



**TENDER NO. KP1/9A.2/OT/028/ADM/24-25**  
**FOR PROVISION OF CLEANING SERVICES COMPANYWIDE FOR YWPWD**  
DATE OF TENDER DOCUMENT: FEBRUARY 2025

**ALL TENDERERS ARE ADVISED TO READ THIS TENDER DOCUMENT IN  
ITS ENTIRETY BEFORE MAKING ANY BID**

TENDER DOCUMENT FOR SUPPLY OF NON-CONSULTING SERVICES  
(E-PROCUREMENT OPEN TENDER SYSTEM)

THE KENYA POWER & LIGHTING COMPANY PLC  
CENTRAL OFFICE, STIMA PLAZA,  
KOLOBOT ROAD, PARKLANDS,  
P.O. BOX 30099-00100,  
NAIROBI,  
KENYA.

Telephones: +254-020-3201000; 3644000 Pilot Lines

Telephones: +254 -711 031000;

Website: [www.kplc.co.ke](http://www.kplc.co.ke)

Email 1: [Skaronei@kplc.co.ke](mailto:Skaronei@kplc.co.ke)  
2: [JMutai@kplc.co.ke](mailto:JMutai@kplc.co.ke)  
3: [JMuigai@kplc.co.ke](mailto:JMuigai@kplc.co.ke)  
4: [procurement@kplc.co.ke](mailto:procurement@kplc.co.ke)

***This book is NOT for SALE. No part of this document shall be changed, modified, amended, reproduced, copied or distributed without written permission from the copyright holder.***

## INVITATION TO TENDER

**TENDER NO: KP1/9A.2/OT/028/ADM/24-25**

**NAME: FOR PROVISION OF CLEANING SERVICES COMPANYWIDE FOR YWPWD**

### **1.1 Introduction.**

The Kenya Power & Lighting Company Plc (KPLC) invites bids from eligible Tenderers for **Provision of Cleaning Services Companywide for YWPWD**. Interested Eligible Tenderers may obtain further information from the General Manager- Supply Chain, The Kenya Power & Lighting Company Plc at Stima Plaza, 3<sup>rd</sup> Floor, Kolobot Road, P.O. Box 30099 – 00100 Nairobi, Kenya.

### **1.2 Obtaining tender documents.**

1.2.1 Tender documents detailing the requirements may be obtained from the KPLC E-Procurement Portal – RFX No.1000002780

1.2.2 Prospective bidders may also download the tender document from KPLC's website ([www.kplc.co.ke](http://www.kplc.co.ke)) free of charge.

### **1.3 Submission of Tender documents**

Completed Tenders are to be submitted in electronic format on the KPLC's E-procurement portal on the due date and time published on the portal. Tenderers are required to visit the portal from time to time for revised closing dates and addendums. The Tender is to be submitted **ONLINE** on or before the submission date and time indicated on the **KPLC tendering portal**.

### **1.4 Tender Closing Date and Time**

Tender closing date and time is as specified in the KPLC's tendering portal.

### **1.5 Prices**

Offered Price should be inclusive of all taxes, duties, levies and delivery costs to the premises (where applicable) of KPLC or other specified site must be in Kenya Shillings or a freely convertible currency in Kenya and shall remain valid for one hundred and eighty **(180) days** from the closing date of the tender. *Please note that prices indicated on the KPLC tendering portal should be exclusive of VAT.*

### **1.6 Opening of submitted Tenders**

Tenders will be opened promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend at **Stima Plaza, Auditorium**.

All health protocols during opening *must* be observed and *only one representative* will be allowed in opening venue.

### **1.7 Pre-bid Meeting**

there shall be a Pre – bid meeting at Stima Plaza, Kolobot Road in the Auditorium at **10:00am** on **18.02.2025**.

## FORM OF TENDER SUBMISSION CHECKLIST

### Tender Submission Format

**Bidders are advised to clearly label their documents while uploading on the portal.**

No.	Item	Tick Where Provided
1	Tender Security – Bank Guarantee or Letters of Credit (issued by Banks Licensed by the Central Bank of Kenya), Guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or the Women Enterprise Fund.	
2	Certificate of Independent Tender determination	
3	Form of Tender	
4	Duly completed Self-Declaration forms(Form SD1&SD2)	
5	Declaration and commitment to the code of ethics	
6	Tender information form	
7	Certificate of Confirmation of Directors and Shareholding (C.R.12) for registered companies and if not a registered company a business name for those trading as a sole proprietor or a partnership registered under the Kenyan law or equivalent certification for foreign tenderers	
8*	Copy of PIN Certificate	
9*	Copy of Valid Tax Compliance Certificate	
10	Confidential Business Questionnaire (CBQ)	
11	Copy of Valid SHIF compliance certificate	
12	Copy of Valid NSSF compliance certificate	
13	AGPO Certificate	
14*	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers).	
15	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least two (2) previous customers.	
16	Statement on Deviations	
17	Price Schedule(s)	
18	Compliance with labour laws and wages regulation guidelines dully filled and signed indicating compliance	
19	Schedule of requirements duly filled and signed indicating services offered indicating compliance (SPECIFIC DETAILS OF SERVICE)	
20	Schedule of Minimum requirements for materials and Equipment's duly filled indicating compliance	
21	Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document.	

	(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
<b>22</b>	Beneficial Ownership form	
<b>23</b>	Any other document or item required by the Tender Document. (The Tenderer shall specify such other documents or items it has submitted)	

- **NOTES TO TENDERERS**

1. Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan Registered Tenderers must provide a valid Tax Compliance Certificate.

2. All Kenyan Registered Tenderers must provide the Personal Identification Number Certificate (PIN Certificate).

3. Foreign Tenderers must provide equivalent documents from their country of origin as regards Tax Compliance and PIN certificates OR statements certifying that the equivalent documentation is not issued in the Tenderer's country of origin. The Statement(s) that equivalent documentation is not issued by the Tenderer's country should be original and issued by the Tax authorities in the Tenderer's country of origin.

## TABLE OF CONTENTS

<b>PREFACE .....</b>	<b>iv</b>
<b>APPENDIX TOTHE PREFACE .....</b>	<b>vi</b>
<b>GUIDELINES FOR PREPARATION OF TENDER DOCUMENTS.....</b>	<b>vi</b>
1. GENERAL .....	vi
2. PART 1 - TENDERING PROCEDURES .....	vi
3. PART 2 – PROCUREMENT ENTITY'S REQUIREMENTS .....	vii
4. PART 3 – CONDITIONS OF CONTRACT ANDCONTRACTFORMS .....	vii
<b>INVITATION TO TENDER.....</b>	<b>ix</b>
<b>PART I –TENDERING PROCEDURE .....</b>	<b>1</b>
Section I - Instructions to Tenderers .....	1
<b>A. General.....</b>	<b>1</b>
1. Scope of Tender.....	1
2. Unfair Competitive Advantage .....	1
3. Fraud and Corruption .....	1
4. Eligible Tenderers .....	1
5. Qualification of the Tenderer .....	3
<b>B. Contents of Tendering Document.....</b>	<b>3</b>
6. Sections of Tendering Document .....	3
PART 1: Tendering Procedures .....	3
PART 2: Procuring Entity's Requirements .....	4
PART3: Contract .....	4
7. Site Visit. ....	4
8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works.....	4
9. Clarification of Tender Document, Site Visit, Pre-Tender Meeting .....	4
10. Amendment of Tendering Documents .....	5
<b>C. Preparation of Tenders .....</b>	<b>5</b>
11. Cost of Tendering.....	5
12. Language of Tender .....	5
13. Documents Comprising the Tender .....	5
14. Form of Tender and Activity Schedule .....	6
15. Alternative Tenders .....	6
16. Tender Prices and Discounts .....	6
17. Currencies of Tender and Payment .....	6
18. Documents Establishing Conformity of Services .....	6
19. Documents Establishing the Eligibility and Qualifications of the Tenderer .....	7
20. Period of Validity of Tenders.....	8
21. Tender Security .....	8
22. Format and Signing of Tender.....	9
<b>D. Submission and Opening of Tenders .....</b>	<b>9</b>

23.	Sealing and Marking of Tenders .....	9
24.	Deadline for Submission of Tenders .....	10
25.	Late Tenders .....	10
26.	Withdrawal, Substitution and Modification of Tenders.....	10
27.	Tender Opening .....	10
<b>E.</b>	<b>Evaluation and Comparison of Tenders .....</b>	<b>11</b>
28.	Confidentiality .....	11
29.	Clarification of Tenders .....	11
30.	Deviations, Reservations, and Omissions .....	11
31.	Determination of Responsiveness .....	12
32.	Correction of Arithmetical Errors .....	12
33.	Conversion to Single Currency .....	12
34.	Margin of Preference and Reservations .....	34
35.	Evaluation of Tenders .....	34
37.	Abnormally Low Tenders and Abnormally High Tenders .....	34
38.	Unbalanced and/or Front-Loaded Tenders .....	14
39.	Qualification of the Tenderer .....	14
40.	Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.....	15
<b>F.</b>	<b>Award of Contract.....</b>	<b>15</b>
41.	Award Criteria .....	15
42.	Notice of Intention to enter into a Contract .....	15
43.	Standstill Period .....	15
44.	Debriefing by KPLC .....	15
45.	Letter of Award .....	15
46.	Signing of Contract .....	16
47.	Performance Security .....	16
48.	Publication of Procurement Contract .....	16
48.	Adjudicator.....	16
49.	Procurement Related Complaint .....	16
	<b>SECTION II - TENDER DATASHEET (TDS).....</b>	<b>17</b>
	<b>SECTION III - EVALUATION AND QUALIFICATION CRITERIA .....</b>	<b>21</b>
1.	General Provision.....	21
2.	Preliminary examination for Determination of Responsiveness.....	21
3.	Tender Evaluation (ITT 35).....	21
4.	Multiple Contracts.....	21
5.	Alternative Tenders (ITT 14.1) .....	22
6.	MARGIN OF PREFERENCE .....	22
7.	Post qualification and Contract ward (ITT 39), more specifically .....	22
	<b>SECTION IV-TENDERING FORMS .....</b>	<b>24</b>
<b>1.</b>	<b>FORM OF TENDER .....</b>	<b>24</b>
i)	TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	27
ii)	CERTIFICATE OF INDEPENDENT TENDER DETERMINATION .....	29
iii)	SELF-DECLARATION FORM .....	30
iv)	APPENDIX 1- FRAUD AND CORRUPTION .....	33
<b>2.</b>	<b>TENDERER INFORMATION FORM.....</b>	<b>35</b>
	<b>OTHER FORMS .....</b>	<b>36</b>
<b>3.</b>	<b>FORM OF TENDER SECURITY - DEMAND BANK GUARANTEE .....</b>	<b>36</b>
<b>4.</b>	<b>FORM OF TENDER SECURITY (INSURANCE GUARANTEE) .....</b>	<b>37</b>
<b>5.</b>	<b>FORM OF TENDER-SECURING DECLARATION.....</b>	<b>38</b>
	<b>QUALIFICATION FORMS.....</b>	<b>40</b>
<b>6.</b>	<b>FOREIGN TENDERERS 40% RULE.....</b>	<b>40</b>
<b>7.</b>	<b>FORM EQU: EQUIPMENT .....</b>	<b>41</b>
<b>8.</b>	<b>FORM PER -1 .....</b>	<b>42</b>
<b>9.</b>	<b>FORM PER-2.....</b>	<b>44</b>

<b>TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION.....</b>	<b>46</b>
10. FORM ELI -1.1 .....	46
11. FORM ELI -1.2 .....	47
12. FORM CON- 2 .....	48
13. FORM FIN- 3.1 .....	50
14. FORM FIN- 3.2 .....	52
15. FORM FIN- 3.3 .....	52
16. FORM FIN- 3.4 .....	53
17. FORM EXP- 4.1.....	54
18. FORM EXP- 4.2(a) .....	55
19. FORM EXP- 4.2(b).....	56
<b>SCHEDULE FORMS.....</b>	<b>58</b>
1. Method Statement .....	61
2. Work Plan.....	62
3. Others –Time Schedule .....	63
<b>CONTRACTFORMS .....</b>	<b>64</b>
1. NOTIFICATION OF INTENTIONTOAWARD .....	64
2. LETTER OF AWARD.....	66
3. FORM OF CONTRACT .....	67
4. FORM OF TENDER SECURITY (Bank Guarantee) .....	69
5. FORM OF TENDER SECURITY(Insurance Guarantee) .....	70
6. FORM OF TENDER-SECURING DECLARATION .....	71
<b>PART II – PROCURING ENTITY'S REQUIREMENTS.....</b>	<b>72</b>
<b>SECTION VII – ACTIVITY SCHEDULE .....</b>	<b>73</b>
1. Objectives.....	73
2. Day work Schedule .....	73
3. Provisional Sums.....	73
4. PERFORMANCE SPECIFICATIONS AND DRAWINGS.....	74
<b>PART III – CONDITIONS OF CONTRACT AND CONTRACTFORMS .....</b>	<b>75</b>
<b>SECTION VIII - GENERAL CONDITIONS OF CONTRACT .....</b>	<b>76</b>
<b>A. General Provisions .....</b>	<b>76</b>
1. Definitions .....	76
2. Commencement, Completion, Modification, and Termination of Contract .....	77
3. Obligations of the Service Provider .....	79
4. Service Provider's Personnel .....	82
5. Obligations of KPLC.....	82
6. Payments to the Service Provider .....	82
7. Quality Control.....	84
8. Settlement of Disputes .....	84
<b>B. SECTION IX - SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>88</b>
<b>C. APPENDICES .....</b>	<b>91</b>
Appendix A - Description of the Services .....	91
Appendix B - Schedule of Payments and Reporting Requirements .....	91
Appendix C - Breakdown of Contract Price .....	91
Appendix D - Services and Facilities Provided by KPLC .....	91
<b>D. SECTION X –CONTRACT FORMS.....</b>	<b>92</b>
FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee) .....	92
FORM No. 2 - PERFORMANCE SECURITY OPTION 2– (Performance Bond).....	93
FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee] .....	95
FORM NO. 4 - BENEFICIAL OWNERSHIP DISCLOSURE FORM.....	95



## **ABBREVIATIONS & ACRONYMS**

AO	Accounting officer
FY	Fiscal year
ICT	Information, Communications Technology
ITT	Instructions to Tenderers
JV	Joint Venture
NCB	National competitive tender
PE	Procuring Entity
PPADA	Public Procurement and Asset Disposal Act, 2015
PPRA	Public Procurement Regulatory Authority
R	Responsive
NR	Not-Responsive
RFQ	Request for Quotation
STD	Standard Tender Documents
TEC	Tender Evaluation Committee
TOR	Terms of reference
TA	Total Assets
TL	Total Liabilities
TE/NW	Total Equity/Net Worth
CA	Current Assets
CL	Current Liabilities
WC	Working Capital
TR	Total Revenue
PBT	Profit Before Taxes

## DEFINITIONS AND TERMS

### Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.*
- b) *“Date of Tender Document” shall be the **start date** specified on the KPLC tendering portal.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“KENAS” wherever appearing means the Kenya National Accreditation Service or its successor(s) and assign(s) where the context so admits*
- f) *“PPRA” wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.*
- g) *Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- h) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- i) *“The Tenderer” means the person(s) submitting its Tender for the supply, installation and commissioning (where applicable) of the goods in response to the Invitation to Tender.*
- j) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
- k) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- l) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*
- m) *KPLC’s “authorised person” shall mean its MD & CEO who is designated by the PPAD Act 2015 to exercise such power, authority or discretion as is required under the tender and any contract arising therefrom, or such other KPLC staff delegated with such authority.*
- n) *Citizen contractors-means a person/firm wholly owned and controlled by person(s) who are citizens of Kenya.*
- o) *Local contractors- a firm shall be qualified as a local contractor if it is registered in Kenya.*

---

## **PART 1 - TENDERING PROCEDURES**

---

## SECTION I -INSTRUCTIONS TO TENDERERS

### A. General

#### 1. Scope of Tender

- 1.1 This tendering document is for the delivery of Non-Consulting Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of this tender are specified in the **TDS**.

#### 2. Throughout this tendering document:

##### 2.1 The terms:

- a) The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if specified **in the TDS**, distributed or received through the electronic- procurement system used by KPLC) with proof of receipt;
- b) if the contexts or esquires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of KPLC. It excludes KPLC's official public holidays.

- 2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided **in the TDS**.

#### 3. Fraud and Corruption

- 3.1 KPLC requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 3.2 KPLC requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 3.3 **Unfair Competitive Advantage** - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, KPLC shall indicate in the **TDS** and make available to all the firms together with this tender document all Information that would in that respect gives such firm any unfair competitive advantage over competing firms.
- 3.4 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. KPLC shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. KPLC shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. KPLC shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

## 4 Eligible Tenderers

4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

4.2 Public Officers, of KPLC, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.

4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:

- a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
- b Receives or has received any direct or indirect subsidy from another Tenderer; or
- c has the same legal representative as another Tenderer; or
- d has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of KPLC regarding this Tendering process; or
- e or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Tender; or
- f or any of its affiliates has been hired (or is proposed to be hired) by KPLC or Procuring Entity for the Contract implementation; or
- g would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2. 1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- h has a close business or family relationship with a professional staff of KPLC or of the project implementing agency, who:
  - i. are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or
  - ii. Would be involved in the implementation or supervision of such contract unless the conflicts stemming from such relationship has been resolved in a manner acceptable to KPLC throughout the procurement process and execution of the Contract.

4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member may participate as a sub-contractor in more than one Tender.

4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.

4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya shall be ineligible to be pre-qualified for,

initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the PPRA Website [www.ppra.go.ke](http://www.ppra.go.ke)

4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under Commercial law; and (iii) are not under supervision of KPLC.

4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council take under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person or entity in that country.

4.9 A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.

4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable KPLC determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”.

4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)

4.13 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

4.15 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 KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders

4.15 Where the law requires tenderers to be registered with certain authorities in Kenya, such registration

requirements shall be defined in the **TDS**

## **5 Qualification of the Tenderer**

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

## **B. Contents of Tendering Document**

### **6 Sections of Tendering Document**

6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 10.

#### **PART 1: Tendering Procedures**

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

#### **PART 2: Procuring Entity's Requirements**

- v) Section V-Procuring Entity's Requirements

#### **PART 3: Contract**

- vi) Section VI - General Conditions of Contract (GCC)
- vii) Section VII - Special Conditions of Contract (SCC)
- viii) Section VIII - Contract Forms

6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the case may be, issued by KPLC is not part of this tendering document.

6.3 Unless obtained directly from KPLC, KPLC is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from KPLC shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## **7. Site Visit**

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be the Tenderer's own expense.

## **8 Pre-Tender Meeting**

8.1 KPLC shall specify in the **TDS** if a pre-tender conference will be held, when and where. KPLC shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 The Tenderer is requested to submit any questions in writing, to reach KPLC not later than the period



specified in the **TDS** before the meeting.

- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre tender visit of the site of the service, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT6.3. Minutes shall not identify the source of the questions asked.
- 8.4 KPLC shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the service at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by KPLC exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Clarification of Tender Documents**

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact KPLC in writing at KPLC's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the Service if provided for in accordance with ITT 8.4. KPLC will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. KPLC shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, KPLC shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, KPLC shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

## **10 Amendment of Tender Documents**

- 10.1 At any time prior to the deadline for submission of Tenders, KPLC may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from KPLC in accordance with ITT 6.3. KPLC shall also promptly publish the addendum on KPLC's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, KPLC shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

## **C. Preparation of Tenders**

### **11 Cost of Tendering**

- 11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and KPLC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **12 Language of Tender**

- 12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and KPLC shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **13 Documents Comprising the Tender**

- 13.1 The Tender shall comprise the following:



- a **Form of Tender** prepared in accordance with ITT 14;
- b **Schedules:** priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- c **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- d **Alternative Tender:** if permissible in accordance with ITT 15;
- e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- h **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- i Any other document required in the **TDS**.

