Tendering 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 instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - (a) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - (b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender 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 Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Tenderer] Dated
on day of, [Insert date of signing]

Seal or stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name.....
Location of Business Premises
Plot No,Street/Road.....
Postal addressTel No.Fax Email.....
Nature of Business
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.....
Name of your bankers.....
Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....
Nationality.....Country of Origin.....
Citizenship details
.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

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

TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

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

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

Of.....having registered office at

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

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

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

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

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

supply.....

[Description services](Hereinafter called “the contract”)

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of
[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary