

**REPUBLIC OF KENYA**



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING,  
URBAN DEVELOPMENT AND PUBLIC WORKS**

**STATE DEPARTMENT OF INFRASTRUCTURE**

**P O BOX 30260-00100 NAIROBI**

**TENDER NAME:**

**PROVISION OF CLEANING SERVICES**

**TENDER NO.**

**MOTIHUAD/ADM/01/2018-2019**

**NOVEMBER, 2018**

## TABLE OF CONTENTS

|                    | <b>Page</b>   |
|--------------------|---|
| <b>SECTION I</b>   | <b>INVITATION TO TENDER..... 4</b>                    |
| <b>SECTION II</b>  | <b>INSTRUCTIONS TO TENDERERS..... 6</b>               |
|                    | <b>APPENDIX TO INSTRUCTIONS TO TENDERERS ..... 22</b> |
| <b>SECTION III</b> | <b>GENERAL CONDITIONS OF CONTRACT..... 26</b>         |
| <b>SECTION IV</b>  | <b>SPECIAL CONDITIONS OF CONTRACT..... 33</b>         |
| <b>SECTION V</b>   | <b>SCHEDULE OF REQUIREMENTS..... 34</b>               |
| <b>SECTION VI</b>  | <b>TECHNICAL SPECIFICATIONS..... 35</b>               |
| <b>SECTION VII</b> | <b>STANDARD FORMS..... 40</b>                         |

## **SECTION I – INVITATION TO TENDER**

**Date: 1<sup>ST</sup> NOVEMBER, 2018**

**Tender No. MOTIHUD/ADM/01/2018-2019**

**Tender name: PROVISION OF CLEANING SERVICES**

1.1 The **State Department of Infrastructure** invites sealed tenders from eligible candidates for the supply of cleaning services for the offices at Works Building and Transcom House for two years.

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents from:

**State Department of Infrastructure,**

**P. O. Box 30260-00100,**

**Nairobi,**

**Works House Ngong road, Ground floor Room 50,** during normal working hours.

1.3 A complete tender document may be obtained by interested candidates upon payment of non refundable fee of **ksh 2000** in cash or bankers cheque payable to **State Department of Infrastructure**. Or download from the following website for free. **www.transport.go.ke** or **supplier.treasury.go.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

**State Department of Infrastructure**

**P. O. Box 30260-00100,**

**Nairobi,**

**Works Building , Ground Floor Rm 50.**

**To be received on or before Wednesday 21<sup>st</sup> November, 2018 at 10.00 A.M**

1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at Works Building, 9<sup>th</sup> Floor Board Room.

## SECTION II – INSTRUCTIONS TO TENDERERS

| <b>TABLE OF CONTENTS.</b> |   | <b>Page</b> |
|---------------------------|---|-------------|
| 2.1                       | Eligible Tenderers .....  | 6           |
| 2.2                       | Cost of tendering .....   | 6           |
| 2.3                       | Contents of tender documents .....                                    | 7           |
| 2.4                       | Clarification of Tender documents .....                               | 7           |
| 2.5                       | Amendment of tender documents .....                                   | 8           |
| 2.6                       | Language of tenders .....   | 8           |
| 2.7                       | Documents comprising the tender .....                                 | 8           |
| 2.8                       | Form of tender .....  | 9           |
| 2.9                       | Tender prices .....   | 9           |
| 2.10                      | Tender currencies .....   | 9           |
| 2.11                      | Tenderers eligibility and qualifications .....                        | .9          |
| 2.12                      | Tender security .....   | 10          |
| 2.13                      | Validity of tenders .....   | 11          |
| 2.14                      | Format and signing of tenders .....                                   | 11          |
| 2.15                      | Sealing and marking of tenders .....                                  | 12          |
| 2.16                      | Deadline for submission of tenders .....                              | 12          |
| 2.17                      | Modification and withdrawal of tenders .....                          | 12          |
| 2.18                      | Opening of tenders .....  | 13          |
| 2.19                      | Clarification of tenders .....  | 14          |
| 2.20                      | Preliminary Examination .....   | 14          |
| 2.21                      | Conversion to other currencies .....                                  | 15          |
| 2.22                      | Evaluation and comparison of tenders .....                            | 15          |
| 2.23                      | Contacting the procuring entity .....                                 | 16          |
| 2.24                      | Post-qualification .....  | 17          |
| 2.25                      | Award criteria .....  | 17          |
| 2.26                      | Procuring entities right to vary quantities .....                     | 17          |
| 2.27                      | Procuring entities right to accept or reject any or all tenders ..... | 17          |
| 2.28                      | Notification of award .....   | 18          |
| 2.29                      | Signing of Contract .....   | 18          |
| 2.30                      | Performance security .....  | 19          |
| 2.31                      | Corrupt or fraudulent practices .....                                 | 19          |