The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **14 Form of Tender and Activity Schedule**

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested.

14.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **15 Alternative Tenders**

15.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Best Evaluated Tender shall be considered by KPLC.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified **in the TDS**, Tenderers are reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

#### **16. Tender Prices and Discounts**

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

- 16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.
- 16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.
- 16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by KPLC when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.
- 16.7 If provided for **in the TDS**, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and / or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.
- 16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

## **17 Currencies of Tender and Payment**

- 17.1 The currency of the Tender and the currency of payments shall be Kenya Shillings.

## **18 Documents Establishing Conformity of Services**

- 18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

- 18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to KPLC's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.
- 18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KPLC, a Service provider or group of service providers, qualifies for a margin of preference. Further the information will enable KPLC identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by KPLC as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 18.4 The Tenderer shall provide further documentary proof, information or authorizations that KPLC may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to KPLC. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to KPLC.
- 18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if KPLC is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by KPLC (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
  - ii) if the contract has been awarded to that tenderer, the contract award will be set aside, pending the outcome of (iii),
  - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 18.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of KPLC that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **19 Documents Establishing the Eligibility and Qualifications of the Tenderer**

- 19.1 To establish Tenderer's their eligibility in accordance with ITT4, Tenderers shall complete the Form

of Tender, included in Section IV, Tendering Forms.

- 19.2 The documentary evidence of the Tenderer's qualification stopper form the Contract if its Tender is accepted shall establish to KPLC's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
- 19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.
- 19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.
- 19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

## **20 Period of Validity of Tenders**

- 20.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by KPLC in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by KPLC as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, KPLC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender.

## **21 Tender Security**

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.
- 21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 21.3 If a Tender Security is specified pursuant to ITT 21.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by KPLC as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. KPLC shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- If a Tenderer withdraw sits Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension there to provide by the Tenderer; or
  - if the successful Tenderer fails to:
  - sign the Contract in accordance with ITT 46; or
  - Furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, KPLC shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 13.2.
- 21.10 A tenderer shall not issue a tender security to guarantee itself.

## **22 Format and Signing of Tender**

- 22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked “Original. “In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS**, and clearly marked as “Copies. “In the event of discrepancy between them, the original shall prevail.
- 22.2 Tenderers shall mark as “CONFIDENTIAL “information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. Submission and Opening of Tenders**

### **23 Sealing and Marking of Tenders**

- 23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to KPLC and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT13; and
  - in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
  - if alternative Tenders are permitted in accordance with ITT15, and if relevant:
    - in an envelope or package or container marked “ORIGINAL–ALTERNATIVE TENDER”,



- the alternative Tender; and
- ii. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of KPLC.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, KPLC will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

## **24 Deadline for Submission of Tenders**

**24.1** Tenders must be received by KPLC at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

24.2 KPLC may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of KPLC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **25 Late Tenders**

25.1 KPLC shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by KPLC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **26 Withdrawal, Substitution and Modification of Tenders**

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- b) Received by KPLC prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

## **27 Tender Opening**

**27.1** Except as in the cases specified in ITT 23 and ITT 25.2, KPLC shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.

27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized

to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

- 27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as KPLC may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of KPLC attending Tender opening in the manner specified **in the TDS**.
- 27.7 KPLC shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).
- 27.8 KPLC shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) The Tender Price, per lot (contract) if applicable, including any discounts; and
  - c) any alternative Tenders;
  - d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
  - e) Number of pages of each tender document submitted
- 27.9 The Tenderers' representatives who appear shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to Tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **28 Confidentiality**

- 28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.
- 28.2 Any effort by a Tenderer to influence KPLC in the evaluation or contract award decisions may result in the rejection of its Tender.
- 28.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact KPLC on any matter related to the Tendering process, it should do so in writing.

### **29 Clarification of Tenders**

- 29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, KPLC may, at KPLC's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that KPLC may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a

request by KPLC shall not be considered. KPLC's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by KPLC in the evaluation of the Tenders, in accordance with ITT32.

29.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in KPLC's request for clarification, its Tender may be rejected.

### **30 Deviations, Reservations, and Omissions**

30.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

### **31 Determination of Responsiveness**

31.1 KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
  - i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
  - ii. limit in any substantial way, inconsistent with the tendering document, KPLC's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

31.3 KPLC shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.

31.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by KPLC and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

31.5 Provided that a Tender is substantially responsive, KPLC may waive any non-conformity in the Tender.

31.6 Provided that a Tender is substantially responsive, KPLC may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

31.7 Provided that a Tender is substantially responsive, KPLC shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.



## **32 Arithmetical Errors**

- 32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 32.2 Provided that the Tender is substantially responsive, KPLC shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail
- 32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

## **33 Conversion to Single Currency**

- 33.1 For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted into a single currency **as specified in the TDS**.

## **34 Margin of Preference and Reservations**

- 34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.
- 34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

## **35 Evaluation of Tenders**

- 35.1 KPLC shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, KPLC shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:
- a) Substantially responsive to the tendering document; and
  - b) The lowest evaluated cost.
- 35.2 In evaluating the Tenders, KPLC will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:
- a) Price adjustment due to discounts offered in accordance with ITT 16.4;
  - b) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
  - c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
  - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and

Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT

35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

### **36 Comparison of Tenders**

36.1 KPLC shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

### **37 Abnormally Low Tenders and Abnormally High**

#### **Tenders Abnormally Low Tenders**

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

37.2 In the event of identification of a potentially Abnormally Low Tender, KPLC shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

37.3 After evaluation of the price analyses, in the event that KPLC determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, KPLC shall reject the Tender.

#### **Abnormally High Tenders**

37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that KPLC is concerned that it (KPLC) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, KPLC shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if he specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. KPLC may also seek written clarification from the tenderer on the reason for the high tender price. KPLC shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, KPLC may accept or not accept the tender depending on KPLC's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, KPLC shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case maybe.

37.6 If KPLC determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), KPLC shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **38 Unbalanced and/or Front-Loaded Tenders**

38.1 If in KPLC's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, KPLC may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, KPLC may as appropriate:

- a) Accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of KPLC paying too much for undelivered works; or
- d) Reject the Tender.

### **39 Qualification of the Tenderer**

39.1 KPLC shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

39.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event KPLC shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

### **40 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders**

40.1 KPLC 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 there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

## **F. Award of Contract**

### **43 Award Criteria**

43.1 KPLC will award the Contract to tenderers whose tender has been determined to be the Lowest Evaluated Tender.

### **42 Notice of Intention to enter in to a Contract**

42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period KPLC shall issue a Notification of Intention to Enter into a Contract/Notification of a ward to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
- d) the expiry date of the Stand still Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

#### **43 Stand still Period**

- 43.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tenderer to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 43.2 Where a Standstill Period applies, it shall commence when KPLC has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

#### **44 Debriefing by KPLC**

- 44.1 On receipt of KPLC's Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to KPLC for a debriefing on specific issues or concerns regarding their tender. KPLC shall provide the debriefing within five days of receipt of the request.
- 44.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **45 Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, KPLC shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### **46 Signing of Contract**

- 46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, KPLC shall send the successful Tenderer the Contract Agreement.
- 46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to KPLC.
- 46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

#### **47 Performance Security**

- 47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from KPLC, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to KPLC. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to KPLC. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless KPLC has agreed in writing that a correspondent financial institution is not required.
- 47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event KPLC may award the Contract to the Tenderer offering the next Best Evaluated Tender.

#### **48 Publication of Procurement Contract**

- 48.1 Within fourteen days after signing the contract, KPLC shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:
- a) Name and address of KPLC;

- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **49 Adjudicator**

- 49.1 KPLC proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, KPLC has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

#### **50 Procurement Related Complaints and Administrative Review**

- 50.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

- 50.2 A request for administrative review shall be made in the form provided under contract forms

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Non-Consulting Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

*[Where a new-procurement system is used, modify the relevant parts of the TDS accordingly to reflect thee-procurement process].*

*[Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITT].*

ITT Reference	General
ITT 1.1	The reference number of the invitation to tenders is <b>KP1/9A.2/OT/028/ADM/24-25</b> The procuring entity is <b>Kenya Power &amp; Lighting Company PLC</b> . The name of the contract is <b>For Provision of Cleaning Services Companywide for YWPWD</b> .
ITT 2.1 (a)	<b>Electronic – Procurement System</b> KPLC shall use the following electronic-procurement system to manage this tendering process: <b>SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b> (NB: Bidders are required to be registered via this link to be able to participate in this tender) The electronic-procurement system shall be used to manage the following aspects of the tendering process: ( <i>Issuing Tendering document, submission of Tenders, opening of Tenders</i> ) Proof of receipt will be done via the bidder's <b>Submitted Response Number</b> for RFx No:1000002780
ITT 3.1	The declaration not to engage in corruption is provided under Form SD1 & SD2 Self Declaration form.
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: <b>two (2)</b>
ITT 4.2	Definition of relative will be as provided for under Section 59(2)(b) of the Public Procurement and Asset Disposal Act, 2015
ITT 4.6	A list of debarred firms and individuals is available on the PPRA's website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>
ITT 4.8	A tenderer shall provide such documentary evidence of eligibility satisfactory to KPLC, as KPLC shall reasonably request.
ITT 4.10	The information to be provided in the Declaration form
ITT 4.14	Submission of TCC, PIN, CR12, Registration Certificate
ITT 5.1 (iv)	To include the Tender Submission Checklist
	<b>A. Contents of a Tendering Document</b>
ITT 7.1	Site visits are mandatory for this tender. Bidders are advised to do site visit for offices/depots they wish to bid for immediately so as to save on time. Contact persons are as follows: 1) Nairobi Region – Esther Kahi – 0721312612; Lucy Kamau – 0722682869. Dennis Litali – 0722222747 2) West Kenya – Elector Owino – 0712457284 3) Mt. Kenya – Filex Minai – 0722634840; Charles Wamae – 0722907510 4) North Rift – Elkana Kiplagat – 0721172712 5) Central Rift – Gladys Achesa – 0722801953; Jane Watetu – 0707321021 6) Coast Region – Joy M'Mbone – 0722622204



	<p>7) Northeastern – Victoria Mutunga – 0720808331; Maryanne Nga’nga – 0721737965</p> <p>8) South Nyanza – Joel Too - 0716722950</p>
<b>ITT 8.1</b>	A pre-tender conference will <b>be held</b> on <b>18.02.2025</b> at Stima Plaza, Auditorium From <b>10:00am</b> .
<b>ITT 8.2</b>	<p>The inquiries/questions must be received by KPLC at least 7 days before tender closing date</p> <p>(a) Address where to send inquiries is General Manager, Supply Chain &amp; Logistics, The Kenya Power and Lighting Company PLC, Stima Plaza, 3rd Floor Kolobot Road, Parklands P.O Box 30099 - 00100 Nairobi, Kenya Telephone: +254-20-3201821 Electronic mail address: <a href="mailto:procurement@kplc.co.ke">procurement@kplc.co.ke</a>, <a href="mailto:JMutai@kplc.co.ke">JMutai@kplc.co.ke</a>, <a href="mailto:skaronei@kplc.co.ke">skaronei@kplc.co.ke</a>; <a href="mailto:JMuigai@kplc.co.ke">JMuigai@kplc.co.ke</a></p> <p>(b) KPLC will publish its response at the website <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></p>
<b>ITT 8.4</b>	The minutes of the pre-tender meeting shall be published on the website and portal.
<b>ITT 9.1</b>	Any clarifications in writing on the tender document must be received <b>seven (7) days before tender closing date</b> .
<b>ITT 13.1 (e)</b>	<p>The written confirmation of authorization to sign on behalf of the tenderer shall consist of;</p> <p>(a) A company resolution in case of a Director signing (not applicable where the company has got only one director, or where all Directors have signed)</p> <p>(b) Power of attorney where a person other than the director signing accompanied by a company resolution.</p>
	<b>B. Preparation of Tenders</b>
<b>ITT 13.1 (h)</b>	Documentary evidence indicating that Services Rendered will conform to the tendering document will include a Warranty in Section VII for the period indicated. <b><i>(This services does not require warranty period)</i></b>
<b>ITT 16.7</b>	The prices quoted by the Tenderer <b>shall not</b> be subject to adjustment during the performance of the contract.
<b>ITT 20</b>	The Tender validity period shall be <b>(180)</b> days
<b>ITT 21.1</b>	Tender Securing Declaration Form shall be required for this tender.
<b>ITT 22</b>	The format of the tender shall be in PDF form.
	<b>C. Submission and Opening of Tenders</b>
<b>ITT 23.1</b>	<p><b><i>Electronic – Procurement System</i></b></p> <p><i>KPLC shall use the following electronic-procurement system to manage this tendering process: SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a> (NB: Bidders are required to be registered via this link to be able to participate in this tender)</i></p> <p><i>The electronic-procurement system shall be used to manage the following aspects of the tendering process:</i></p> <p><i>(Issuing Tendering document, submission of Tenders, opening of Tenders)</i></p> <p><i>Proof of receipt will be done via the bidder’s Submitted Response Number for RFx</i></p> <p><i>No:1000002780</i></p>
<b>ITT 24</b>	<p>Tenders must be received by KPLC by the date and time specified in KPLC’s tendering portal in PDF form.</p> <p><b>The deadline for tender submission is:</b></p> <p>Date: <b>5<sup>th</sup> March, 2025</b></p> <p>Time: <b>10.00 a.m.</b></p>
<b>ITT 27.1</b>	The Tender opening shall take place at: Stima Plaza, Auditorium

	Kolobot Road. Date: <b>5<sup>th</sup> March, 2025</b> Time: <b>10.30 a.m.</b> The electronic Tender opening procedure shall be: SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a>
<b>ITT 33.1</b>	The currency that shall be used for tender evaluation and comparison purposes shall be in Kenya Shillings.
<b>ITT 35.4</b>	The tender has been categorized into Regions. Namely:_ 1.COAST 2.MT KENYA 3.SOUTH NYANZA 4.NORTH RIFT 5.NORTH EASTERN 6.NAIROBI 7.WESTERN 8.CENTRAL RIFT Bidders are eligible to quote for Two (2) Regions <b>ONLY</b> . However, they can quote for as many premises in those regions as they wish. The award shall be made per premise based on the requirement above. Bidders who quote for more than two (2) Regions shall not be eligible for award.
<b>ITT 35.5</b>	The award shall be based on the lowest evaluated bidder per premise based on 35.4 above.
<b>ITT 34.1</b>	A margin of preference and/or reservation ( <b><i>“shall not”</i></b> ) apply to this tender.
<b>ITT 33.2 (d)</b>	Additional evaluation factors are as provided for under Section III Evaluation and Qualification Criteria
<b>ITT 45</b>	Letter of Award
<b>ITT 43.2</b>	The stand still period starts when the notification to enter into a contract is delivered to the contractor.
<b>ITT 47</b>	Tender security shall be submitted to KPLC within 21 days before signing of the contract with successful bidder.
<b>ITT 47.1</b>	<b>Performance Security shall be 1% of the total contract value.</b>
<b>ITT 48</b>	The procedures for making a procurement related complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from PPRA website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>  If a Tenderer wishes to make a Procurement- related Complaint, the tenderer should submit its complaint following these procedures, in writing (by the quickest means available e.g. email) to: For the Attention: Title/Position: <b>GENERAL MANAGER, SUPPLY CHAIN &amp; LOGISTICS</b> Email Address: <a href="mailto:procurement@kplc.co.ke">procurement@kplc.co.ke</a> <a href="mailto:JKngeno@kplc.co.ke">JKngeno@kplc.co.ke</a> ; In summary, a Procurement Related Complaint may challenge any of the following: 1. The terms of the tendering document KPLC’s decision to award the contract



## **SECTION III – EVALUATION AND QUALIFICATION CRITERIA**

### **1. General Provision**

- 1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a) For construction turnover or financial data required for each year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
  - b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
  - c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by KPLC.
- 1.2 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. KPLC should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.
- 1.3 **Evaluation and contract award Criteria**

KPLC shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria,(ii)has been determined to be substantially responsive to the Tender Documents, and(iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### **2 Preliminary examination for Determination of Responsiveness**

KPLC will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

*[KPLC will provide the preliminary evaluation criteria. To facilitate this, a template may be attached or clearly described information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]*

***Evaluation of duly submitted tenders will be conducted along the following stages: -***

- 2.1 ***Part 1 - Preliminary Evaluation under Paragraph 35 of the ITT. These are mandatory requirements. They shall include confirmation of the following: -***
- 2.1.1 *Submission of Tender Securing Declaration Form in the format required in accordance with the sample Tender Securing Declaration Form(s).*
  - 2.1.2 *Submission and considering the following Tender Forms duly completed and signed.*
    - a) *Form of Tender*
    - b) *Certificate of Independent Tender determination*

- c) *Self-Declaration forms (Form SD1&SD2)*
- d) *Declaration and Commitment to the code of Ethics*
- e) *Tenderer Information form.*

2.1.3 *Submission and considering the following: -*

- a) *Company or Firm's Registration Certificate*
- b) *PIN Certificate.*
- c) *Valid Tax Compliance Certificate.*
- d) *Submission of valid CR12 (within one year)*
- e) *Valid AGPO Certificate*
- f) *Valid SHIF certificate*
- g) *Valid NSSF certificate.*
- h) *Must dully filled and signed the undertaking to comply with labour laws and wage regulation guidelines.*

2.1.4 *That the Tender is valid for the period required (180)*

2.1.5 *Submission and considering the Confidential Business Questionnaire: -*

- a) *Is fully filled.*
- b) *That details correspond to the related information in the bid.*
- c) *That the Tenderer is not ineligible as per ITT 3.*

2.1.8 *Submission of Valid Business permit.*

2.1.9 *Submission of :-*

- a) *Duly signed and stamped Site visit forms for all sites quoted for.*
- b) *Duly filled, signed and stamped Provision of equipment and materials.*
- c) *Duly filled, signed and stamped Specific Details of Service.*
- d) *License for waste management or letter from NEMA for waste management //garbage collection*

2.1.10 *Submission and considering of relevant and valid insurance covers for*

- a). *Work injury benefits Act Policy(WIBA)*
- b). *Contractual liability insurance policy*

2.1.11 *Considering Audited financial statements are those that are reported within eighteen (18) calendar months of the date of the tender document and confirming the auditors practicing license number (NB: Bidders must clearly indicate the Auditor's ICPAK practicing license registration number in the audited financial statements report.)For companies that are registered or incorporated within the last one year calendar, of the date of tender document, the bank statements submitted covering a period of at least six months prior to the date of the tender document. The copies should be certified by Bank issuing the statements. The certification should be original)*

2.1.12 *Record of unsatisfactory or default in performance obligations in any contract within two years (2) shall be considered. This shall include any tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.*

***Tenders will proceed to the Technical Evaluation Stage only if they are found to be compliant with Part 1 above, Preliminary Evaluation under ITT 31.***

## ***2.2 Part II – Technical Evaluation and Comparison of Tenders under ITT 31.3.***

### ***2.2.1 Part i - Detailed Technical Evaluation – Scoring Part***

	<b><i>Item</i></b>	<b><i>Requirement</i></b>	<b><i>Total Marks(100)</i></b>
<b>1</b>	<b><i>Company profile</i></b>		
<i>a</i>	Number of years that the firm has been providing cleaning services. <b>a.</b> more than 5 years – <b>(10 marks)</b> <b>b.</b> Between 2 and 5 years – <b>(5 marks)</b> <b>c.</b> Less than 1 year – <b>(3 marks)</b>	Copy of Certificate of incorporation	10
<i>b</i>	Capacity of bidder to handle assignments. 5 marks per assignment	Provide copies of 4 (four) contracts of Ksh. 50,000 and above per month for the last 3 years other than KPLC.	20
<i>c</i>	Recommendation letters on satisfactory completion of contracts including KPLC signed by the head of procurement.	Provide three (3) letters in the letter head of the company/organization worked/working for.	20
<i>d</i>	Provide relevant evidence of paying the salaries paid to the cleaners on a monthly basis.	Attach a certified copy of cleaner's salary structure/pay slip.	5
<i>e</i>	Presence of office	Evidence of availability of office e.g. copy of Title Deed or Lease agreement.	15
	<b><i>Total</i></b>		<b>70</b>
<b>2</b>	<b><i>Personnel Competency Profiles</i></b>		
<i>a</i>	Provide a detailed operational plan for 6 months (this includes staffing required to undertake particular tasks, sequences and frequency of events and tools necessary to carry out tasks)	Attach detailed operational plan for 6 months	10
<i>b</i>	Provide valid evidence of availability and appropriate qualification of key personnel. <b>a) Operations Manager</b> Graduate level - 4 marks Diploma - 3marks  <b>b) Cleaning Supervisor</b> Graduate level - 4 marks Diploma - 3 marks  <b>c) Letter from employer to</b>	Copies of certificates for a&b and letters as requested in c	10

	<b>Item</b>	<b>Requirement</b>	<b>Total Marks(100)</b>
	confirm that the above staffs shall be available for the assignment (2 mark )		
<i>c</i>	Provide evidence that your workers are provided with written assignments, instructions/delegation of authority and responsibilities.	Provide at least 2(no) written assignments instructions/delegation of authority and responsibilities.	5
<i>d</i>	Supervision of workers. Provide evidence to show frequency of supervision per 12-hour shift, (3Checks minimum)	Provide fully filled washroom check list.	5
	<b>Total</b>		<b>30</b>
	<b>Grand total</b>		<b>100 Marks</b>

*Only tenders who will have attained a threshold score of 80% in the technical evaluation stage will proceed to the next stage of financial evaluation.*

### **2.3 Financial Evaluation (ITT 35). These are mandatory requirements**

**This will include the following: -**

- a) Confirmation of and considering Price/rates Schedule duly completed and signed.*
- b) Checking that the Tenderer has quoted prices based on all costs including insurances, duties, levies, Value Added Tax (V.A.T), Withholding Tax and other taxes payable and delivery to the premises of KPLC or designated site(s)*
- c) Checking for any arithmetical errors*
- d) Taking into account the cost of any deviation(s) from the tender requirements*
- e) Considering information submitted in the Confidential Business Questionnaire against other information in the bid including:-*
  - i) Declared maximum value of business*
  - ii) Shareholding and citizenship for preferences where applicable.*

**2.3.1 Confirming the following: -**

**2.3.2 that the Supplier's offered Terms of Payment meets Kenya Power's requirements.**

## **3 Multiple Contracts**

Multiple contracts **if permitted** in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. KPLC will select one Option of the two Options listed below for award of Contracts.

### **OPTION1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that**

Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.

- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

## **OPTION 2**

KPLC will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

### **4 Alternative Tenders (ITT 15.1)**

*An alternative if permitted under ITT 13.1, will be evaluated as follows:*

KPLC shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by KPLC.

### **5 MARGIN OF PREFERENCE**

**Apply Margin of Preference**, if so allowed to all evaluated and accepted tender as

follows.

- 6.1 If the TDS so specifies, KPLC will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 6.2 Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KPLC, a particular contractor or group of contractor's qualifies for a margin of preference.
- 6.3 After Tenders have been received and reviewed by KPLC, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
  - i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
  - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 6.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

**7 Post qualification and Contract ward (ITT 39), more specifically,**

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings

•

- ii) Minimum \_\_\_\_\_ average \_\_\_\_\_ annual turnover of Kenya Shillings \_\_\_\_\_ [insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last \_\_\_\_\_ [insert of year] years.
- iii) At least \_\_\_\_\_ (insert number) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings \_\_\_\_\_ equivalent.
- iv) Contractor's Representative and Key Personnel, which are specified as

1

- v) Contractors key equipment listed on the table “Contractor's Equipment” below and more specifically  
listed as *[specify requirements for each lot as applicable]*

—

- vi) Other conditions depending on their seriousness.

- a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last\_\_\_\_(*specify years*). The required information shall be furnished in the appropriate form.

- ## b) Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be

resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

**c) Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last

\_\_\_\_\_ (*Specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the year's specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.



## SECTION IV - TENDERING FORMS

### 1. FORM OF TENDER

#### **INSTRUCTIONS TO TENDERERS**

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tenders shall include the following Forms duly completed and signed by the Tenderer.*
  - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
  - b) *Certificate of Independent Tender Determination*
  - c) *Self-Declaration of the Tenderer*

**Date of this Tender submission:** \_\_\_\_\_ [insert date (as day, month and year) of Tender submission]

**ITT No.:** \_\_\_\_\_ [insert number of ITT process]

**Alternative No.:** \_\_\_\_\_ [insert identification No if this is a

*Tender for an alternative] To: \_\_\_\_\_ [insert complete name of Procuring Entity]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by KPLC based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT21;
- d) **Conformity:** We offer to provide the Non-Consulting Services in conformity with the tendering document of the following: [insert a brief description of the Non-Consulting Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item(f) below is: [Insert one of the options below as appropriate]

Option 1, in case of one lot: Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];  
Or

Option 2, in case of multiple lots: (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- f) **Discounts:** The discounts offered and the methodology for their application are:



- i) The discounts offered are: *[Specify in detail each discount offered.]*
- ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable),and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT4.3, other than alternative Tenders submitted in accordance with ITT14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, r gratuity]*.

Name of Recipient	Address	Reason	Amount

*(If none has been paid or is to be paid, indicate “none.”)*

- a) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and

- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from *(specify website)* during the procurement process and the execution of any resulting contract.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
  - i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the Tenderer:**..... \*[insert complete name of person signing the Tender]

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**.....\*\*[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender:**..... [insert complete title of the person signing the Tender]

**Signature of the person named above:** .....[insert signature of person whose name and capacity are shown above]

**Date signed**..... [insert date of signing] **day of** .....[insert month], [insert year]

**i) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Instruction to Tenderer**

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

**a) Tenderer's details**

	ITEM	DESCRIPTION
1	Name of KPLC	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

**General and Specific Details**

**b) Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_  
 Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_  
 Citizenship \_\_\_\_\_

**c) Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) .....

Issued Kenya Shillings (Equivalent) .....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in KPLC.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in KPLC</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of KPLC regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	with a professional staff of KPLC who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of KPLC who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to KPLC throughout the tendering process and execution of the Contract?		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_  
\_\_\_\_\_ [Name of Procuring Entity] for: \_\_\_\_\_  
\_\_\_\_\_ [Name and number of tender] in response to the request for tenders  
made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements  
that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

---

*[Name, title and signature of authorized agent of Tenderer and Date]*



### iii) SELF-DECLARATION FORMS

#### FORM SD1

#### SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I, ....., of Post Office Box ..... being a resident of.....  
..... in the Republic of ..... do hereby make a  
statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of .....  
..... (*insert name of the Company*) who is a Bidder in respect of  
**Tender No.** ..... for.....(*insert tender  
title/description*) for  
.....(*insert name of KPLC*) and duly authorized and competent to make this  
statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from  
participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY  
CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P. O. Box.....being a resident of  
.....  
..... in the Republic of ..... do hereby make a statement  
as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of  
.....  
..... (*insert name of the Company*) who is a Bidder in respect of Tender  
No.....  
..... for .....(*insert tender title/description*) for  
.....(*insert name of KPLC*) and duly authorized and competent to make this  
statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any  
corrupt or Management, Staff and/or employees and/or agents of..... (*insert  
name of KPLC*) which is KPLC.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any  
inducement to any member of the Board, Management, Staff and/or employees and/or agents  
of..... (*name of KPLC*)
4. THAT the aforesaid Bidder will not engage /has not engaged in any collusive practice with  
other bidders participating in the subject tender
5. THAT the aforesaid bidder is not insolvent, in receivership, bankrupt or in the process of  
being wound up and is not the subject of legal proceedings relating to the foregoing
6. THAT THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred  
from participating in procurement proceeding under Part IV of the Act
7. THAT the aforesaid bidder does not have any conflict of interest or pecuniary interest with  
any other tenderer participating in this tender
8. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)

Bidder's Official Stamp

Date \_\_\_\_\_

To:  
The Kenya Power & Lighting Company Limited,  
P.O Box 30099 – 00100,  
Stima Plaza, Kolobot Road, Parklands,  
Nairobi,

**KENYA**

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I, ..... (person) on behalf of (*Name of the*

*Business/ Company/Firm*) .....

declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized  
signatory.....

Sign.....

Position.....

Office address.....

Telephone.....mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name.....

Sign.....

Date.....

#### iv) **APPENDIX1-FRAUD AND CORRUPTION**

*(Appendix 1 shall not be modified)*

##### **1. Purpose**

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

##### **2. Requirements**

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under sub section (1) who contravenes the provisions of that sub-section commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by KPLC under subsection (7) does not limit any legal remedy KPLC may have;
3. An employee or agent of KPLC or a member of the Board or committee of KPLC who has a conflict of interest with respect to a procurement: -
- a) Shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) Shall not be a subcontractor for the tender to whom was awarded contract, or a member of the group of tenders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
4. An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to KPLC;
- 4.1 If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by

the public entity shall be made good by the a warding officer. etc.

In compliance with Kenya's laws, regulations and policies mentioned above, KPLC:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v) “obstructive practice” is:
  - a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - b) acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
  - c) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:  
 "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of KPLC or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
  - c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub- contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Act and Regulations;
  - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
  - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

<sup>1</sup> For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in

A consultancy, and rendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by KPLC to address specific matters related to investigations/ audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/ audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



## 2. TENDERER INFORMATION FORM

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

ITT No.:..... *[insert number of Tendering process]*

Alternative No:..... *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name: .....*[insert Tenderer's legal name]*

2 In case of JV, legal name of each member: .....*[insert legal name of each member in JV]*

3 Tenderer's actual or intended country of registration: .....*[insert actual or intended country of registration]*

4. Tenderer's year of registration: .....*[insert Tenderer's year of registration]*

5. Tenderer's Address in country of registration: .....*[insert Tenderer's legal address in country of registration]*

6. Tenderer's Authorized Representative Information

Name: .....*[insert Authorized Representative's name]*

Address.....*[insert Authorized Representative's Address]*

Telephone:.....*[insert Authorized Representative's telephone/fax numbers]*

Email Address:.....*[insert Authorized Representative's email address]*

7. Attached are copies of original documents of..... *[check the box(es) of the attached original documents]*

☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4.

☐ In case of JV, Form of intent to form JV or JV agreement, in accordance with

ITT 4.1. In case of state-owned enterprise or institution, in accordance with ITT4.6

documents establishing:

i) Legal and financial autonomy

ii) Operation under commercial law

iii) Establishing that the Tenderer is not under the supervision of the agency of KPLC

☐ A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the Kenya Revenue Authority in accordance with ITT 4.14.

8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## OTHER FORMS

### 3. TENDERER'S JV MEMBERS INFORMATION FORM

*[The Tenderers shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].*

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

ITT No.: ..... *[insert number of Tendering process]*

Alternative No.: ..... *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Legal Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's Legal name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: _____ <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's Legal address in country of registration: _____ <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information _____ Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> _____ Telephone/Fax numbers: _____ <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: _____ <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of KPLC, in accordance with ITT 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (herein after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (herein after called "the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[signature(s)]

*Note: All italicized text is for use in preparing this form and shall be deleted from the final product.*

## 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

## QUALIFICATION FORMS

### 6 FOREIGN TENDERERS 40% RULE

Pursuant to ITT 4.10, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

Item	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

## 7. FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

<b>Owner</b>	<b>Name of owner</b>	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

## 8. FORM PER - 1

### Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

### Contractor' Representative and Key Personnel

1.	<b>Title of position:</b> Contractor's Representative	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i> ----- <b>e.g. 01.09.2021</b> <b>30.08.2022</b>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i> ----- <b>e.g. six (6) months</b>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> ----- <b>e.g. six (6) months</b>
2.	<b>Title of position:</b>	<i>[ ] e.g. Lead Auditor etc.</i>
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i> ----- <b>e.g. 01.09.2021 30.08.2022</b>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i> ----- <b>e.g.</b> <b>01.09.2021 30.08.2022</b>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> ----- <b>e.g. six (6) months</b>
3.	<b>Title of position:</b>	<i>[ ]</i>
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	<b>Title of position:</b>	<i>[ ]</i>
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>



5.	<b>Title of position:</b> <i>[insert title]</i>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

## 9. FORM PER-2:

### Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer		
Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Details		
	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

## DECLARATION

I, the undersigned.....*[insert either “Contractor's Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:-

<b>Commitment</b>	<b>Details</b>
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: \_\_\_\_\_*[insert name]*

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

## TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

### 10 FORM ELI -1.1

#### Tenderer Information

##### Form

Date: \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of KPLC</li></ul>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## 11. FORM ELI -1.2

### Tenderer's JV Information Form

(to be completed for each member of Tenderer's JV)

Date: \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.</p> <p><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of KPLC, in accordance with ITT 4.6.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

## 12. FORM CON –2

### Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

#### Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria

☐ Contract non-performance did not occur since 1<sup>st</sup> January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.

☐ Contract(s) not performed since 1<sup>st</sup> January *[insert year]* specified in Section III, Evaluation and Qualification Criteria, requirement 2.1

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	<p>Contract Identification: _____</p> <p><i>[indicate complete contract name/ number, and any other identification]</i></p> <p>Name of Procuring Entity: _____</p> <p><i>[insert full name]</i></p> <p>Address of Procuring Entity: _____</p> <p><i>[insert street/city/country]</i></p> <p>Reason(s) for nonperformance: _____</p> <p><i>[indicate main reason(s)]</i></p>	<i>[insert amount]</i>

#### Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria

☐ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.

☐ Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.

Year of dispute	Amount in dispute (currency )	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: _____ <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: _____ <i>[insert full name]</i> Address of Procuring Entity: _____ <i>[insert street/city/country]</i> Matter in dispute: _____ <i>[indicate main issues in dispute]</i> Party who initiated the dispute: _____ <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>



## Financial Situation and Performance

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title:

\_\_\_\_\_

## Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer to ITT 15 for the exchange rate

## Sources of Finance

**13. FORM FIN 3.1**  
Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

## Financial documents

The Tenderer and its parties shall provide copies of financial statements for \_\_\_\_\_ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- b) Be independently audited or certified in accordance with local legislation.
- c) Be complete, including all notes to the financial statements.
- d) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>1</sup> for the \_\_\_\_\_ years required above ; and complying with the requirements

\_\_\_\_\_

<sup>2</sup>If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

### Average Annual Construction Turnover

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

### 15. FORM FIN-3.3:

#### Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

#### 14. FORM FIN-3.4.2:

##### Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month)]
1					
2					
3					
4					
5					

## 17. FORM EXP-4.1

### General Experience

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

\_\_\_\_\_ Page \_\_\_\_\_ of

\_\_\_\_\_ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

**18 FORM EXP -4.2(a)****Specific Service and Contract Management Experience**

Tenderer's Name:\_\_\_\_\_

Date:\_\_\_\_\_

JV Member's Name\_\_\_\_\_

ITT No. and title:\_\_\_\_\_

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<b>Kenya Shilling</b>			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

## 19. FORM EXP-4.2(b)

### Experience in Key Activities

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Tenderer's JV Member Name: \_\_\_\_\_

Sub-contractor's Name<sup>3</sup> (as per ITT35): \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: \_\_\_\_\_

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

<sup>3</sup>If applicable

	<b>Information</b>
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
1	
2	
3	
4	
5	

2 Activity No.

Two 3. ....



*Section IV – Tendering Forms*

---

**1. The Specifications and Priced Activity Schedules:**

**PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES COMPANYWIDE FOR YWPWD – TENDER NO.KP1/9A.2/OT/028/ADM/24-25**  
**PRICE SCHEDULES**

**1. MT KENYA**

<b>NO</b>	<b>PREMISES</b>	<b>No of cleaners per Premise</b>	<b>Cost of Cleaner per Month</b>	<b>Grand total cost for Cleaner</b>	<b>Cost of Cleaning consumables</b>	<b>Management Fee (Supervision fee and Company markup)</b>	<b>Total cost per month PPCBL Incl. &amp; VAT Excl. (Kshs.)</b>	<b>Total cost per Year PPCBL Incl. &amp; VAT Excl. (Kshs.)</b>
1.	Isiolo Office	2						
2.	Meru Office	4						
3.	Chuka Office	2						
4.	Maua Office	2						
5.	Kerugoya Office	2						
6.	Blue Valley Staff Quarter	1						
7.	Nanyuki Leave House	1						
8.	Nanyuki Junior Staff Quarters	1						
9.	Kivaa Office	1						
10.	Marimanti Office	1						
11.	Merti Office	1						
12.	Othaya Office	1						
13.	Mwea Office	2						
14.	Nyeri Leave House &Record Center	1						
15.	Kangema Office	1						
16.	Laisamis Office	1						
17.	Merti Power Station	1						
18.	North Horr Power Station	1						
19.	Muthatari Pole Yard(Embu)	3						
20.	Moyale Deport And Office	4						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per Month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month PPCBL Incl. & VAT Excl. (Kshs.)	Total cost per Year PPCBL Incl. & VAT Excl. (Kshs.)
21.	Marsabit Office, Power Station and Staff Quarters	5						
22.	Kenol /Kabati Office	1						
23.	Kagumo Store & Yard	1						
24.	Chogoria office	1						
25.	Kangari Office	1						
26.	Murangá Stores, Pole Yard & substation	1						
27.	Garbetula Office	1						
28.	Maikona Power station	1						
29.	Sololo Power station	1						
30.	Iluat Power station	1						
31.	Ambalo Power station	1						
32.	Balesa Power station	1						
33.	Kiritiri Office	1						
34.	Nkubu Office	1						
35.	Kamburu 220kv substation offices	1						
36.	Kamburu 132kv substation offices	1						
37.	Isiolo yard & stores	1						
38.	Nanyuki Stores	1						
39.	Kajuki yard & Stores	1						
40.	Karatina Office	1						
41.	Kiganjo Control room ; warehouse ,store shed , transport workshop ,offices & substation	7						
42.	Muranga office	3						
43.	Makuyu stores and substation	1						

**NOTE:**

**1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.**

- 2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.**
- 3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....

## 2. WESTERN KENYA

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Milimani staff quarters & Milimani ( former RM's residence )	3						
2.	Transport depot & Record Centre	3						
3.	Ondieki Staff Quarters	1						
4.	Ugunja Office	2						
5.	Bungoma Office & Stores	3						
6.	Webuye Office	1						
7.	Bondo Office	2						
8.	Mamboleo Pole Yard and Go down & Mamboleo Substation	5						
9.	Mbale Office	1						
10.	Sirisia Office	1						
11.	Kakamega Pole Yard & Office	3						
12.	Malaba Office	1						
13.	Kapsokwony Office	1						
14.	Malava office	1						
15.	Busia Office & Stores	3						
16.	Port Victoria	1						
17.	Mumias Office	1						
18.	Katito Office	1						
19.	Muhoroni Office	1						
20.	Siaya Office & Siaya stores	3						
21.	Majengo Stores	1						
22.	Musaga S/Station	1						
23.	Kisumu East Substation	1						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
24.	Luanda Substation	1						

**NOTE:**

**1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.**

**2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.**

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....