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

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

### **2.2 Cost of tendering**

- 2.2.1** The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2** The price to be charged for tender 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 documents**

- 2.3** 1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
- i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements
  - v) Details of service
  - vi) Form of tender
  - vii) Price schedules
  - viii) Contract form

- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) 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.

### **3 Clarification of Documents**

**3.2** 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"

**3.3** 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.

### **4 Amendment of documents**

**4.2** 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.

**4.3** 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.

### **5 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 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

## 2.8 Form of Tender

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

## 2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. **A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.**

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

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

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

## **2.11 Tenderers Eligibility and Qualifications.**

**2.11.1** Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12 Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

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

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit
- e) Guarantee by a deposit it taking Micro Finance Institution, SACCO, Society, the Youth Enterprise Fund and Women Enterprise Fund.

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.



2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:  
(i) to sign the contract in accordance with paragraph 2.26  
**or**

(ii) to furnish performance security in accordance with paragraph 2.27

(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 non responsive.

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

## 2.14 Format and Signing of Tender

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for 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 **Wednesday, 21<sup>st</sup> November, 2018 at 10.00 a.m.**

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 **Wednesday 21<sup>st</sup>, November, 2018 at 10.00 a.m.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## 2.17 Modification and withdrawal of tenders

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

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

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

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

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

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

## 2.18 **Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **Wednesday 21<sup>st</sup>, November, 2018 at 10.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

## 2.19 **Clarification of tenders**

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

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

## 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 2.23, 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 non conformity.

## 2.21 **Conversion to a single currency**

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

## 2.22 **Evaluation and comparison of tenders.**

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

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

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

(a) operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

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

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

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

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

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

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

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

**2.23. Contacting the procuring entity**

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

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

**2.24 Award of Contract**

**a) Post qualification**

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the

lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

**2.25 Notification of award**

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant

to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the **performance security** pursuant to paragraph 3.1, 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 2.27.1 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 tenderers 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 | Particulars of appendix to instructions to tenderers   |
|---------------------------|--|
| 2.1                       | <i>Particulars of eligible tenderers</i><br>Registered cleanings firms operating in Kenya  |
| 2.2.2                     | <i>Tender to be downloaded for free as per tender notice.</i>  |
| 2.8                       | The Form of Tender must be duly filled and signed.   |
| 2.10                      | Quotation should be in Kenya shillings only.   |
| 2.11                      | <i>Particulars of eligibility and qualifications documents of evidence required</i><br><b>MANDATORY REQUIREMENTS</b> <ul style="list-style-type: none"> <li>▪ Copy of Certificate of Incorporation/Registration.</li> <li>▪ Copy of Valid Tax Compliance certificate.</li> <li>▪ Copy of Single Business Permit from County Government.</li> <li>▪ Experience of at least 5 years in provision of cleaning and sanitary services in Kenya. Attach reference Letters for institutions you have provided services(Government institutions)</li> <li>▪ Valid work injury benefit policy or group personal accident policy or Employers Liability policy</li> <li>▪ Duly filled and signed and stamped Form of Tender</li> <li>▪ Dully filled Confidential Business Questionnaires+ audited</li> </ul> |
| 2.12                      | Tender security required 2% of tender price  |
| 2.13.1                    | Tender shall remain valid for a period of <b>120</b> days from the date of opening   |
| 2.14.1                    | Bidders shall provide <b>1</b> "ORIGINAL" copy of the tender document clearly marked original and <b>1</b> other copy marked "COPY" all placed   |

|        |  |
|--------|--|
| 2.16   | Deadline for Submission of Tenders<br>Closing date shall be <b>Wednesday 21th November,2018 at</b> |
| 2.27.1 | performance security will not be required from the winning bidder.                                 |
| 2.24.3 | The contract will be awarded to the lowest evaluated bidder.                                       |