### 3. NAIROBI REGION

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Sarit Centre	1						
2.	Westlands Substation	1						
3.	Forest Road	1						
4.	Highbury Staff Houses & Conference Facility	3						
5.	Pangani Staff Quarters	1						
6.	Kabete Substation	1						
7.	Baba Dogo Substation	2						
8.	Hamza Staff Quarters	1						
9.	Mbotela Staff Quarters	3						
10.	Huruma Substation & Kimathi Substation	1						
11.	Muthurwa Substation	1						
12.	City Centre Substation	1						
13.	Ridgeway Substation	1						
14.	Komorok Substation	1						
15.	Jevanjee and Temple Road Substation	1						
16.	Kitsuru Substation	1						
17.	Machakos Office	2						
18.	Machakos Storeyard and Substation	2						
19.	Emali Office and Store Yard	2						
20.	Wote Office and store yard	2						
21.	Mlolongo Office	2						
22.	Matuu office and Substation	1						
23.	Kibwezi Office	1						
24.	Mtito Andei Office	1						
25.	Ruai Office	1						
26.	Tala Office	2						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
27.	Athi river Substation	1						
28.	Industrial Area Substation	1						
29.	Embakasi & Mombasa Substation and Store yard	8						
30.	New Airport Substation	1						
31.	Dandora Substation	2						
32.	Wamunyu Office	1						
33.	Isiolo Road and Bulk Stores	8						
34.	Kitengela Office and Store Yard	2						
35.	Loitoktok office, substation and storeyard	2						
36.	Rongai Office and Store yard & Matasia Substation	3						
37.	Kajiado office, substation and Storeyard	2						
38.	Ngong office and substation	2						
39.	Karen office and substation & Dagoretti Substation	3						
40.	Nairobi Show ground Pavilion	4						
41.	Namanga Office and yard	2						
42.	Bomas Substation	1						
43.	Wilson Airpot office	1						
44.	Kileleshwa Substation	1						
45.	Nairobi West Depot and substation	5						
46.	Ragati Depot and Substation and Ngong road Substation	6						
47.	Mamlaka Substation and Office	1						

**NOTE:**

**1.**Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.

**2.** Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier’s payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....



#### 4. NORTH RIFT REGION

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Oloo street	2						
2.	Muyodi staff quarters	2						
3.	Nandi Road	1						
4.	Kitale Office	4						
5.	Kitale Depot	3						
6.	Kapsabet stores and Office	3						
7.	Kapenguria stores and Office	2						
8.	Lessos control and substation	5						
9.	Iten Office	2						
10.	Cheptongei Substation	1						
11.	Rivatex office, substation and store yard	3						
12.	Elgon View substation	1						
13.	Industrial substation	1						
14.	Moisbridge substation	1						
15.	Ortum substation	1						
16.	Sarmach Power Station	1						
17.	Lodwar office and power station	5						
18.	Lokitaung	1						
19.	Lokori	1						
20.	Lokichar	1						
21.	Kalimorok	1						
22.	Lokiriama	1						
23.	Kakuma	1						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
24.	Lokichogio	1						
25.	Lopedru	1						
26.	Napelilim	1						
27.	Elie	1						
28.	Letea	1						
29.	Lowareng	1						
30.	Kangangipur	1						
31.	Lumakanda	1						

**NOTE:**

**1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.**

**2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.**

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....

## 5. SOUTH NYANZA

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Kisii depot and stores	5						
2.	Sori office	1						
3.	Homa bay Residential Quarters & Homa Stores	5						
4.	Migori Office	3						
5.	Nyamira Office	3						
6.	Kehancha Office	1						
7.	Mfangano Power station	4						
8.	Mbita Office	1						
9.	Kendubay Office	1						
10.	Oyugis Office	1						
11.	Nyasiongo Office	1						
12.	Migori yard	1						
13.	Nyangena Substation	1						
14.	Nyamira Substation	1						
15.	Migori Station	1						
16.	Homabay Substaion	1						
17.	Kegati Pole Yard; Transformer shed and stores.	3						
18.	Oyugis Substation	1						
19.	Awendo Office	1						
20.	Kisii East Substation	1						
21.	Kiamokama Office/Substation	2						

### **NOTE:**

1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.

2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool,

equipment’s and materials to avoid over quoting or under quoting of prices.

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier’s payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....

## 6. CENTRAL RIFT

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Molo Office	2						
2.	Eldama Ravine	1						
3.	Narok Office	2						
4.	Lanet Depot , Staff Quarters and substation	10						
5.	Nakuru depot and substation	3						
6.	Naivasha office	3						
7.	Show ground	2						
8.	Gilgil Office	2						
9.	Olkalau Office	1						
10.	Engineer Office	1						
11.	Kabarnet Office	2						
12.	Marigat Office	1						
13.	Kericho Office	2						
14.	Kericho Depot and staff quarters	2						
15.	Bomet Office	2						
16.	Sotik Office	2						
17.	Nyahururu Office	2						
18.	Nyahururu staff quarters and depot	4						
19.	Maralal office	1						
20.	Baragoi Office and substation	2						
21.	Kilgoris Office	1						
22.	Kiptere Office	1						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
23.	Bahati Office	1						
24.	Londiani Office	1						
25.	Chemosit Substation	2						
26.	Naivasha Substation	3						
27.	Muhoroni Substation	1						

**NOTE:**

**1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.**

**2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.**

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....

## 7. NORTH EASTERN

NO	PREMISES	No cleaners per premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	White Sisters/ Ngoigwa	1						
2.	Kiambu Office	2						
3.	Gatundu Office	1						
4.	Githunguri Office	1						
5.	Limuru Town Offices & Depot	5						
6.	Kikuyu Office	1						
7.	Kitui Office & Yard	3						
8.	Mwingi Office	1						
9.	Garissa Office & Modka Store Yard	3						
10.	Dadaab Guest House, Power House	1						
11.	Wajir Office & Residential Quarters	9						
12.	Eldas	1						
13.	Habaswen Power Station	2						
14.	Korondile	1						
15.	Khotulo	1						
16.	Mandera office, Generation plant, Residential quarters & Solar plant	6						
17.	Elwak power station and Town office	2						
18.	Rhamu	1						
19.	Takaba	1						
20.	Banisa	1						
21.	Koromoliban	1						
22.	Nairobi North Substation	3						
23.	Kikuyu Substation	1						
24.	Mai Mahiu Substation	1						
25.	Cianda Substation	1						

NO	PREMISES	No cleaners per premise	Cost of Cleaner per month	Grand total cost for Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
26.	Kiu River Substation	1						

**NOTE:**

**1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.**

**2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.**

**3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.**

Name of Tenderer .....Signature of the person signing

the Tender.....



## 8. COAST REGION

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of a Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
1.	Ukunda Commercial Office & Ukunda Stores	3						
2.	Voi Depot & Substation	4						
3.	Wundanyi Office	2						
4.	Taveta Office	1						
5.	Taveta Yard	1						
6.	Kilifi Office	2						
7.	Kilifi Stores , Substation & Yard	3						
8.	Rabai Control Station	13						
9.	Lamu Commercial Office ; Lamu Emergency Office & Store	3						
10.	Malindi Depot	3						
11.	Malindi Complex Offices	2						
12.	Nyali Office	2						
13.	Ganjoni Staff Quarters	1						
14.	Show Ground Pavilion	1						
15.	Nyali Leave Houses & Staff Quarters	3						

NO	PREMISES	No of cleaners per Premise	Cost of Cleaner per month	Grand total cost of a Cleaner	Cost of Cleaning consumables	Management Fee (Supervision fee and Company markup)	Total cost per month (Kshs.) inclusive of all taxes	Total cost per Year (Kshs.) Inclusive of all taxes
16.	Likoni Commercial Office & Likoni Substation & Yard	3						
17.	Hola Office	1						
18.	Hola Station & Yard	3						
19.	Mpeketoni Commercial Office	1						
20.	Mpeketoni Station & yard	3						
21.	Kipevu Control Office.	1						
22.	Mtwapa Office	1						
23.	Mariakani Office	1						
24.	Mwabungo Stores Yard	1						
25.	Kyunga	1						
26.	Faza	1						
27.	Bamburi SubStation -	1						
28.	Samburu Office	2						
29.	Minjila Office	1						

**NOTE:**

1.Premise refers to Offices, Substations, Stores/Store yards, Staff Quarters, Showgrounds etc.

2. Bidders are advised to refer to the labor laws on wages and salaries for cleaners and also refer to the PPRA price index when basing the prices for tool, equipment's and materials to avoid over quoting or under quoting of prices.

3.Price quoted shall be inclusive of a 0.03% Public Procurement Capacity Building Levy of the tender sum exclusive of VAT. The Levy shall be deducted from the supplier's payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September 2024.

Name of Tenderer .....Signature of the person signing

the Tender.....

## 1 NOTIFICATION OF INTENTION TO AWARD

*[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.]*

*[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer*

*Information Form]* For the attention of Tenderer's Authorized Representative

Name: .....*[insert Authorized Representative's name]*

Address: .....*[insert Authorized Representative's Address]*

Telephone numbers: .....*[insert Authorized Representative's telephone/fax numbers]*

Email Address:..... *[insert Authorized Representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION:**..... This Notification is sent by: *[email/fax]* on *[date]*  
(local time)

**Procuring Entity:** .....*[insert the name of KPLC]*

**Contract title:**..... *[insert the name of the contract]*

**ITT No:** .....*[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

### I). The successful Tenderer

<b>Name:</b>	<i>[insert name of successful Tenderer]</i>
<b>Address:</b>	<i>[insert address of the successful Tenderer]</i>
<b>Contract price:</b>	<i>[insert contract price of the successful Tender]</i>

ii). **Other Tenderers** *[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]*

<b>Name of Tenderer</b>	<b>Tender price</b>	<b>Evaluated Tender price (if applicable)</b>
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]

### iii). How to request a debriefing

**DEADLINE:** The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention:** .....[insert full name of person, if applicable]

**Title/position:** .....[insert title/position]

**Agency:** .....[insert name of Procuring Entity]

**Email address:**..... [insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

### iv. How to make a complaint

**Period:** Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

**Attention:**.....[insert full name of person, if applicable]

**Title/position:**..... [insert title/position]

**Agency:** .....[insert name of Procuring Entity]

**Email address:**..... [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Stand still Period and received by us before the Stand still Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this

tendering process, and is the recipient of a Notification of Intention to Award.

- 2 The complaint can only challenge the decision to award the contract.
- 3 You must submit the complaint within the period stated above.
- 4 You must include, in your complaint, all of the information required to support the complaint.
- 5 The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at [info@ppra.go.ke](mailto:info@ppra.go.ke) or [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke)

**v). Standstill Period**

**DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of KPLC:

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## 2 REQUEST FOR REVIEW

### FORM FOR REVIEW(r.203(1))

#### 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 KPLC of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

#### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

---

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

### 3. LETTER OF NOTIFICATION OF AWARD

*[Form head paper of KPLC]*

.....*[date]*

To:.....*[name and address of the Service Provider]*

This is to notify you that your Tender dated*[date]*for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed

Authorized Signature:

.....

Name and Title of Signatory: .....

Name of Agency:.....

Attachment: Contract





## 4 FORM OF CONTRACT

[Form head paper of KPLC] LUMP

### SUM REMUNERATION

This CONTRACT (herein after called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (herein after called the “Procuring Entity”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

*[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(herein after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to KPLC for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (herein after called the “Service Provider”).]*

### WHEREAS

- a) KPLC has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- b) the Service Provider, having represented to KPLC that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
  - a) The Form of Acceptance;
  - b) The Service Provider's Tender
  - c) The Special Conditions of Contract;
  - d) The General Conditions of Contract;
  - e) The Specifications;
  - f) The Priced Activity Schedule; and
  - g) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*
    - Appendix A: Description of the Services
    - Appendix B: Schedule of Payments
    - Appendix C: Subcontractors
    - Appendix D: Breakdown of Contract Price
    - Appendix E: Services and Facilities Provided by KPLC
2. The mutual rights and obligations of KPLC and the Service Provider shall be as set forth in the Contract, in particular:
  - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - b) KPLC shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of \_\_\_\_\_ [name of Procuring Entity]

\_\_\_\_\_ *[Authorized Representative]*  
For and on behalf of *[name of Service Provider]*

\_\_\_\_\_ *[Authorized Representative]*

**[Note :***If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

..... *[name of member]*

..... *[Authorized Representative]*

..... *[name of member]*

..... *[Authorized Representative]*

#### **4 FORM OF TENDER SECURITY (Bank Guarantee) [The bank shall fill in**

*this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Guarantor Form head or SWIFT identifier code]*

**Beneficiary:**.....*[Procuring Entity to insert its name and address]*

**ITT No.:**.....*[Procuring Entity to insert reference number for the Request for Tenders]*

**Alternative No.:** .....*[Insert identification No if this is a Tender for an alternative]* **Date:** .....*[Insert date of issue]*

**TENDER GUARANTEE No.:**.....*[Insert guarantee reference number]*

**Guarantor:** .....*[Insert name and address of place of issue, unless indicated in the Form head]*

We have been informed that\_\_\_\_*[insert name of the Tenderer, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]*(hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of\_\_\_\_\_under Request for Tenders No. \_\_\_\_\_("The ITT").

Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of\_\_\_\_\_(\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Form of Tender ("the Tender Validity Period"), or any extension there to provide by the Applicant; or
- (b) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Tenderers ("ITT") of the Beneficiary's tendering document.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the Contract agreementsignedbytheApplicantandtheperformancesecurityissuedtothe Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the

end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

---

*[Signature(s)]*

*Note: All italicized text is for use in preparing this form and shall be deleted from the final product.*

## 5 FORM OF TENDER SECURITY (TENDER BOND) *[The Surety shall*

*fill in this Tender Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_

BY THIS BOND *[name of Tenderer]* as Principal (herein after called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in Kenya**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Procuring Entity]* as Obligee (hereinafter called “KPLC”) in the sum of *[amount of Bond]**[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHERE AS the Principal has submitted or will submit a written Tender to KPLC dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the supply of *[name of Contract]* (herein after called the “Tender”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- c) Has withdrawn its Tender during the period of Tender validity set forth in the Principal's Form of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
- d) having been notified of the acceptance of its Tender by KPLC during the Tender Validity Period or any extension there to provide by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Tenderers (“ITT”) of KPLC's tendering document.

then the Surety undertakes to immediately pay to KPLC up to the above amount upon receipt of KPLC's first written demand, without KPLC having to substantiate its demand, provided that in its demand KPLC shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender Validity Period set forth in the Principal's Form of Tender or any extension thereto provided by the Principal.

IN TESTIMONY WHERE OF, the Principal and the Surety have caused these presents to be executed in the irrelative names this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Principal: \_\_\_\_\_  
Corporate Seal (where appropriate)

Surety: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

## 6 FORM OF TENDER-SECURING DECLARATION

*[The Tenderer shall fill in this Form in accordance with the instructions indicated.]*

Date:.....*[date (as day, month and year)]*

ITT No.: .....*[number of Tendering process]*

Alternative No:..... *[insert identification No if this is a Tender for an alternative]*

To:..... *[complete name of Procuring Entity]* We, the undersigned,

declare that: We understand that, according to your conditions, Tenders must be supported by a

Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with KPLC for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach of our obligation(s) under the Tender conditions, because we:

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) having been notified of the acceptance of our Tender by KPLC during the period of Tender validity,
  - (i) fail to sign the Contract agreement; or
  - (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

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

Name of the person duly authorized to sign the Tender on behalf of the Tenderer\*\* \_\_\_\_\_

Title of the person signing the Tender \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

\*\*: Person signing the Tender shall have the power of attorney given by the Tenderer attached to the Tender

**[Note:** *In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.*

## **PART II – PROCURING ENTITY'S REQUIREMENTS**

## SECTION VII - ACTIVITY SCHEDULE

For Provision of Cleaning Services Companywide Lot I –Tender No.KP1/9A.2/OT/028/ADM/22-23

This tender covers the provision of cleaning services for offices and residential areas.

The tender for cleaning services shall be for a period of two (2) years.

The contract entails provision of the following:

- Office cleaning and garbage collection
- Draper/upholstery and carpet cleaning/shampooing
- External and internal window dry and wet cleaning
- Garbage collection and disposal in residential areas.

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

### 1. MINIMUM REQUIREMENTS FOR MATERIALS AND EQUIPMENTS

ITEM		INDICATE YES OR NO
The materials and equipment provided must be adequate to provide the service required to the required standards and must be available and in use for the duration of the contract. The equipment must be maintained in good working order at all times. Tools and equipment shall but not limited to the following: -		
1.	Materials to be used shall be submitted for approval prior to contract commencement	
2.	All supplies, consumables or cleaning chemicals used during the duration of the contract <b>MUST</b> be approved by the Kenya Bureau of Standards	
3.	All contractors must abide by all Kenya Labour Laws and in Particular comply with all legal regulations relating to payment of wages to their employees (regulation of wages (general) amendment order 2024 or subsequent amendments to it.	
4.	The winning bidders shall be required to provide certificates of good conduct from the relevant agencies for employees engaged to carry out these services	
5.	The winning bidder shall be required to provide Site instruction book for use during inspections – scheduled /ad hoc	
<b>Consumables - minimum requirements</b>		
<i>no</i>	<i>Item</i>	
1.	Floor Polishes	
2.	Detergents	
3.	Stain Removers	
4.	Degreasers	
5.	Toilet Papers – 2ply white	
6.	Hand wash cleaners	
7.	Disinfectants	
8.	Litter Bins in the washrooms	
9.	Automated Air fresheners (Consistent scent approved by the Client)	



ITEM		INDICATE YES OR NO
10.	Hand towels where applicable	
11.	Urinal balls/mats (all Lot 1 to have urinal mats)	
<b>Minimum Tools and Equipment</b>		
1.	Mop Buckets	
2.	Mop Handles	
3.	Round and Kentucky mops	
4.	Floor shining mops	
5.	Window cleaners (telescopic)	
6.	Scrubbing / Buffing machine with a corresponding number of extension cables	
7.	Wet and dry Vacuum Cleaner	
8.	Broom/Hand brooms/ Makuti Brooms	
9.	Dustpan /Dust broom	
10.	Long handled brush	
11.	Yellow duster and white cleaning cloths	
12.	Ordinary dusters	
13.	Ladders	
14.	Feather Dusters (cobweb removers)	
15.	Helmets, gloves and dust masks, ear plugs /muffs, safety shoes, Gumboots	
16.	Caution Signs	
17.	House keeper Trolleys / Detergent Basket	
18.	Two (2) sets of well fitted uniforms	
19.	Sewer Opening Rods	
20.	Wheel Barrow	
21.	Mechanical grass cutter	
22.	Slasher, jembe, panga, trowels,	