## 2. TECHNICAL EVALUATION CRITERIA

| NO. | PARAMETERS   | SCORES     | REMARKS |
|-----|--|------------|---------|
| 1.  | Please attach your organizational /company structure   | 5          |         |
| 1.  | No. of staff/ cleaners; Provide the list of qualified staff  | 10         |         |
| 2.  | Firm's experience as shown by number of years in the Provision of Cleaning Services. Two (2) point for   | <b>10</b>  |         |
| 3.  | No of contracts with public entities (attach copy of contract) Three ( 3) points )for each max nine (9)  | 9          |         |
| 4.  | No of other contracts handled in the last three years (attach copy of contract/ LSO) Three (3) points  | 9          |         |
| 5.  | Recommendation letters from three clients – Three (3)  | 9          |         |
| 6.  | Provide CV's for at least 3 supervisory staff each with at least three (3) years' experience in cleaning   | 12         |         |
| 7.  | Proposed work plan for the execution of the contract e.g. Staff deployment, Cleaning hours,  | 9          |         |
| 8.  | List of relevant equipment that is vital for effective execution of the proposed contract e.g. Hoover machine, Scrubbing Machine, vehicles etc.(3 marks each)  | 15         |         |
| 9.  | Financial capability:<br>i) Audited 3 years account: Total Assets Ratio (attach documentary evidence) Three (3) points<br>ii) Reccomendation from the bank(attach documentary evidence) (Three (3) points)<br>iii) Sx months bank statement (Three (3) points) | 9          |         |
| 10. | Document Presentation; Having the tender document arranged in an orderly manner with clearly   | 3          |         |
|     | <b>TOTAL MARKS</b>   | <b>100</b> |         |

**NB.**  
**Cut off points for the technical evaluation shall be 70 marks and bidders who shall not have attained this mark shall not proceed to the next stage of the evaluation process.**

## EVALUATION CRITERIA

### 1. PRELIMINARY REQUIREMENTS (MANDATORY)

| No. | Documents to be submitted   |  |
|-----|---|--|
| 1.  | Duly filled and signed Form of Tender   |  |
| 2.  | Tender validity period of <b>One hundred and twenty (120) days</b> from                             |  |
| 3.  | Copy of Valid Tax Compliance certificate.   |  |
| 4.  | Certificate of registration   |  |
| 5.  | Dully filled confidential questionnaire   |  |
| 6.  | Experience of at least 5 years in provision cleaning and  |  |
| 7.  | Valid work injury benefit policy or group personal accident policy or<br>Employers Liability policy |  |
| 8.  | Audited accounts from 2015  |  |
| 9.  | Recomendation from bank   |  |
| 10. | Litigation history  |  |
| 11. | Six months bank statement ( from April 2018)  |  |

### **3. FINANCIAL EVALUATION**

The Bidder who shall be determined as the **lowest evaluated bidder** shall be considered and recommended for award.

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

#### **TABLE OF CONTENTS**

#### **Page**

|      |   |
|------|---|
| 3.1  | Definitions                               |
| 3.2  | Application                               |
| 3.3  | Standards                                 |
| 3.4  | Use of contract documents and information |
| 3.5  | Patent Rights                             |
| 3.6  | Performance security                      |
| 3.7  | Inspections and tests                     |
| 3.8  | Payment                                   |
| 3.9  | Prices                                    |
| 3.10 | Assignment                                |
| 3.11 | Termination for default                   |
| 3.12 | Termination for insolvency                |
| 3.13 | Termination for convenience               |
| 3.14 | Resolution of disputes                    |
| 3.15 | Governing language                        |
| 3.16 | Force majeure                             |
| 3.17 | Applicable law                            |
| 3.18 | Notices                                   |

## **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

### **3.5 Patent Right's**

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

### **3.6 Performance Security**

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.
  - e) Guarantee by a deposit taking Micro Finance Institution, SACCO Society, the Youth Enterprise Fund and Women Enterprise Fund
- 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 Inspections and Tests**

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 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 Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 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**

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

### **3.10 Assignment**

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

### **3.10 Termination for Default**

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

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

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

### **3.12 Termination of insolvency**

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**

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**

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.**

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

### **3.18 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

| <b>General conditions of contract reference</b> | <b>Special conditions of contract</b>   |
|---|---|
| 3.6   | A performance Security of 10% of the contract price in the form of unconditional bank guarantee will be required from the winning bidder  |
| 3.8   | Payment shall be made on quarterly basis and payment process shall commence upon submission of an Invoice   |
| 3.9   | Prices shall be maintained for a period of one year   |
| 23.14   | In case of a dispute between the purchaser and supplier, the dispute shall be referred arbitration in accordance with the law of Kenya.   |
| 3.17  | The applicable shall be Kenyan Law  |
| 3.18  | State Department Of Infrastructure<br>P. O Box 30260-00100<br>Nairobi,<br>Works Building, Ground Floor RM 50  |
| 3.19  | The contractor shall (except in respect to losses, injuries or damage resulting from any act or neglect of state department of Infrastructure) indemnify and keep indemnified State department of infrastructure against all losses and claims for injuries or damage to any person or property |



**SECTION V – SCHEDULE OF REQUIREMENTS AND PRICE**

**SCHEDULE: PROVISION OF CLEANING SERVICES**

| DESCRIPTION  | UNIT | SURFACE AREA<br>SQ. Fts | TYPE OF SURFACE | AMOUNT<br>QUOTED IN KSHS. |
|--|------|-------------------------|-----------------|---------------------------|
| Offices with Carpets   |      | 6,679                   | Carpets         |                           |
| Offices Without Carpets                                      |      | 18,194                  | PVC Tiles       |                           |
| Wash Rooms   |      |                         |                 |                           |
| Ladies   |      | 6 No                    | PVC Tiles       |                           |
| Gents  |      | 13 No                   | PVC Tiles       |                           |
| Curtains   |      | 100 No                  |                 |                           |
| Nets   |      | 58 No                   |                 |                           |
| Blinds   |      | 7 No                    |                 |                           |
| <b>BIDDERS ARE ADVISED TO VISIT THE SITES BEFORE QUOTING</b> |      |                         |                 |                           |

**Note: There will be a mandatory pre-sit visit on 14<sup>th</sup> November 2018 at Works Building, 9<sup>th</sup> Boardroom from 10.00 A.M to 1.00 P.M**

**PRICE SCHEDULE FOR CLEANING SERVICES AT WORKS BUILDING AND TRANSCOM HOUSE**

**Tender Number: MOTIHUD/ADM/01/2018-2019**

| Item | Description            | Surface Area sq. ft | Unit Price Per Year | Total Price VAT Inclusive For 2 Years ( Kshs) |
|------|------------------------|---------------------|---------------------|---|
| 1    | Office With Carpets    | 6679                |                     |   |
| 2    | Office Without Carpets | 18,194              |                     |   |
|      | Wash rooms             |                     |                     |   |
| 3    | Ladies                 | 6 NO                |                     |   |
| 4    | Gents                  | 13NO                |                     |   |
| 5    | Curtains               | 100 NO              |                     |   |
| 6    | Nets                   | 58 NO               |                     |   |
| 7    | Blinds                 | 7NO                 |                     |   |
|      | <b>TOTAL</b>           |                     |                     |   |