## 2. SPECIFIC DETAILS OF SERVICE (SDOS) - OFFICES & DEPOTS

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
	<b>DAILY ACTIVITIES</b>		
1.	Cleaning, mopping, wiping and sweeping) of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pavement parking, covered parking, etc.	once everyday	
2.	Dusting and wiping of all office furniture including desks, telephone headset, computer monitor, keyboards, CPUs, printers, fax machines, dustbins etc. and all window sills and low-level partitions	once every day	
3.	Mopping of all PVC/screed/terrazzo / ceramic floors	Twice everyday	
4.	vacuum cleaning of all carpeted areas (offices, meeting rooms, waiting areas etc.)	once everyday	
5.	Cleaning and washing of fire exit	once everyday	
6.	Chairs – Dust every morning	once every day	
7.	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.	Daily	
8.	Standard Ceramic fixtures: Basins Sinks and Urinals-Clean and disinfect twice daily including flush handles and taps.	Twice a day	
9.	provision of 2 ply white premium quality toilet paper rolls in each closet	replenish always	
10.	Washing of toilets areas, ie toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
11.	Collection and disposal of all wet and dry garbage from offices to designated collection area	Twice a day	
12.	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	
13.	Cleaning and washing of main stairways .	three times a day	
14.	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
15.	Clean all leather seats using leather polish as per sample.	once everyday	
16.	Banking Halls - should be given special attention to ensure clean and neat conditions at all times.	always	
	<b>THREE TIMES A WEEK</b>		
17.	Cleaning and washing of garbage disposal room/ area	three times a week	
18.	Dusting and disinfecting of all office furniture including desks, telephone headset, computer monitor, keyboards, CPUs, printers, fax machines, dustbins etc. and all window sills and low level partitions	once every two (2) days	
	<b>WEEKLY</b>		
19.	Cleaning and disinfecting all dustbins	Once every week	
20.	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week	
21.	Roofs: Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.		
22.	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the office complex)	once every week	
23.	Soak toilets and sinks with approved detergent	Once a week	
24.	Applying urinal moth balls to all urinals	Four balls per urinal per week	
25.	Door Mats -To be cleaned weekly in dry weather and daily in wet season ensuring they are dry and dust free.	once per week	
26.	Ensure oil and grease stains are removed using special detergents ie in the workshops; transformer shades Application	once weekly	

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
	of soda dust where applicable and proper disposal of the associated waste as per NEMA regulations .		
27.	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once weekly	
28.	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once weekly	
29.	Clean all direction signs, signage, notice boards	once weekly	
30.	Cleaning of windows	once weekly	
31.	Ensure oil and grease stains are removed using special detergents and ensure all clogging in the Kitchen drainages are removed to facilitate free flow of water.	weekly	
<b>MONTHLY</b>			
32.	Stripping and polishing all PVC/screed/terrazzo floors	once every month	
33.	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month	
34.	Laundering of curtains and blinds	once every per month	
35.	Shampooing of all carpet areas	twice a month	
36.	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly	
37.	Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.	Monthly or as and when required	
38.	Clearing the vegetation creeping onto the boundary wall (electric fence) . Ensure that the whole compound landscaping is well maintained with shrubs and flowers well-trimmed and weeded to give the required well-kept appearance. The weeding of plot fences will be done on both sides up to one meter wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.	Once a month or as when required	
39.	Planting of flowers in liaison with the relevant officer and tending of flowers / shrubs including provision of organic manure as approved by the respective administration officer	Once a month or as when required	
<b>ONCE EVERY THREE MONTHS</b>			
40.	shampoo Chairs with appropriate detergent the fabric covered seats once every three months	once every three months	
41.	Cleaning and washing of external walls	once every three months	
42.	Emptying of septic tanks - where applicable	3 times a year	
<b>BI- ANNUAL, ANNUAL &amp; OTHERS</b>			
43.	Annual timetables of weekly, monthly, and quarterly activities	once every year	
44.	Mounting and removing of ceremonial flag	5 times every year	
45.	Laundering of ceremonial flag and	once every 3 months	
46.	Wood parquetry floor - Floor sanding and vanish	once a year	
<b>MANDATORY CONDITION</b>			
47.	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		
48.	Ensure proper disposal of the associated waste as per NEMA and County council regulations.		
49.	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.		
50.	The staff shall at all times while within the premises of KPLC, be clean and in well maintained uniforms in order to preserve the values and good image of KPLC.		

SCHEDULE OF CLEANING ACTIVITIES - OFFICES & DEPOTS			INDICATE YES OR NO
51.	The contractor shall ensure that the staff is properly identifiable by badges at all times		
52.	The contractor shall provide warning signs, approved by KPLC alerting KPLC employees and customers of impending danger where appropriate slippery, wet floor and cleaning in progress		
53.	All washrooms should be manned continuously through the day		
54.	Premises that have operations of 24/7 should be manned 24/7 and provision of detergents and materials availed 24/7		
	<i>* Before taking over the work, all working tools mentioned will be checked.</i>		
<b>TIME SCHEDULED TO BE ADHERED TO</b>			
55.	All offices, corridors area in offices and meeting rooms should be ready by 7:30 am		
56.	2 <sup>nd</sup> mopping of offices and dusting should be done between 12.30pm and 1.45 pm		
57.	Seminar Rooms ; meeting rooms and library to be ready by 7.00am		

### 3. SCHEDULE OF CLEANING ACTIVITIES - STAFF QUARTERS

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS	INDICATE YES OR NO
<b>A</b>	<b>GENERAL COMMENTS</b>	
1	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder	
2	The successful bidder will dispose of the garbage at an approved County Council dumping site	
3	The successful bidder will ensure that all relevant Local Authority By-laws are adhered to in the collection and disposal of the garbage and carrying out all the works. (Mandatory for all lots)	
4	The bidder must be licensed in garbage disposal by NEMA and respective county governments.	
<b>B</b>	<b>GENERAL CLEANLINESS OF THE ESTATE</b>	
1	The Successful bidder will ensure thorough cleanliness in all area within the Estates.	
2	All the manholes, foul drains, sewer drains and storm water drains will be clearly be identified and kept free of dirt and any waste, which may cause blockage.	
3	All grass, hedges, trees, flower shall be properly maintained.	
4	Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.	
<b>C</b>	<b>GARBAGE COLLECTION AND GROUND MAINTENANCE FOR KPLC STAFF QUARTERS</b>	

<b>NO</b>	<b>CLEANING SERVICES &amp; GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS</b>	<b>INDICATE YES OR NO</b>
1.	All refuse resulting from normal use in the estate will be collected from designated places three times in a week on the days to be agreed with the winning bidder.	
2.	The contractor will place five (5 no.) Refuse bins with lids in each staff quarter at designated places for the tenants to put the garbage polythene bags for collection.	
3.	The Contractor will provide (8no.) large plastic bags per month to each household in all the staff quarters for putting in garbage of each house. The house occupants will deliver the bags to the designated sites where the contractor will collect and dispose of them appropriately.	
4.	The contractor will dispose of the garbage appropriately at an approved County Council dump	
5.	The Contractor will ensure that all relevant local Authority by- Laws are adhered to in the collection and disposal of the garbage and carrying out all other works.	
6.	Contractor must provide working tools and equipment such as: wheelbarrow, spades, weed remover, lake, fence trimmers etc.	
7	Contractor must provide working outfits to the workers such as: - gloves, overalls and gumboots.	
<b>D</b>	<b>SWEEPING AND GENERAL CLEANLINESS OF THE STAFF QUARTERS</b>	
1	The contractor will be responsible for sweeping of all staircases (where applicable) three times a week and disposing of the resulting waste appropriately. This will include the removal of cobwebs and any other necessary works in all the areas.	
2	Contractor must provide all sweeping equipment.	
3	The contractor will be responsible for cleaning and sweeping of the residential area roads and compound every day of the week. Cabro paving must be washed once a week	
4	All roads must be free from weeds, grass, soil or other wastes.	
5	The contractor will ensure that all roads and boundary fences in all premises are properly maintained.	
<b>E</b>	<b>OPENING OF SEWER, FOUL AND STORM WATER DRAINS (BOTH OPEN AND CLOSED)</b>	
1	The contractor will be responsible for opening and cleaning of all sewer lines and manholes, foul water and storm drains including open drains and all toilets particularly those designated for use by security guards and ablution blocks in the staff quarters, which may be blocked.	

NO	CLEANING SERVICES & GARBAGE COLLECTION AND DISPOSAL FROM STAFF QUARTERS	INDICATE YES OR NO
2	All manholes will be clearly identified and kept free of dirt and any waste that may cause blockage. Contractor will also make sure that all manhole covers are in place and properly closed.	
3	Contractor must have sewer opening rods and or other tools as necessary for proper cleaning of the drains	
<b>F</b>	<b>GRASS CUTTING, TRIMMING/WEEDING OF HEDGES AND FENCES, CUTTING UNWANTED OR DRY TREES AND WEEDING OF LIVE HEDGE</b>	
1	The contractor will ensure that the whole compound are trimmed and weeded to give the required well-kept appearance. The weeding of plot fences will be done on both sides up to one meter wide. All the roads and drainage edges will be trimmed to be free of grass which cause blockage.	
2	Dry trees in the estates will also be cut and disposed of by the contractor when required in consultation with the Authority.	
3	Contractor must provide working tools and equipment such as: wheelbarrow, spades, weed remover, rake, fence trimmers, lawn mower etc.	
4	The contractor must have enough work force at all times as per the requirements of the specification provided	
	<i>* Before taking over the work, all working tools mentioned will be checked.</i>	

#### 4. SCHEDULE OF CLEANING ACTIVITIES - SHOW GROUNDS

SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
	<b>DAILY ACTIVITIES - DURING THE SHOW TIME</b>		
1	Cleaning, mopping, wiping and sweeping) of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pavement parking, covered parking, etc.	twice a day/as and when required	
2	Dusting and wiping of all office furniture including desks, telephone headset, computer monitor, keyboards, CPUs, printers, fax machines, dustbins etc. and all window sills and low level partitions	twice a day/as and when required	
3	Mopping of all PVC/screed/terrazzo /ceramic/wooden floors	twice a day/as and when required	
4	vacuum cleaning of all carpeted areas (offices, meeting rooms, waiting areas etc.)	once everyday	
5	Cleaning and washing of fire exit	once everyday	
6	Chairs – Dust every morning	once every day	

SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
7	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.		
8	Standard Ceramic fixtures: Basins Sinks and Urinals-Clean and disinfect twice daily including flush handles and taps.		
9	Provision of 2 ply premium quality white toilet paper rolls in each closet	Replenish always	
10	Provide hand towels in each washroom.	Replenish always	
11	Provision of medium size waste paper baskets in all toilet lobbies	Empty dustbins daily	
12	Washing of toilets areas, i.e toilet floors and sanitary ware, mirrors and wall tiles	Twice a day	
13	Collection and disposal of all wet and dry garbage from offices to designated collection area	Twice a day	
14	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	
15	Cleaning and washing of main stairways	three times a day	
16	Restricted areas - to be cleaned in the presence of KPLC staff	once everyday	
17	Clean all leather seats using leather polish as per sample.	once everyday	
<b>PROVISIONS DURING THE SHOW WEEK</b>			
18	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	Once	
19	Applying urinal moth balls to all urinals	Four balls per urinal per week	
20	Cleaning and disinfecting all dustbins	Daily	
21	Provision of sanitary Bins for all female WC's		
<b>THE WEEK BEFORE AND THE WEEK AFTER THE SHOW</b>			
21	Shampoo Chairs with appropriate detergent the fabric covered seats once every three months		
22	Laundrying of curtains and blinds		
23	Cleaning and washing of external walls		
24	Stripping and polishing all PVC/screed/tiles/terrazzo floors		
<b>MONTHLY CLEANING</b>			
25	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	Once a month	
26	Roofs: Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.	Once a month	
27	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the complex)	Once a month	
28	Soak toilets and sinks with approved detergent	Once a month	
29	Door Mats -To be cleaned and to ensure that they are dry and dust free.	Once a month	
30	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	Once a month	
31	Walls: Clean all stains and dust, scrub all ceramic fitting with stain removers.	Once a month	

SCHEDULE OF CLEANING ACTIVITIES - SHOWGROUND			INDICATE YES OR NO
32	Clean all direction signs, signage, notice boards	Once a month	
33	Clean windows	Once a month	
34	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month	
<b>ANNUAL &amp; OTHERS</b>			
35	Laundrying of curtains and blinds	three times a year	
36	Shampooing of all carpet areas	three times a year	
37	Emptying of septic tanks - where applicable	minimum 2 times a year	
38	Wood parquetry floor - Floor sanding and vanish	once a year	
MANDATORY CONDITION			
39	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		
40	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.		
41	The staff shall at all times while within the premises of KPLC, be clean and in well maintained uniforms in order to preserve the values and good image of KPLC.		
42	The contractor shall ensure that the staff is properly identifiable by badges at all times		
43	The contractor shall provide warning signs, approved by KPLC alerting KPLC employees and customers of impending danger where appropriate slippery, wet floor and cleaning in progress		
44	All washrooms should be manned continuously through the day		
45	All washrooms should be manned continuously through the day		
	<b>Note that during the show period the Contractor shall cater for pre-show and show tickets to facilitate entry into the show ground for its employees.</b>		
46	<i>* Before taking over the work, all working tools mentioned will be checked.</i>		

## 5. SCHEDULE OF CLEANING ACTIVITIES – LEAVE HOUSES

SCHEDULE OF CLEANING ACTIVITIES - LEAVE HOUSES			INDICATE YES OR NO
NO.	CLEANING ACTIVITIES	MINIMUM FREQUENCY	
<b>DAILY ACTIVITIES</b>			
1.	Cleaning, mopping, wiping and sweeping of concrete screed and paved areas outside the house. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pavement parking, covered parking, etc.	Daily	
2.	Dusting and wiping of all house furniture and equipment including sofa set, puffs, dining table and chairs, coffee tables, stools, beds, bed cabinets, wardrobes, iron board, ceiling and/ stand fans, lamp shades aircon (where applicable), kitchen work tops,	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	



SCHEDULE OF CLEANING ACTIVITIES - LEAVE HOUSES			INDICATE YES OR NO
	television radio , home theatres, fridges, cookers, gas cylinders and fire extinguishers dustbins etc. and all window sills and low-level partitions		
3.	Mopping of all PVC/screed/terrazzo / ceramic floors inside the leave house	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
4.	Cleaning and washing of fire exit	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
5.	Doors and Door Handles: To be cleaned daily ensuring they are dry and dusts free.	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
6.	Standard Ceramic fixtures: Basins Sinks and Urinals- Clean and disinfect twice daily including flush handles and taps.	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
7.	provision of 2 ply white premium quality toilet paper rolls in each closet	replenish always	
8.	Washing of toilets areas, ie toilet floors and sanitary ware, mirrors and wall tiles	Daily - when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
9.	Collection and disposal of all wet and dry garbage from leave house to designated collection area	Twice a day	
10.	Provision of hand cleaner water based - dispenser friendly Gel type.	replenish as and when required	
11.	Cleaning and washing of main stairways and grills ( where applicable )	three times a day	
12.	Laundrying of beddings and towels	Every time the visitor(s) vacate the house	
13.	Housekeeping and rooms and bed preparation in readiness of new visitor(s)	Every time the visitor(s) apply for the house occupation	
	<b>THREE TIMES A WEEK</b>		
14.	Cleaning and washing of garbage disposal room/ area	three times a week	
15.	Dusting and disinfecting of all house furniture and equipment including sofa set, puffs, dining table and chairs, coffee tables, stools, beds, bed cabinets, wardrobes, iron board, ceiling and/ stand fans, lamp shades aircon (where applicable),kitchen work tops, television radio , home theatres, fridges, cookers, gas cylinders and fire extinguishers dustbins etc. and all window sills and low-level partitions	once every two (2) days when the house is vacant .i.e. (not booked) or when requested by the residing visitor(s)	
	<b>WEEKLY</b>		
16.	Cleaning and disinfecting all dustbins	Once every week	
17.	Cleaning of roof and storm drains, down pipe, manholes including those outside the perimeter wall, sweeping externally	once every week	
18.	Roofs: Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.	Once a week or as when required	
19.	Tending to plants, grass & flowers including cutting, pruning, weeding (inside and within the leave house), watering, treating the soil and treating pets.	Once every week	

SCHEDULE OF CLEANING ACTIVITIES - LEAVE HOUSES			INDICATE YES OR NO
20	Soak toilets and sinks with approved detergent	Once a week	
21	Door Mats -To be cleaned weekly in dry weather and daily in wet season ensuring they are dry and dust free.	once per week	
23	Remove and clean cobwebs everywhere in the compound including street lights interior walls and exterior walls using appropriate equipment.	once weekly	
24	Walls: Clean weekly removing all stains and dust, scrub all ceramic fitting with stain removers.	once weekly	
25	Cleaning of windows and doors	once weekly	
26	Ensure oil and grease stains are removed using special detergents and ensure all clogging in the Kitchen drainages are removed to facilitate free flow of water.		
<b>MONTHLY</b>			
27	Stripping and polishing all PVC/screed/terrazzo floors	once every month	
28	Install automated air fresheners in all washrooms and replenish (sample to be approved by Client).	twice a month	
29	Laundering of curtains, sheers and blinds	once every per month	
30	Shampooing of all carpet areas(where applicable)	twice a month	
31	Cleaning and washing of roof and storm drains and manholes. And application of drain cleaner to eliminate foul smell.	Once monthly	
32	Remove all dust/mud and any debris from the drainage surfaces (gutters and down pipes) ensuring that all the gratings are opened to allow free flow of water.		
33	Clearing the vegetation creeping onto the boundary wall (electric fence)	Once a month	
<b>ONCE EVERY THREE MONTHS</b>			
34	Shampoo Chairs and the fabric covered seats with appropriate detergent once every three months	once every three months	
35	Cleaning and washing of external walls	once every three months	
36	Emptying of septic tanks on quarterly or when filled up whichever comes first and /unblocking the house sewer system whenever gets block.	3 times a year	
<b>BI- ANNUAL, ANNUAL &amp; OTHERS</b>			
37	Annual timetables of weekly, monthly, and quarterly activities	once every year	
38	Wood parquetry floor - Floor sanding and vanish (where applicable)	once a year	
<b>MANDATORY CONDITION</b>			
39	Liaising with County Government to have all accumulated garbage/refuse collected and carted away from building		
40	Contractor must provide protective clothing to the workers such as: - gloves, overalls and gumboots.		
41	The staff shall at all times while within the premises of KPLC, be clean and in well maintained uniforms in order to preserve the values and good image of KPLC.		
42	The contractor shall ensure that the staff is properly identifiable by badges at all times		

SCHEDULE OF CLEANING ACTIVITIES - LEAVE HOUSES			INDICATE YES OR NO
43	The contractor shall provide warning signs, approved by KPLC alerting KPLC employees and customers of impending danger where appropriate slippery, wet floor and cleaning in progress		
	<i>* Before taking over the work, all working tools mentioned will be checked.</i>		

### **PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

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

### **A. General**

#### **Provisions Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) The Adjudicator is the person appointed jointly by KPLC and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) “Completion Date” means the date of completion of the Services by the Service Provider as certified by KPLC
- d) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) “Procuring Entity” means KPLC or party who employs the Service Provider
- h) “Foreign Currency” means any currency other than the currency of Kenya;
- i) “GCC” means these General Conditions of Contract;
- j) “Government ” means the Government of Kenya;
- k) “Local Currency ” means Kenya shilling;
- l) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards KPLC under this Contract;
- m) “Party” means KPLC or the Service Provider, as the case maybe, and “Parties” means both of them;
- n) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part there of;
- o) “Service Provider” is a person or corporate body whose Tender to provide the Services has been accepted by KPLC;
- p) “Service Provider's Tender” means the completed Tendering Document submitted by the Service Provider to KPLC
- q) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- r) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to KPLC
- s) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- t) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;

- u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- v) “Project Manager” shall the person appointed by KPLC to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by KPLC and notified to the Contractor.

- w) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

## **1.2 Applicable Law**

The Contract shall be interpreted in accordance with the laws of Kenya.

## **1.3 Language**

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4 Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

## **1.5 Location**

The Services shall be performed at such locations as a respecified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as KPLC may approve.