**Signature of Tenderer-----**

**Official Rubber Stamp**

## **SECTION VI DESCRIPTION OF SERVICES CLEANING SPECIFICATIONS DAILY**

### **Activities**

- Put warning signs when cleaning and remove after cleaning (Supplier to provide).
- Wiping furniture ,machines and fixtures with a damp cloth to remove dust and stains
- "Empty and cleaning of all the dustbins and having them dressed with liner bags.
- Dusting desks and chairs
- Sweeping and mopping of the floors.
- Spot mop any spillages
- Restrooms cleaned and disinfected. (7.30am, 11.00am, 2.00pm)
- Replenishment of cleaning kits (7.30am, 11.30am, 2.00pm)
- Kitchen will be cleaned twice in the morning and midday.
- Cleaning of the board room and arranging the seats

### **Weekly Activities**

- Wiping of all cabinets and glass partitions.
- Cleaning of windows and mirrors
- Thorough scrubbing of the kitchen floor

### **Fortnight activities**

- Replacement of the sanitary bins.
- Gleaning of the kitchen tiled walls
- "Wiping of wall frames e.g service charter, portraits and signage plates placed in different locations.
- Ensuring that ceiling and corners are free from cobwebs.

### **Monthly activities**

- Mechanical machine scrubbing of all the floors.
- Washing of the window curtains ,shears and blinds
- Thorough scrubbing of the entrance foot mat.

### **Work Schedule**

The cleaning work will be carried out within the following timeframe — from 7.00am to 8.00am and 12.00- 2.00 pm.

### **STAFF IDENTIFICATION AND PROTECTIVE WEAR**

The Service Provider shall provide branded uniforms and name tags which shall be worn all the time and protective gear as shall be appropriate. The brand name/label **MUST** be conspicuously displayed on the uniforms for easy identification.

The Service Provider shall provide a list of its staff and the copies of their National Identity Cards and updated Certificates of Good Conduct. Where there are changes in staffing, the department should be notified prior to deployment of the new staff.

## **PROVISION OF TOILET PAPERS AND AIR FRESHENERS**

Supply of moth balls, air fresheners, foot pedal sanitary bins, detergents, antibacterial soaps and liquid hand washing soaps, high quality brilliant white toilet papers will be replenished as required.

Samples of the toilet paper, hand soap and air fresheners should be approved by The state department.

## **CLEANING SERVICES METHODS**

### **STRIPPING**

Stripping means carrying out the following tasks on floors and walls of offices, conference/meeting rooms, washrooms, stairways, corridors, reception areas and other areas within the facilities and or as directed by the state department of infrastructure representative.

- (a) Put warning signs when cleaning and remove after cleaning (Supplier to provide).
- (b) Staff must be in protective gear such as gloves, gumboots etc.
- (c) Open all windows in the room
- (d) Cleaning of light fixtures with a damp cloth to remove dust and stains
- (e) Wiping and cleaning of all curtain boxes with a wet cloth and water and drying them
- (f) Cleaning of all wooden partitions with a wooden cleaner and polishing it with a wood polish
- (g) Cleaning of all window grills, window panes and windows frames with a window cleaner
- (h) Cleaning of walls to remove stains
- (i) Move the furniture from the rooms to allow cleaning
- (j) Clean the furniture with furniture polish before returning to the room
- (k) Sweep the floor to remove all litter and dust on the floor
- (l) Remove any visible stain on the floor
- (m) Soak the floor with a mixture of water and super stripper
- (n) Leave it for 10 minutes to soak
- (o) Scrub the floor with a scrubbing machine and a black pad
- (p) Use steel wool to scrub the comers, skirting and along the wall where the machine can't reach
- (q) Remove the water using a sucking machine
- (r) First rinse with clean water and remove the water using a sucking machine
- (s) Check and confirm that there are no stains on the floor, if there are, scrub again to ensure stains are removed
- (t) Rinse the floor a second time and remove the water using a sucking machine
- (u) Confirm that there are no stains and if any remove by hand scrubbing using steel wool and stripper
- (v) Clean the skirting to remove the stripper that split during cleaning
- (w) Rinse the floor the third and final time, remove the water using a sucking machine and leave it for thirty minutes to dry
- (x) Return and arrange the furniture in the room
- (y) Empty and clean the dustbins and dress the bins with a liner bag

## **DAILY DUTIES**

- (a) Place warning signs when cleaning
- (b) Open the curtains/window blinds, windows and doors
- (c) Sweep the floor using a soft and/or feather dusters
- (d) Dust and clean all equipment (this includes computers, printers, shredders, telephones, etc) with a soft damp cloth. Ensure equipment is not damaged by water during cleaning
- (e) Wipe all furniture including tables, seats and all cables with a wood polish and damp cloth and dry them
- (f) All cables to be cleaned using super brite and steel wool, then wiped with a clean damp cloth
- (g) Mop the floor with a neutral maintainer
- (h) Remove any stubborn stain from the floor with a buffing machine and green pad
- (i) Arrange the furniture
- (j) Moving of furniture if need be
- (k) Clean all louvers and all windows
- (l) Dust and clean all wooden cabinets using a wood cleaner and polish
- (m) Dust and clean all metal cabinets using a wet damp cloth
- (n) Clean all skirting with a wet damp cloth
- (o) Clean doors and door frames along the corridors
- (p) Remove and clean cobwebs everywhere using appropriate equipment
- (q) Clean all the reception areas
- (r) Clean all leather seats using leather polish and fabric seats using appropriate detergent and method
- (s) Remove dirt from all the walls
- (t) Clean all direction signs, notice boards, with soap and a clean damp cloth
- (u) Empty, clean and dress/line dustbins

## **Washrooms**

### **Ladies washrooms services**

- (a) Provide air freshener dispenser per washroom
- (b) Provide hand wash soap dispensers at the sink area within each set of toilets (confirm number)
- (c) Provide antibacterial soap in the soap dispensers
- (d) Provide paper hand towels in all washrooms
- (e) Washrooms cleaning and freshening should be done after every thirty minutes.
- (f) Provide quality tissue papers at every given time.

### **Gentlemen's washroom services**

- (a) Provide an air freshener dispenser per washroom
- (b) Provide hand wash soap dispensers at the sink area within each set of toilets ( confirm number)
- (c) Provide antibacterial soap in the soap dispensers

- (d) Provide paper hand towels in all washrooms
- (e) Provide adequate urinal sanitizers to prevent the buildup of uric acid and remove bad odor Ensure presence of adequate urinal sanitizers at all times
- (f) Washrooms cleaning and freshening should be done after every thirty minutes.
- (g) Provide quality tissue papers at every given time.

### **General Washroom Services**

- (a) Keep toilets and urinals clean, dry and disinfected at all times — Scrub sinks and toilet bowls with approved detergent and disinfectant
- (b) Provide hand wash soap dispensers at the sink area within each set of toilets ( confirm number)
- (c) Constantly provide quality approved liquid hand washing soap, sanitizers and hand paper driers in the dispensers
- (d) Provide a Hand dryer per set of toilets and ensure it remains in working condition at all times
- (e) Refill soap/tissue/paper driers/sanitizer dispensers continuously.
- (f) Replace dispensers when and if faulty
- (g) Maintain all Toilet/ Hand tissue and Sanitizer dispensers
- (h) Constantly provide quality cotton white toilet and hand drying tissues in the dispensers
- (i) Instruct staff to promptly report any faults observed in any of the sanitary equipment and fittings
- (j) Disinfect all hand touch facilities i.e. door handles, flush & tap handles etc (k) Wipe mirrors and remove marks
- (k) supply approved white toilet papers in rolls (The toilet papers must first be approved by The Authority representative)
- (l) Observe the highest standards of hygiene
- (m) Provide auto dispensing air freshener dispensers per washroom

### **Restricted Areas**

To be cleaned in the presence/supervision of a designated the state department's employee.