## **1.6 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by KPLC or the Service Provider may be taken or executed by the officials **specified in the SCC**.

## **1.7 Inspection and Audit by the PPRA**

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sand sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

## **1.8 Taxes and Duties**

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## **2 Commencement, Completion, Modification, and Termination of Contract**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as maybe **stated in the SCC**.

### **2.2 Commencement of Services**

#### **2.2.1 Program**

Before commencement of the Services, the Service Provider shall submit to KPLC for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.



### 2.2.2 Starting Date

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

### 2.3 Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

### 2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

#### 2.4.1 Value Engineering

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) The proposed change(s), and a description of the difference to the existing contract requirements;
- b) A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) KPLC may incur in implementing the value engineering proposal; and
- c) A description of any effect(s) of the change on performance/functionality.

KPLC may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the lifecycle costs to KPLC; or
- c) improves the quality, efficiency, safety or sustainability of the services; or
- d) yields any other benefits to KPLC, without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by KPLC and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in  
(a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

### 2.5 Force Majeure

#### 2.5.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances

#### 2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be

a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and(b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3 Extension of Time**

Any period with in which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By KPLC**

KPLC may terminate this Contract, by not less than thirty(30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs(a)through (d) of this Sub-Clause 2.6.1:

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as KPLC may have subsequently approved in writing;
- b) if the Service Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of KPLC has engaged in Fraud and Corruption, as defined in paragraph2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract

### **2.6.2 By the Service Provider**

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to KPLC, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- a) If KPLC fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.6.3 Payment up on Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, KPLC shall make the following payments to the Service Provider:

- a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

## **3 Obligations of the Service Provider**

### **3.1 General**

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to KPLC, and shall at all times support and safeguard KPLC's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Service Provider Not to Benefit from Commissions and Discounts.**

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contractor the Services, and the Service Provider shall not accept for the ir own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### **3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project**

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### **3.2.3 Prohibition of Conflicting Activities**

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave, to perform any activity under this Contract;
- c) After the termination of this Contract, such other activities as may be **specified in the SCC**.

### **3.3 Confidentiality**

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or KPLC's business or operations without the prior written consent of KPLC.

- 3.4 **The Service Provider** (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub contractors', as the case may be) own cost but on terms and conditions approved by KPLC, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at KPLC's request, shall provide evidence to KPLC showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval**

The Service Provider shall obtain KPLC's prior approval in writing before taking any of the following actions:

- a) Entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel

and Subcontractors”),

- c) changing the Program of activities; and
- d) Any other action that may be **specified in the SCC**.

### **3.6 Reporting Obligations**

The Service Provider shall submit to KPLC the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.7 Documents Prepared by the Service Provider to Be the Property of KPLC**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of KPLC, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to KPLC, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

### **3.8 Liquidated Damages**

#### **3.8.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to KPLC at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. KPLC may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

#### **3.8.2 Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, KPLC shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

#### **3.8.3 Lack of performance penalty**

If the Service Provider has not corrected a Defect within the time specified in KPLC's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

### **3.9 Performance Security**

The Service Provider shall provide the Performance Security to KPLC no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to KPLC, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

### **3.10 Fraud and Corruption**

KPLC requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. KPLC requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

### **3.11 Sustainable Procurement**

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## **4 Service Provider's Personnel**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by KPLC.

### **4.2 Removal and/or Replacement of Personnel**

- a) Except as KPLC may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If KPLC finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at KPLC's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to KPLC.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5 Obligations of KPLC**

### **5.1 Assistance and Exemptions**

KPLC shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be.

### **5.3 Services and Facilities**

KPLC shall make available to the Service Provider the Services and Facilities listed under Appendix F.

## **6 Payments to the Service Provider**

### **6.1 Lump-Sum Remuneration**

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

### **6.2 Contract Price**

- a) The price payable is **set forth in the SCC**.
- b) Price may be payable in foreign currency, if so allowed in this document.

### **6.3 Payment for Additional Services, and Performance Incentive Compensation**

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.



6.3.2 **If the SCC so specify**, the service provider shall be paid performance incentive compensation asset out in the Performance Incentive Compensation appendix.

6.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

## 6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to KPLC specifying the amount due.

## 6.5 Interest on Delayed Payments

If KPLC has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider for each day of delay at the rate stated in **the SCC**.

## 6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment fact or to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c L_{mc} / L_{oc} + C_c I_{mc} / I_{oc}$$

Where:

$P_c$  is the adjustment factor for the portion of the Contract Price payable in a specific currency “c”.

$A_c$ ,  $B_c$  and  $C_c$  are coefficients specified in the **SCC**, representing:  $A_c$  the non-adjustable portion;  $B_c$  the adjustable portion relative to labor costs and  $C_c$  the adjustable portion for other inputs, of the Contract Price payable in that specific currency “c”; and

$L_{mc}$  is the index prevailing at the first day of the month of the corresponding invoiced ate and  $L_{oc}$  is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

$I_{mc}$  is the index prevailing at the first day of the month of the corresponding invoice date and  $I_{oc}$  is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor  $Z_o/Z_n$  will be applied to the respective component factor of  $p_n$  for the formula of the relevant currency.  $Z_o$  is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and  $Z_n$  is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account to fall changes in cost due to fluctuations in costs.

## 6.7 Day works

6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when KPLC has given written instructions in advance for additional services to be paid in that way.

6.7.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by KPLC. Each completed form shall be verified and signed by KPLC representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.7.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.7.2

## **7 Quality Control**

### **7.1 Identifying Defects**

The principle and modalities of Inspection of the Services by KPLC shall be as **indicated in the SCC**. KPLC shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. KPLC may instruct the Service Provider to search for a Defect and to uncover and test any service that KPLC considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

#### **Correction of Defects, and Lack of Performance Penalty**

- a) KPLC shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by KPLC's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in KPLC's notice, KPLC will assess the cost of having the Defect corrected, the Service Provider will pay this amount and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

## **8 Settlement of Disputes**

### **8.1 Contractor's Claims**

8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.

8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and KPLC shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clauses shall apply.

8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all relevant to such event or circumstance.

8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting KPLC's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

8.1.5.1 This fully detailed claim shall be considered as interim;

- a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and /or amount claimed, and such further particulars as the Project Manager may reasonably require; and

- b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

- 8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 8.1.9 If the Project Manager does not respond within the time framed in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].
- 8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause.

## **8.2 Matters that may be referred to arbitration**

- 8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:
  - a) The appointment of a replacement Project Manager upon the said person ceasing to act.
  - b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions
  - c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
  - e) Any dispute arising in respect of war risks or war damage.
  - f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless KPLC and the Contractor agree otherwise in writing.

## **8.3 Amicable Settlement**

- 8.3.1 Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

## **8.4 Arbitration**

- 8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.4 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.5 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

## **8.5 Arbitration with proceedings**

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- a) Law Society of Kenya or
- b) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

8.5.3 The arbitration may be on the construction of this Contractor on any matter or thing of what so ever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

## **8.6 Failure to Comply with Arbitrator's Decision**

8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

## 9.1 The Adjudicator

- 9.1.1 Should the Adjudicator resign or die, or should KPLC and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by KPLC and the Service Provider. In case of disagreement between KPLC and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.
- 9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the type's **specified in the SCC**, and the cost shall be divided equally between KPLC and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.



## B. SPECIAL CONDITIONS OF CONTRACT

### SECTION IX - SPECIAL CONDITIONS OF CONTRACT

No. of GCC	Amendments of, and Supplements to clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is .....
1.1(v)	The Project Manager is..... <b>Manager Administration &amp; Property P.O Box 30099 – 00100 Nairobi Kenya</b>
1.1(d)	The Contract Name is ... <b>FOR PROVISION OF CLEANING SERVICES COMPANYWIDE FOR YWPWD</b>
1.1(g)	The Procuring Entity is ... <b>KENYA POWER &amp; LIGHTING PLC</b>
1.1(l)	The Member in Charge is .....N/A .....
1.1(o)	The Service Provider is .....After Award .....
1.4	<p>The addresses are:</p> <p>Kenya Power &amp; Lighting Plc P.O. Box .....<b>30099-00100</b>..... Town.....<b>NAIROBI</b> .....</p> <p>Attention:               <b>GENERAL MANAGER SUPPLY CHAIN &amp; LOGISTICS</b></p> <p>Service Provider ..... P.O. Box ..... Town..... Attention:</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity...</p> <p><b>GENERAL MANAGER SUPPLY CHAIN &amp; LOGISTICS P.O BOX 30099-00100 NAIROBI</b></p>

	For the Service Provider.....
<b>2.1</b>	The date the contract shall come into effect is <b>AFTER AWARD</b> ..... <b>KPLC Buyer indicate</b>
<b>2.2.2</b>	The date/period commencement of services is..... <b>AFTER AWARD</b> <b>KPLC Buyer indicate</b>
<b>2.3</b>	The Intended Completion date is ..... <b>2 YEARS</b> .....(Date of completion of activities) <b>KPLC Buyer: indicate</b>
<b>2.4.1</b>	If the value engineering proposal is approved by KPLC, the amount to be paid to the Service Provider shall be-----% (insert the percentage) reduction in the Contract Price; <b>N/A</b> <b>(KPLC buyer, please indicate)</b>
<b>3.2.3</b>	Activities prohibited after termination of this Contract are: <b>___N/A___</b>
<b>3.4</b>	The risks and coverage by insurance shall be: (i) Contractual liability Insurance _____ (ii) WIBA Insurance _____ (iii) Procuring Entity's liability and workers' compensation _ (iv) Professional liability _____ (v) Loss or damage to equipment and property _
<b>3.5 (d)</b>	The Service provider shall require prior approval by KPLC before taking any of the following actions (KPLC buyer to list) ... <b>1. CLEANING OF RESTRICTED AREA</b> .....
<b>3.7</b>	Restrictions on the use of documents prepared by the Service Provider are: <b>N/A</b> _____
<b>3.8.1</b>	The liquidated damages shall be at the rate of <b>___0.05___</b> -% of total 2-year contract sum per day The maximum amount of liquidated damages for the whole contract is <b>___10___</b> % of the Contract Price. <b>(KPLC buyer, please indicate)</b>
<b>3.8.3</b>	The percentage (%) to be used for the calculation of Lack of performance. <b>Daily</b> penalty(ies) is <b>___1% of annual contract sum</b> <b>(KPLC buyer, please indicate)</b>
<b>3.9</b>	Performance Security Form No. 2 (Performance Bond) <b>This kind of Performance Security is not acceptable to KPLC.</b>
<b>5.1</b>	The assistance and exemptions provided by the service Provider are; ..... <b>N/A</b> <b>(KPLC buyer, please indicate)</b>
<b>6.2</b>	The Price payable shall be Ksh..... <b>As per accepted bid</b> ..... <b>(KPLC buyer, please indicate)</b>
<b>6.4</b>	The terms & conditions of payment shall be as follows:

	<p>Payments shall be made monthly subject to certification by KPLC that the service have been rendered satisfactorily during the month, pursuant to the performance indicators stated in SECTION VII. Services not satisfactorily rendered will not be certified for payment .</p> <p><i>(KPLC buyer, please indicate)</i></p>
<b>6.5</b>	<p>Payments shall be made within.....<b>30</b> days of receipt of invoice and the relevant documents specified in sub clause 6.4, and within _____ days in the case of the final payment.</p> <p><i>(KPLC buyer, please indicate)</i></p>
<b>6.6</b>	<p>The price adjustment formula will be as follows; <b>n/a</b></p> <p><i>(KPLC buyer, please indicate)</i></p>
<b>7.1</b>	<p>The principle and modalities of Inspection of the Services by KPLC shall be as follows;</p> <ul style="list-style-type: none"> <li>a. Monthly and ad hoc inspections of service and compliances as per schedule of cleaning activities specified in SECTION VII</li> <li>b. During inspection scheduled or ad hoc any non-compliances, unsatisfactory and defective work shall be recorded in the site instruction book for action by the service provider.</li> <li>c. Within 3 days from the date of inspection, the service provider shall correct any non-compliances, unsatisfactory service and defective work identified during the inspection.</li> <li>d. Where corrective action is not satisfactorily carried out within 3 days (b above), a 7 day notice of defects will be issued as per clause General Conditions of Contract clause 7.1 (b).</li> </ul> <p>The site instruction book entries shall be made in triplicate and signed by the KPLC and the service provider. The original will be issued to the service provider's representative on site, 1<sup>st</sup> copy will be held in KPLC and 2<sup>nd</sup> copy held on site.</p> <p>The Defects Liability Period is <u>N/A</u></p> <p><i>(KPLC buyer, please indicate)</i></p>
<b>9.1</b>	<p>The designated Appointing Authority for a new Adjudicator is <b>CHARTERED INSTITUTE OF ARBITRATORS</b></p>
<b>9.2</b>	<p>The Adjudicator is _____ who will be paid at a rate of _____ per hour of work. The following Reimbursable expenses are recognized;</p> <p>_____</p> <p><u>N/A</u></p> <p><i>(KPLC buyer, please indicate)</i></p>



## **C. APPENDICES**

### **Appendix A - Description of the Services**

*Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, etc.*

### **Appendix B - Schedule of Payments and Reporting Requirements**

*List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”*

### **Appendix C - Breakdown of Contract Price**

*List here the elements of cost used to arrive at the breakdown of the lump-sum price:*

- 1. Rates for Equipment Usage or Rental or for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

*This appendix will exclusively be used for determining remuneration for additional Services.*

### **Appendix D - Services and Facilities Provided by KPLC**

## D. FORMS

### SECTION X -CONTRACT FORMS

#### FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee)

*[Guarantor letterhead or SWIFT identifier code]*

Beneficiary: \_\_\_\_\_ *[insert name and Address of Procuring Entity]*

Date: \_\_\_\_\_ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.: \_\_\_\_\_

Guarantor:..... *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_,<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the....Day of....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee." \_\_\_\_\_

---

*[Name of Authorized Official, signature(s) and seals/stamps]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

---

<sup>1</sup>The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>2</sup>*Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. KPLC should note that in the event of an extension of this date for completion of the Contract, KPLC would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, KPLC might consider adding the following text to the form, at the end of the pen ultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”*

## FORM No. 2 - PERFORMANCE SECURITY OPTION 2 – (Performance Bond)

*[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_] as Surety (herein after called “the Surety”), are held and firmly bound unto \_\_\_\_\_] as Obligee (herein after called “KPLC”) in the amount of \_\_\_\_\_ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with KPLC dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by KPLC to be, in default under the Contract, KPLC having performed KPLC's obligations there under, the Surety may promptly remedy the default, or shall promptly:
  - 1) Complete the Contract in accordance with its terms and conditions; or
  - 2) Obtain a tender or tenders from qualified tenderers for submission to KPLC for completing the Contract in accordance with its terms and conditions, and upon determination by KPLC and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable here under, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
  - 3) pay KPLC the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than KPLC named herein or the heirs, executors, administrators, successors, and assigns of KPLC.



6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day \_\_ of \_\_\_\_\_ 20 \_\_\_\_.

SIGNED ON \_\_\_\_\_ on behalf  
of by \_\_\_\_\_ in the capacity  
of In the presence of

SIGNED ON \_\_\_\_\_ on behalf  
of By \_\_\_\_\_ in the capacity  
of In the presence of



**FORM NO. 3 - ADVANCE PAYMENT SECURITY**[Demand Bank Guarantee]

*[Guarantor letter head or SWIFT identifier code] [Guarantor letter head or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_*[Insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_*[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_*[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_(hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_dated \_\_\_\_\_with the Beneficiary, for the execution of \_\_\_\_\_(herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_() is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_()<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number \_\_\_\_\_at \_\_\_\_\_
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90)percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of , 2,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary' s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

.....  
*[Name of Authorized Official, signature(s) and seals/stamps]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

<sup>1</sup>*The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to KPLC.*

<sup>2</sup>*Insert the expected expiration date of the Time for Completion. KPLC should note that in the event of an extension of the time for completion of the Contract, KPLC would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, KPLC might consider adding the following ext. to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

## BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

### **INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: \_\_\_\_\_ [insert identification  
no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the  
assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

#### *Details of beneficial ownership*

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- % of shares	Directly... ..... % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----- 2. Is this right held directly or indirectly?:  Direct..... .....  Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer)  Yes -----No---- 2. Is this influence or control exercised directly or indirectly?  Direct.....  Indirect.....
	National identity card number or Passport number					
	Personal Identification Number (where applicable)					
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
Telephone number				.....	
Email address					
Occupation or profession					
2.	Full Name	Directly----- % of shares	Directly... ..... % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No----
	National identity card number or Passport number	Indirectly----- % of shares	Indirectly-- -----% of voting rights	2. Is this right held directly or indirectly?:  Direct..... .....  Indirect..... .....	2. Is this influence or control exercised directly or indirectly?  Direct.....  Indirect.....
	Personal Identification Number (where applicable)				
	Nationality(ies )				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.					
e.t.c					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp

#### SECTION XIV- SITE VISIT FORM

Ensure the site visit is Dully signed and stamped at every depot.

NAME OF FIRM.....

NO	NAME OF DEPOT	NAME OF THE ADMIN IN-CHARGE	SIGN	STAMP	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

We confirm that we have viewed **ALL** the premises in the tender for provision of cleaning services Companywide Tender No.KP1/9A.2/OT/028/ADM/24-25 at the locations indicated above:

\_\_\_\_\_  
NAME OF THE FIRM

\_\_\_\_\_  
SIGN & STAMP

\_\_\_\_\_  
DATE



**SECTION XV - UNDERTAKING TO COMPLY WITH LABOUR LAWS AND WAGE  
REGULATION GUIDELINES.**

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ..... do hereby make a statement as  
follows:-

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of Tender No.  
..... for ..... (insert tender title/description) for  
.....( insert name of the Procuring entity) and duly authorized and competent to make this  
statement.

THAT we shall comply with all Labour Laws and the Minimum Wage Regulations as provided for in the,  
“THE REGULATION OF WAGES (GENERAL) (AMENDMENT) ORDER, 2024, which came into operation  
on the 1st November 2024. The said regulations provides that a cleaner in Nairobi, Mombasa, Kisumu ,Nakuru  
and Eldoret cities to be paid Kshs.16,113.75 per month ; All former municipalities and town councils of Mavoko  
, Limuru and Ruiru to be paid Kshs. 14,866.92 per month and all other areas Kshs 8,596.494 per month ( these  
amounts are minimum basic monthly wages exclusive of house allowance ). During the entire period of the  
contract and understand that failure to meet this requirement at any time during the contract period will be a  
ground for cancellation of the contract. The key indicators on compliance for this are: -

- Payment of salaries on time there should be no complaints from your staff of delayed salaries.
- Procuring entity may make Impromptu request for a tax Compliance certificates from KRA and the same shall  
be submitted within seven days.
- Procuring entity may make Impromptu request for a Compliance certificates from NSSF and the same shall  
be submitted within seven days.
- Procuring entity may make Impromptu request for Compliance certificate from SHIF and the same shall be  
submitted within seven days.