- (a) Server Rooms
- (d) pay office
- (e) Archiving rooms
- (f) Principal secretary's office

## **SPECIAL INSTRUCTIONS**

### **STAFFING**

#### **FOR CLEANING SERVICES**

- i. Ensure a minimum of one Supervisor per Region
- ii. Ensure a minimum of one worker /caretaker per Substation
- iii. Ensure a clear reporting structure and clear communication with contact information for the supervisor
- iv. All staff should be fluent in English and Kiswahili
- v. The staff should be of high moral integrity and with the relevant testimonials e.g. Certificate of Good Conduct.
- vi. All staff should at all times be in branded uniforms - skirt/pair of trousers and blouse/shirts i.e. conspicuously labeled.

#### **LIST OF SITES WHERE WORK IS TO BE DONE**

1. Works building
2. Transcom building

## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

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

the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.

5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VI - STANDARD FORMS**

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

**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 \_\_\_\_\_



**PRICE SCHEDULE OF CLEANING SERVICES**

**Name of Tenderer** \_\_\_\_\_

**Tender Number: MOTIHUD/ADM/01/2018-2019**

| <b>1</b>    | <b>2</b>           | <b>3</b>                      | <b>4</b>        | <b>5</b>          | <b>6</b>                                    |
|-------------|--------------------|-------------------------------|-----------------|-------------------|---|
| <b>Item</b> | <b>Description</b> | <b>Quantity &amp; quality</b> | <b>Duration</b> | <b>Unit Price</b> | <b>Total Price EXW per item (cols. 4x5)</b> |
| <b>1</b>    |                    |                               |                 |                   |   |

Signature of tenderer \_\_\_\_\_

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

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_day of \_\_\_\_20\_\_\_between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called "the Procuring entity") of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called "the tenderer") of the other part.

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of \_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

|   |
|---|
| <p>Part 1 General</p> <p>Business Name .....</p> <p>Location of Business Premises .....</p> <p>Plot No, .....Street/Road .....</p> <p>Postal address .....Tel No. ....Fax Email .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs. ....</p> <p>Name of your bankers .....</p> <p>Branch .....</p> |
|---|

|         | <p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>  |                     |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
|---------|--|---------------------|-------------|---------------------|--------|---------|-------|---------|-------|---------|---------|-------|-------|---------|-------|-------|---------|---------|-------|-------|-------|
|         | <p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>   | Name                | Nationality | Citizenship details | Shares | 1. .... | ..... | .....   | ..... | 2. .... | .....   | ..... | ..... | 3. .... | ..... | ..... | .....   | 4. .... | ..... | ..... | ..... |
| Name    | Nationality  | Citizenship details | Shares      |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 1. .... | .....  | .....               | .....       |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 2. .... | .....  | .....               | .....       |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 3. .... | .....  | .....               | .....       |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 4. .... | .....  | .....               | .....       |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
|         | <p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name                | Nationality | Citizenship details | Shares |         |       | 1. .... | ..... | .....   | 2. .... | ..... | ..... | 3. .... | ..... | ..... | 4. .... | .....   | ..... |       |       |
| Name    | Nationality  | Citizenship details |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| Shares  |  |                     |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 1. .... | .....  | .....               |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 2. .... | .....  | .....               |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 3. .... | .....  | .....               |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
| 4. .... | .....  | .....               |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |
|         | <p>Date.....Signature of Candidate.....</p>  |                     |             |                     |        |         |       |         |       |         |         |       |       |         |       |       |         |         |       |       |       |

**TENDER SECURITY FORM**

Whereas .....[name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated.....[date of submission of tender ] for the provision of .....

[name and/or description of the services]

(hereinafter called "the Tenderer").....

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

Of.....having registered office at

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

[name of procuring entity](hereinafter called "the procuring entity") in the sum of .....

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

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE SECURITY FORM**

To: .....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply.....

[Description services](Hereinafter called "the contract")

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

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of 20

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

(Amend accordingly if provided by Insurance Company)

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[name of tender].....

Gentlemen and/or Ladies:

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

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

*[amount of guarantee in figures and words].*

We, the .....

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

*[amount of guarantee in*

*figures and words].*

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

This guarantee shall remain valid and in full effect from the date of the advance payment

received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_ *[name of bank or financial institution]*

\_\_\_\_\_ *[address]*

\_\_\_\_\_ *[date]*

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**