.....  
(Title) (Signature) (Date)

Bidder’s Official Stamp

## 1. MT KENYA REGION

### **MT KENYA REGION CLEANING SPECIFICATIONS**

#### **PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1	<b>Isiolo Office</b>	Within Isiolo Town	Offices	The premise comprises; 2 no. offices and 4 WCs.ad wash hand sinks The Floor finish is ceramic and granito tiles. Area measures 1900sq.ft, Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 2</b>				
2	<b>Meru Office</b>	Meru Town next to Cooperative Bank Makutano	Offices	The premise comprises; Office space-covering 6000sq.ft, stores 3600 sq.ft. Motor vehicle repairing shed 4000sq.ft, Open yard 8000sq.ft, 6Nos. WCs and urinal. The ground floor finish in the offices is terrazzo while 1 <sup>st</sup> and 2 <sup>nd</sup> floor finish is ceramic tiles. Floor finish in wet area is ceramic Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises  The shrubs, trees, flowers and grass, lawns should be well-kept and neat at all times
<b>Minimum no of workers required is 4 (no)</b>				
3	<b>Chuka Office</b>	Chuka Town Next to Kenya Commercial Bank	Offices	The main front office space is 900 sq. ft with ceramic tiles floor, and a back office space 1262 sq. ft with screed and ceramic tiles floor finish. The back office houses the emergency office, stores, meter reading, veranda and kitchen. The office has 4No. WCs. Floor finish in the washroom is screed Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 2 (no)</b>				
4	<b>Maua Office</b>	Along Maua –Meru road on Catholic Diocese of Isiolo	Offices	The premise comprises office space of about 1,547sq.ft 70

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
		Building		2No WC and parking yard. The office floor finish is ceramic tiles. Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 2 (no)</b>				
5	<b>Kerugoya Office</b>	At Professional plaza	Offices	The premise comprises floor office space of 2250 sq.ft plus 4 No WC, urinal and kitchen. The floor finish is ceramic tiles Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 2 (no)</b>				
6	<b>Blue Valley compound in Nyeri</b>	Nyeri Town	Staff Quarters	Comprises 8 (no) residential houses occupied by staff. The fence is K-apple and there is a pit latrine on site. The compound is about <b>2.5 acres</b>  The shrubs, trees, flowers and grass, lawns should be well-kept and neat at all times  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
7	<b>Nanyuki Leave House</b>	Near Sports arm Hotel next to Likki Hill School	Staff Quarters	Comprises a three bedrooms leave house and a servants' quarter. The fence is K-apple. The compound is about 2 acres .There is septic tank for the main house and staff quarters and a separate pit latrine.  The shrubs, trees, flowers and grass, lawns should be well-kept and neat at all times

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
8	<b>Nanyuki Junior staff Quarters</b>	Godown Street next to Cereal Board	Staff quarters	<p>The premise comprises 4No. blocks of residential maisonettes (9 maisonettes and guard house and 1 No. WC. The compound is approximately 1.017 acres. The fence is K-apple. The shrubs, trees, flowers and grass, lawns should be well-kept and neat at all times.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1 (no)</b>				
9	<b>Kivaa office</b>	Kivaa Mkt	Offices	<p>The premise comprises office space approximately 1709sq ft. With 2 NO. pit toilets and bathrooms/stores the Floor finish is ceramic tiles.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1 (no)</b>				
10	Marimanti Office	Kathima building near Tharaka district hospital	Offices	<p>The premise comprises of office space of 450 sq. ft Floor finish is ceramic tiles , 2No. WC and 1 urinal</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1 (no)</b>				
11	Merti Office	Merti town	Offices	<p>The premise comprises office space of 784 sq. ft. and 1 No. pit toilet. The office floor finish is ceramic tiles</p> <p>Unblocking and Emptying of septic tanks/pit</p>

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1 (no)</b>				
12	Othaya Office	Along othaya – Nyeri Road	Offices	The premise comprises office space of 2600 sq ft. the Floor finish is ceramic tiles and there are 3 No. WCs and a kitchen Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1 (no)</b>				
13	Mwea Office	Mwea Town	Offices	The premise comprises of office space of 1465sq ft. the Floor finish is ceramic tiles and 4 No. WCs and urinal. Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 2 (no)</b>				
14	Nyeri Leave Office & Record Centre	Nyeri Ring RD	2 Houses on different plots but in the same locality	Comprises 2 No. three bedrooms leave houses and a servants' quarter on two separate plots. 1 No WC. The fence is K-apple. The compound is about 1.25 acre. There are septic tanks for the main house and staff quarters and a separate pit latrine.  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises  The shrubs, trees, flowers and grass should be well-kept and neat at all times
<b>Minimum no of workers required is 1 (no) –</b>				
15	Kangema office	Neighbouring Gakira open market	Offices and yard	The premise comprises offices measuring approximately 2000 ft .It's accommodation details including offices, 2No. WCs, and wash hand sink, 2 No. pit latrine, urinal and a

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				yard measuring approx. half acre Floor finish is ceramic tiles.  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises  The shrubs, trees, flowers and grass should be well-kept and neat at all times
<b>Minimum no of workers required is 1 (no)</b>				
16	<b>Laisamis office</b>	Laisamis township along Marsabit-Isiolo highway	Offices, guard house, Guest House, Power house.	The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house  The Floor finish is PVC, there are 2 No. WC toilets, 2 No. bathrooms and urinal. The compound is served by a septic tank.  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises  The shrubs, trees, flowers and grass should be well-kept and neat at all times
<b>Minimum no of workers required is 1 (no)</b>				
17	<b>Merti power station</b>	Within Merti township	Offices, guard house Power house	The buildings area is approximately 200sq meters but the entire compound is on 5 acres. The compound comprises an office block, power station, drive ways, and guard house.  The Floor finish is PVC, there are 2 No. WC toilets, 2 No. bathrooms and urinal. The area is served by a Septic tank  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises  The shrubs, trees, flowers and grass should be well-kept and neat at all times

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
<b>Minimum no of workers required is 1(no)</b>				
18	<b>North Horr Power station</b>	About 192 km from Marsabit	Offices, guard house, Guest House, Power house.	<p>The buildings area is approximately <b>200sq meters</b> but the entire compound is on 5 acres. The compound comprises an office block, power station, drive ways, guest house and guard house.</p> <p>The Floor finish is PVC, there are 2 No. WC toilets, 2 No. bathrooms and urinal. The area is served by a Septic tank</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p>
<b>Minimum no of workers 1</b>				
19	<b>Muthatari Pole yard (Embu)</b>	Along Embu- Kamburu highway	Offices & pole yard and guard house	<p>The buildings area is approximately <b>400sq meters</b> but the entire compound is on 7.3 acres. The compound comprises an office block, 2 urinal, 4 WC toilets (2 ladies and gents 2 each), pit latrine and guard house. Floor finish is terrazzo and there is a septic tank.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p>
	<b>Minimum no of workers 3</b>			
20	<b>Moyale Depot and Office</b>	Moyale Township	Office & Staff Quarters & Guest houses	The area is about <b>10 acres</b> comprising Town office , O&M office at the Depot , 13 No. residential staff quarters , a power house, guest House , 5(no) pit latrines, Social Hall and a compound. The fence is live.

## **MT KENYA REGION CLEANING SPECIFICATIONS**

### **PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

<b>NO</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE OF WORK</b>
				<p>The Office floor finish is ceramic tiles and there is a septic tank at the depot.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p>
<b>Minimum no of workers 4</b>				
21	<b>Marsabit Office, Power station and Staff Quarters</b>	Marsabit Town	Office & Staff Quarters	<p>. This refers to the office block , power house, 8 no WCs, 4 No bathrooms, 2(no) pit latrines and 8 No. residential staff quarters</p> <p>The Office floor finish is PVC tiles and there is a septic tank. The area is about <b>5 acres.</b></p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers 5</b>				
22	<b>Kenol/Kabati office</b>	Within Kabati township off Kenol-Thika highway	offices	<p>The premise comprises part of 1<sup>st</sup> floors measuring approximately 1967 sq ft .It's accommodation details including offices, kitchen, and 4No. WCs, bathrooms, urinals and WHB, windows, toilets</p> <p>Floors are finished is ceramic tiles to all offices and wet rooms.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers 1</b>				
23	<b>Kagumo stores &amp; pole yard</b>	Within Kagumo 33 kv substation	stores & yard	<p>The premise comprises stores cum office space in a 40 ft container, one pit latrine, 1 No WCs, urinal, a guard house and Yard of appx 3/4 acrea. The office space is a refurbished container of about <b>400 square feet,</b></p>



**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required - 1(no)</b>				
24	<b>Chogoria Office</b>	Within Chogoria town in Tharaka Nthi County –off Chuka-Meru Road	Offices	<p>The premise comprises; The office space covers 850 sq ft. The floor finish is ceramic floor tiles. The office space comprises main office, two (2) small rooms and 2No. WC (1 No gents and 1 No ladies) and urinal.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1 (no)</b>				
25	<b>Kangari office</b>	Kangari shopping Centre,Kigumo,Murang’a	offices	<p>The premise comprises office space approximately 665 Sq ft 3 No WC and a urinal. Office floor finish is ceramic tiles.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1(no)</b>				
26	<b>Muranga Stores &amp; Pole Yard</b>	Kongoini rd off Murang’a-Nbi rd	Office/yard	<p>The premise comprises office space, one pit latrine,4 No WCs,urinal, a guard house and Yard of appx 1 acrea.The office space is a refurbished container of about <b>100 square feet</b>, The shrubs, trees, flowers and grass should be well-kept and neat at all times.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1(no)</b>				

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
27	Garbertula office	Garbertula township	Office	<p>The premise comprises part of ground floor measuring approximately 436.5sq ft .It's accommodation details including an office, 2No. WCs, and wash hand sink 2 no.windows</p> <p>Floor finish is ceramic tiles to the office and wet rooms.</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
Minimum no of workers required is 1(no)				
28	Maikona power station	Maikona town, in Marsarbit County, along Marsabit-North Horr road	Offices, guard house, Guest House, Power house.	<p>The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house.</p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
Minimum no of workers required is 1(no)				
29	Sololo power station	Sololo town, in Marsarbit County, off Marsabit-Moyale road	Offices, guard house, Guest House, Power house.	<p>The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house.</p> <p>The shrubs, trees, flowers and grass should be well-kept and neat at all times</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
Minimum no of workers required is 1(no)				
30	Illuat power station	In Marsarbit county	Offices	<p>The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house.</p> <p>The shrubs, trees, flowers and grass should</p>

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				be well-kept and neat at all times Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
31	Ambalo power station	In Marsarbit county	Offices	The buildings area is approximately 200sq meters but the entire compound is on 6 acres. The compound comprises an office block, power station, drive ways, guest house and guard house. The shrubs, trees, flowers and grass should be well-kept and neat at all times Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
32	<b>Balesa power station</b>	In Marsarbit county	Offices	The premise comprises office space of 160 sq. ft. and 1 No. pit toilet. The office floor finish is pvc tiles The scrubs and vegetation should well-kept and neat  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
33	<b>Kiritiri Office</b>	Within Kiritiri town in Embu County –along Embu –Kivaa rad	Offices	The premise comprises; The office space covers 880 sq ft. The floor finish is granite floor tiles. The office has three (3) rooms and 3No. WC (1 No gents and 2 No ladies) and urinal.  Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1 (no)</b>				
34	<b>Nkubu Office</b>	Within Nkubu town,in Meru County -off Meru- Chuka road opposite Nkubu vacation Training institute	Offices	The premise comprises; Office space-covering 817sq.ft, compound plus parking area 1000sq.ft, 2 No WCs (1 No. gent and 1No. Ladies) and urinal. The

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				floor finish in the offices is ceramic Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
35	Kamburu 220 Kv Substation	Along Embu- Kivaa rd, next to Kengen's Kamburu power station	Offices/Control and relay room	<p>The premise comprises offices' space, a control room 2 WCs, 1 No. Bathroom and urinal. The compound is about approximately 1800sq ft.</p> <p>Floor finish is terrazzo at the entrance and cement screed in the offices</p> <p>This is a high voltage substation. Work entails thorough cleaning of the occupied area under supervision by Kenya power authorized Technical personnel, cleaning and disinfecting of communal, area, general ground maintenance around the substation, issuance of garbage bins and subsequent collection of garbage bins and disposal to approved dumping sites as per NEMA approvals. Cobwebs should be removed and toilets, basin/sink should be cleaned and disinfected at least twice per day</p> <p>Scrubbing of pavements with soap at least once in a week.</p> <p>Provision of 2 ply high quality white toilet paper and hand wash in the washroom at all times.</p> <p>Clear roofs, gutters down pipes and ground drainage out of dirt, debris and litters. Clear the waste on the compound,</p> <p>The vegetation, trees, flowers and grass should be well-kept and neat at all times</p> <p>Pest control of the insects, rodents and reptiles to be done weekly basis. More emphasis should be put on control of bees, termites, cockroaches, rats and snakes.</p> <p>Emptying of septic tanks and /pit latrine at least once quarterly or when filled up whichever comes first.</p>
<b>Minimum no of workers required is 1(no)</b>				
36	Kamburu 132 Kv Substation	Within Kengen Kamburu Generation Power Station	Offices/Control and relay room	The premise comprises offices' space, a control room 2 WCs, 1 No. Bathroom and

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>urinal. The compound is about approximately 1800sq ft.</p> <p>Floor finish is terrazzo at the entrance and cement screed in the offices</p> <p>This is a high voltage substation. Work entails thorough cleaning of the occupied area under supervision by Kenya power authorized Technical personnel, cleaning and disinfecting of communal, area, general ground maintenance around the substation, issuance of garbage bins and subsequent collection of garbage bins and disposal to approved dumping sites as per NEMA approvals. Cobwebs should be removed and toilets, basin/sink should be cleaned and disinfected at least twice per day</p> <p>Scrubbing of pavements with soap at least once in a week.</p> <p>Provision of 2 ply high quality white toilet paper and hand wash in the washroom at all times.</p> <p>Clear roofs, gutters down pipes and ground drainage out of dirt, debris and litters. Clear the waste on the compound,</p> <p>The vegetation, trees, flowers and grass should be well-kept and neat at all times</p> <p>Pest control of the insects, rodents and reptiles to be done weekly basis. More emphasis should be put on control of bees, termites, cockroaches, rats and snakes.</p> <p>Emptying of septic tanks and /pit latrine at least once quarterly or when filled up whichever comes first.</p>
<b>Minimum no of workers required is 1(no)</b>				
37	<b>Isiolo yard and stores</b>	Within Isiolo Town along Meru-Isiolo Highway	Pole yard and stores	<p>The premise comprises 1no 40 ft container converted and made into offices The floor finish is ceramic tiles. The cleaning services also covers cleaning and emptying of filled up pit latrine</p> <p>Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises</p>
<b>Minimum no of workers required is 1(no)</b>				
38	<b>Nanyuki stores</b>	Along Nanyuki-Mt Kenya Safari lodge rd off Nanyuki-	Stores and Substation	The premise comprises prefab stores, a control room 4 WCs, 2 No. pit latrines. The

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
		Nairobi		compound is about approximately 1800sq ft. The stores floor finish is granite tiles. Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
39	<b>Kajuki yard and stores</b>	Near quarry centre,Kamutaria village,Tharaka Nthi	Pole yard and stores	The premise comprises 1no 40 ft container converted and made into offices The floor finish is ceramic tiles. The cleaning services also covers cleaning and emptying of filled up pit latrine Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
40	<b>Karatina Office</b>	Within Karatina substation in Karatina township off Karatina-Nairobi road	Offices	The premise comprises 1no 40 ft container and 1 No. 20 ft container converted and made into offices The floor finish will be ceramic tiles floor, The cleaning services also covers cleaning and emptying of filled up pit latrine Unblocking and Emptying of septic tanks/pit latrine and sewer systems to be done when a need arises
<b>Minimum no of workers required is 1(no)</b>				
41	<b>Kiganjo warehouse, stores shed and transport workshop</b>	Off Nyeri / Nanyuki Rd	Offices, warehouse, poles & transformers yard	The premise comprises offices measuring approximately 3,008sq ft .It accommodates (warehouse; stores; pole yard transformers yard & transport workshop) 10WC, kitchenettes (3), 4, (No )urinal bowls, lobby, warehouse, 3 No. guard houses. The Godown floor finish is terrazzo while office floor finish is granito.  The vegetation, trees, flowers and grass lawns should be well-kept and neat at all times.

## **MT KENYA REGION CLEANING SPECIFICATIONS**

### **PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

<b>NO</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE OF WORK</b>
				<p>All waste materials should be disposed in accordance to Kenya waste Management Guidelines (NEMA).</p> <p>Garage Pit should be cleaned as follows:</p> <ol style="list-style-type: none"><li>1. Remove motor oil stains using degreaser.</li><li>2. Use mop to clean pit walls from top to bottom</li></ol> <p><b>Unblocking and Emptying of septic tanks/sewer systems to be done when a need arise</b></p>
	<b>Kiganjo 132 kv Substation</b>	Off Nyeri / Nanyuki Rd	Substation and offices.	<p>The premise comprises offices measuring approximately 2,434.68sq ft .It accommodates 2 No WC, kitchen, 1 No. bathrooms, urinal, lobby, Control rooms, , 2 No. guard houses and a feeder rooms. Floors finish at Kiganjo control is ceramic and granito tiles.</p> <p>The control room is carpeted.</p> <p>The vegetation, trees, flowers and grass should be well-kept and neat at all times</p> <p><b>Unblocking and Emptying of septic tanks/sewer systems to be done when a need arises</b></p>
	<b>Minimum no of workers required - 7 (no)</b>			
42	<b>Muranga office</b>	AFC building Muranga opposite lands office	Offices	<p>Rentable space of 3137 sq ft comprising of a banking hall, and offices, 5No. WC, WHB and kitchen. The 1<sup>st</sup> and 2<sup>nd</sup> floor offices have ceramic finish</p> <p>Floor finish is terrazzo in wet areas and PVC tiles, cement screed, ceramic tiles in some offices.</p>
	<b>Minimum no of workers required - 3 (no)</b>			

**MT KENYA REGION CLEANING SPECIFICATIONS****PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – MT KENYA REGION**

Contact Person – Filex Minai Admin. Officer (0722-634840)

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
44	<b>Makuyu stores and substation</b>	Along Nyeri –Sagana highway(Opposite Kakuzi Ltd main office)	Offices,guard house and washrooms	<p>The premise comprises an office measuring approximate 300sq ft. and a yard measures approx half acre. The washroom details including 2No. WCs, and wash hand sink, urinal.</p> <p>Floor finish for the office is screed while washroom floor finish is ceramic tiles.</p> <p>The shrubs, trees, flowers and grass lawns should be well-kept and neat at all times.</p> <p><b>Unblocking and Emptying of septic tanks/sewer systems to be done when a need arises</b></p>
	<b>Minimum no of workers required - 1 (no)</b>			



**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN REGION**Contact Person - Elector Owino 0712457284

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
1.	Milimani Snr. Staff Quarters	MILIMANI	Staff quarters	The compound measures approx. <b>one and half acre</b> . The premises consist of : 7 Units of three bedroomed houses, (Staff Houses) One occupied as a transport office A mabati structure used as an archive Transport office is pending movement by end of financial year to Karume transport shed. NEMA licensed hazardous waste handlers 3No. WC toilets (gents & ladies) and the guardhouse.
	MILIMANI STAFF QUARTERS FORMER RM RESIDENCE	Milimani Area	Staff Quarters	One Bungalow, Carport And SQ On Own Compound Within Milimani Area. The Compound Along Got Huma Rd Is 0 .3233 Acres .  The Vegetation, Trees, Flowers And Grass Should Be Well-Kept And Neat At All Times.
<b>The Minimum No Of Workers For This Premise Is 3</b>				
2.	TRANSPORT DEPOT & RECORD CENTRE	Karume Road. Along Karume Rd	Offices	The Compounds Measure <b>About Half An Acre</b> . The Staff Houses Are Used As Achieves For Filled Up Files. There Are 16 Staff Houses And Two Blocks Of Washrooms (8 NO. WC) Floor Finishing Is Terrazzo. The Vegetation, Trees, Flowers And Grass Should Be Well-Kept And Neat At All Times
<b>The Minimum No Of Workers For This Premise Is 3</b>				
3.	ONDIEK STAFF QUARTERS	Camp Links Road Off Kakamega Road	Staff Quarters	The Compound Measures About <b>An Acre</b> . <b>The Premises Consist Of:</b> <ul style="list-style-type: none"> <li>✓ Two Main Flats, One Flat Has Eight (8) Units Of Two Bedroomed Houses, And The Other Has 8 Units Of One Bedroomed Houses.</li> <li>✓ It Has Separate 4 Units Of Two Bedroomed Houses With WC Outside The Main House.</li> <li>✓ It Has 10 Units Of Single Rooms With A Communal Ablution (WC) Facility That Serves The Single Unit.</li> </ul>
<b>The Minimum No Of Workers For This Premise Is 1</b>				
4.	UGUNJA OFFICE	Along The Ugunja Busia Rd Next To The Bus Station	Offices	The Office Measures <b>1128 Square Feet</b> . This Refers To An Open Plan Offices, 3 (No) WC For Ladies And Gents. The Floor Finish Is Ceramic Tiles.
<b>The Minimum No Of Workers For This Premise Is 2</b>				
5.	BUNGOMA OFFICE	Bungoma Township	Offices	The Office Space Measures <b>Approx 2880 Sq. Ft</b> . Has 4 NO WC And 2 NO Urinal. Office Floor Finish Is Ceramic Tiles

<b><u>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN REGION</u></b>				
Contact Person - Elector Owino 0712457284				
NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
	<b>BUNGOMA STORES</b>	Off Town – Indicate Location	Store Yard	The Yard Is Approximate 2 Acres And Has 1No Pit Latrine
	<b>The Minimum No Of Workers For This Premise Is 3</b>			
6.	<b>WEBUYE OFFICE</b>	Within Webuye Town	Offices	It Measures <b>1330 Sq.Ft.</b> It's An Open Plan Office. Floor Finish Is A Ceramic Tile. <b>2 No. WC And A Small Kitchen Space.</b>
	<b>The Minimum No Of Workers For This Premise Is 1</b>			
7.	<b>BONDO OFFICE</b>	Town Centre	Offices	The Office Space Measures <b>Approx.2510sq. Ft</b> Consists Of An Open Plan Office, A Stores And 2wcs. Floor Finishing Is Terrazzo. Has A Parking In Front Of The Office
	<b>The Minimum No Of Workers For This Premise Is 2</b>			
8.	<b>MAMBOLEO POLE YARD</b>	Miwani Rd  Off Kisumu- Kakamega Rd	Pole Yard – Combine With Substation	The Yard Is Approximate 3.7 Ha. Has Container (40ft) Office With Wood Floor And A Store With Cement Screed. Has 2No Pit Latrine The Substation Has An Office 2 No Wcs And Urinal
	<b>MAMBOLEO SUBSTATION</b>	Miwani Road	Control Room	Work Entails Thorough Cleaning Of The Control Room And Offices In The Presence Of A Kenya Power Engineer At Least Twice A Day. These Spaces Must Be Swept Clean And Mopped Regularly. Cobwebs And Stains To Be Removed. Garbage Collection And Proper Disposal Of Garbage And Cleaning Of Toilets. All The Toilets Should Be Supplied With Sufficient White Toilet Papers, Soap Air Fresheners And Moth Balls At All Times. Ensuring All Waste, Both Paper And Organic Garbage Is Collected And Disposed Off At Least Three Times In A Week. Disposal Of Garbage Should Be Done In Accordance To The Local Authority By Laws. It Measures Approximately 1.5 Acres
	<b>The Minimum No Of Workers For This Premise Is 5</b>			
9	<b>MBALE OFFICE</b>	Along The Kakamega Road, Cherry House	Offices	The Office Measures 1024 <b>Square Feet.</b> The Floor Finishing Is Ceramic Tiles, It Has 2 NO WC And A Urinal.

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN REGION</b>				
Contact Person - Elector Owino 0712457284				
NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
<b>The Minimum No Of Workers For This Premise Is 1</b>				
10	<b>SIRISIA OFFICE –</b>	Sirisia Township	Offices	The Office Measures <b>670 Square Feet.</b> It's Has An Open Plan Office, The Floor Finish Is Ceramic Tiles 1 No. WC Has A Parking In Front Of The Office.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
11	<b>KAKAMEGA STOREYARD &amp; OFFICE</b>	Within Kakamega Town Next To Kakamega Referral Hospital	Office/Store Yard	The Compound Measure Approximate 5 Acres. Has A Store Yard & Office. 4 NO WC (Gents And Ladies)
<b>The Minimum No Of Workers For This Premise Is 3</b>				
12	<b>MALABA OFFICE</b>	Within Malaba Town	Offices	It Measures <b>670 Sq. Ft Approx.</b> Has An Open Plan Office, 2 NO WC For Ladies And Gents.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
13	<b>KAPSOKWONY OFFICE</b>	Within Kapsokwony Town	Offices	It Measures <b>750 Sq. Ft Approx.</b> Has An Open Plan Office, 2 NO Pit Toilets For Ladies And Gents. Has A Parking Space In Front Of The Office.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
14	<b>MALAVA OFFICE</b>	Malava Town	Offices	It Measures <b>700 Sq. Ft Approx.</b> It Has An Open Plan Office. 2No Wcs For Ladies And Gents. Has A Parking Space At The Frontage. Office Floor Finish Is Ceramic Tiles
<b>The Minimum No Of Workers For This Premise Is 1</b>				
15	<b>BUSIA OFFICE</b>	A Long Busia-Kisumu Road	Office	The Office Measures 4100 Sq Ft. It Is An Open Plan Office, Veranda, 3 (No) Stores, Urinal And 4 (No) WC For Ladies And Gents. The Floor Finish Is Ceramic Tiles. Has A Parking Space At The Frontage.
	<b>BUSIA STORES</b>	Kisumu-Busia Road	Stores	The Office Measures Approximately 0.182acres Has A Store Yard And Office. Has 2 Pit Latrines For Ladies And Gents.

<b><u>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN REGION</u></b>				
<u>Contact Person - Elector Owino 0712457284</u>				
<b>NO</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE OF WORK</b>
<b>The Minimum No Of Workers For This Premise Is 3</b>				
16	<b>PORT VICTORIA</b>	Next To Market	Office	It Measures <b>670sq. Ft Approx.</b> The Premise Consist Of: Open Plan Office 2 Pit Latrine For Ladies And Gents Has A Parking Space At The Frontage.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
17	<b>MUMIAS OFFICE</b>	Mumias Town	Office	It Measures <b>800sq. Ft Approx.</b> The Accommodation Consists Of Open Plan Office, 2 Toilets For Ladies And Gents. Has A Parking Space At The Frontage
<b>The Minimum No Of Workers For This Premise Is 1</b>				
18	<b>KATITO OFFICE</b>	Katito Town	Office	It Measures <b>969 Sq. Ft Approx.</b> The Accommodation Consists Of Open Plan Office, 2wcs For Ladies And Gents Parking Space At The Frontage.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
19	<b>MUHORONI OFFICE</b>	Muhoroni Town	Office	It Measures <b>1560sq. Ft Approx.</b> The Accommodation Consists Of Open Plan Office, 2 Wcs For Ladies And Gents Parking Space At The Frontage.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
20	<b>SIAYA OFFICE</b>	Saiya Town	Office	It Measures <b>2500sq. Ft Approx</b> The Accommodation Consists Of Open Plan Office, 2wcs For Ladies And Gents Parking Space At The Frontage Of The Building.
	<b>SIAYA STORES</b>	Siaya Township	Stores	The Office Measures Approximately 0.182acres Has A Store Yard And Office. Has 2 Pit Latrines For Ladies And Gents.
<b>The Minimum No Of Workers For This Premise Is 3</b>				
21	<b>MAJENGO STORES</b>	Kisumu-Kakamega Road	Stores	The Office Measures Approximately 0.182acres Has A Store Yard And Office. Has 2 Pit Latrines For Ladies And Gents.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
22	<b>MUSAGA SUBSTATION</b>	Off Malava Road	Control Room	Work Entails Thorough Cleaning Of The Control Room And Offices In The Presence Of A Kenya Power Engineer At Least Twice A Day. These Spaces Must Be Swept Clean And Mopped Regularly. Cobwebs And Stains To Be Removed, Garbage Collection And Proper Disposal Of Garbage And Cleaning Of Toilets.

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – WESTERN REGION</b>				
Contact Person - Elector Owino 0712457284				
NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
				<p>All The Toilets Should Be Supplied With Sufficient White Toilet Papers, Soap Air Fresheners And Moth Balls At All Times.</p> <p>Ensuring All Waste, Both Paper And Organic Garbage Is Collected And Disposed Off At Least Three Times In A Week.</p> <p>Disposal Of Garbage Should Be Done In Accordance To The Local Authority By Laws.</p> <p>Weeding Or Slashing Should Be Done Twice A Month By 6 People For 4 Working Days.</p> <p>It Measures Approximately 4 Acres.</p>
<b>The Minimum No Of Workers For This Premise Is 1</b>				
23	<b>KISUMU EAST</b>	Off Nairobi Road At Kassagam	Transformer Repair Shed	<p>It Has Control Room, 2 No. Of Bathrooms, 1 No Of WC And 1 Pit Latrine.</p> <p>It Has Transformer Shed, With Oil Spillages And An Extensive Compound.</p> <p>The Area Is Approximately 3000sq. Guard House</p>
<b>Minimum No Of Workers For This Premise Is 1</b>				
24	<b>LUANDA SUBSTATION</b>	Along Kisumu Maseno Road	Substation	<p>It Has A Control Room, Parking Lot, Guard House, Washrooms 3 No. WC.</p> <p>Approximately Measures 1500sq</p>
<b>Minimum No Of Workers For This Premise Is 1</b>				

## 2. NAIROBI REGION

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION</b>				
Contact Person – Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869				
No.	PREMISE	LOCATIO N	DESCRIPTION	SCOPE OF WORK
1.	<b>SARIT CENTRE</b>	Westland's – Sarit Centre	Pay Point	<p>The Area Measures Approximately <b>620 Square Feet</b> At Second Floor Of Sarit Centre Of Which The Floor Is PVC Tiles And Walls Are Painted. The Partitions To The Counters Are Mainly UPVC</p> <p>The Common Areas And Washrooms Are Managed By The Landlord.</p>
	<b>Minimum Number Of Workers 1</b>			
2.	<b>WEST LANDS SUB-STATION.</b>	West Land Off Lower Kabete Rd	Westlands Substation (Comprises Substation And Building)	<p>Built-Up Area Is Approximately (4,047 Square Meters) With A Control Room, Washroom (Terrazzo Finish), Parking Lot, And A Yard With Grass Compound. Floor Finish Is Terrazzo.</p>
	<b>Minimum Number Of Workers 1</b>			

## PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahiua Tel 0721-312612; Lucy Kamau Tel: 0722682869

3.	<b>FOREST ROAD STAFF QUARTERS</b>	At The Junction Of Forest Road And Limuru Road	Staff Quarters	<p>The Area Is About <b>1/2 Acres</b> With 22 Staff Houses.</p> <p>Namely, Two High-Rise Blocks Of 3 Floors And One Single Block Which Have 22 Houses.</p> <p>There Is One Toilet And A Guardhouse Outside.</p> <p>Common Areas Have Precast Plain Slabs Finish And Cement Screed. The Parking Area Has Ballast Finish.</p>
<b>Minimum Number Of Workers 1</b>				
4.	<b>PANGANI STAFF QUARTERS</b>	Pangani Off Muranga Rd Next To Police Station	Staff Quarters	<p>This Refers To A Block Of 15 Staff Quarters. The Floor Finish Is Cement Screed .Fencing Is Masonry Wall; The Gatehouse Is Masonry.</p>
<b>Minimum Number Of Workers 1</b>				
5.	<b>KABETE SUBSTATION</b>	Along Naivasha Road - ILRI	Comprises Substation And Building	<p>The Area Is 0.7 Acres</p> <p>This Comprises A Control Room, Washroom (Terrazzo Finish), Parking Lot, And A Yard With Grass Compound. Floor Finish Is Terrazzo.</p>
<b>Minimum Number Of Workers 1</b>				
6.	<b>BABA DOGO SUB STATION</b>	Area Next To Lucky Summer	Substation & Surrounding Vacant Land	<p>The Entire Area Is Approximately 3 Acres.</p> <p>The Occupied Area Is <b>7,133 Square Feet.</b></p> <p>It Accommodates A Control Room With Toilet Is Terrazzo Finish That Serves As A Bathroom. There This Also A Yard And Vacant Land Used For Farming By Squarters. The Floor Finish Is Terrazzo.</p>
<b>Minimum Number Of Workers 2</b>				
7.	<b>HAMZA STAFF QUARTERS</b>	Off Jogoo Road Hamza Area	Staff Quarters	<p>This Area Covering About 1 Acre Of Land Of 16 (No) Residential Staff Quarters With 6 (No) Communal Toilets And Bathrooms. The Floor In The Common Area Is Cement Screed. The Wall Is Masonry Finish</p>
<b>Minimum Number Of Workers 1</b>				
8.	<b>MBOTELA STAFF QUARTERS</b>	Mbotela - Off Jogoo Road	Staff Quarters	<p>This Area Includes 5 Ablution Blocks And Bathrooms With Screed Floor Finish, 4 Storey Building With 78 Single No. Of Units And A Compound Of Approximately 1.5 Acres, With A Perimeter Fence.</p> <p>Finishes In These Areas Are Terrazzo, Cabro, Cement Screed And Vegetation.</p>

**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION***Contact Person –Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869*

	<b>Minimum Number Of Workers 3</b>			
9.	<b>HURUMA SUB STATION</b>	At Outering Rd At Kariobangi Round About	Manned Substation	Built-Up Area Is Approximately (4,047 Square Meters)  The Area Consist Of A Control Room, Kitchen, Washrooms Gents And Ladies (Terrazzo) And Common Area. Floor Finish Is Terrazzo.
	<b>KIMATHI 66/11KV</b> Approximately 3 KM From Kimathi Substation	Kimathi Estate	Unmanned Sub-Station	This Is A High Voltage Substation. Built-Up Area Is Approximately 0.5 Acre (2,023 Square Meters) The Area Consist Of A Control Room, Kitchen, Washrooms Gents And Ladies (Terrazzo) And Common Area.  Floor Finish Is Terrazzo.
	<b>Minimum No Of Workers 1</b>			
10.	<b>MUTHURWA SUB STATION</b>	Muthurwa Opposite Machakos Country Bus.	Substation	Built-Up Area Is Approximately 1 Acre (4,047 Square Meters)  This Complies Of A One-Storey Building. The Ground Floor Has A Control Room With 2WCS, Upstairs Has An Open Office With 2WCS (Terrazzo Finish) And A Kitchen. The Common Area Is Partly Cabro Paved And Ballast. There Is A Guardhouse. Floor Finish Is Terrazzo.
	<b>Minimum No Of Workers 1</b>			
11.	<b>CITY - CENTRE SUB STATION</b>	At Land Mawe Railway Station Area	Substation	Built Up Areas Is (8,094 Square Meters)  Has Two Separate Blocks One With 4 Offices, Protection Area And 2 Washrooms And A Kitchenette .The Other With Large Control Room And 2 Washrooms Downstairs And 2 Upstairs And A Common Area.  Two Large Buildings With Large Control Rooms, 4 Offices And 2 Washrooms And The Other With Large Control Room And 2 Washrooms Downstairs And 2 Upstairs.  There Is Also A Newly Constructed Substation ( Unmanned) With A Guard House, Control Room And Yard And Requires Cleaning Weeding And Spraying
	<b>Minimum No Of Workers 1</b>			
12.	<b>RIDGEWAY SUB STATION</b>	Ridgeways Off Kiambu Rd	Substation	Built-Up Area Is Approximately (4,047 Square Meters) With A Control Room And 2 Offices, A Kitchen And 1 Wcs, With Terrazzo Finish A Kitchenette And Guardhouse.  Floor Finish Is Terrazzo.  <b>Provision Of Exhausting Services When Required</b>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869

	<b>Minimum No Of Workers 1</b>			
13.	<b>KOMOROCK SUBSTATION</b>	Komorock Off Kangundo Near Saika Estate.	Komarock Substation (Comprises Substation And Building)	<p>Built-Up Area Is Approximately (4,047 Square Meters)</p> <p>This Refers To A Control Room, Gatehouse And Toilet. Washroom Finish Is Terrazzo.</p> <p>The Floor Finish Is Terrazzo</p>
	<b>Minimum No Of Workers 1</b>			
14.	<b>JEVANJEE SUB-STATION &amp; TEMPLE ROAD STATION</b>	Down Town Next To The Bus Station Jevanjee And Temple Road	Is A Two-Floor Building And A Substation.	<p>The Area Is <b>805 Square Meters</b> Comprising Upper Floor, Six (6) Offices, Kitchenette, 2 Toilets, Lower Floor, One Common Office, Small Office, Switch Room And 2 Toilets. The Back Yard Has A Substation. The Floor Finish Is Tiles.</p> <p>Developed Area 0.0551 Temple Road Consists Of Control Building ,Compound And Washroom</p>
	<b>Minimum No Of Workers 1</b>			
15.	<b>KITISURU SUBSTATION</b>	Red Hill Road Gachie Town	Comprises Substation And Building	<p>Built-Up Area Is Approximately 0.5 Acre (2,023 Square Meters)</p> <p>This Refers To A Guardhouse, Control Room, 1 Pit Latrine And A Washroom. The Floor Finish Is Terrazzo And Cement Screed.</p> <p><b>Emptying Of Septic Tanks And Pit Latrines Quarterly.</b></p>
	<b>Minimum No Of Workers 1</b>			
16.	<b>MACHAKOS OFFICE</b>	Machakos Town Off Machakos Rd On The Ground Floor Of The Red Cross Building.	Office And Store Yard	<p>This Refers To An Office Area On The Ground Floor Measuring Approximately 2000 Square Feet And Comprise Of Main Office, 3 No. Smaller Offices Store 4 No. WC, 2 Urinals, 2 WHB Shed, Kitchen And Parking Slots (8).</p> <p>The Floor Finish Is Tiled.</p> <p>Additional Space Measures Approximately 1142 Square Meters And Has Parking Slots 6 No.</p>
	<b>Minimum No Of Workers 2</b>			
17.	<b>MACHAKOS STORE YARD</b>	Along Machakos Road	Store Yard	<p>This Refers To A Store Yard With A Double Volume Building Measuring 3,104 Square Feet And 6 Meters High Walls, Office Which Comprises 4no. WC, 1 No. WC For PWD, Kitchenette And Store, 1500 Square Ft Concrete Paving Driveway Floor Finish For Office Is Terrazzo Floor Finish For Wcs Is Ceramic Tiles</p>
	<b>MACHAKOS SUB-STATION</b>	Along Machakos Road	Un Manned Substation	<p>The Area Is <b>1 Acre.</b></p> <p>The Work Entails General Clearing Of The Compound. Cleaning Of The Control Room And The Toilet. Garbage Collection And Disposal On Weekly Basis</p>
	<b>Minimum No Of Workers 2</b>			



**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION***Contact Person – Esther Kahiua Tel 0721-312612; Lucy Kamau Tel: 0722682869*

18.	<b>Emali Office And Stores Yard</b>	Along Nairobi-Mombasa Road Behind The Shell Petro Station	Office And Yard	<p>The Area Is Approximately 3,282 Sq. Ft On The First Floor Of The Building And Has 2wcs.Floor Finish Is Ceramic. Clearing Of Store Yard.</p> <p>The Finish Of The Yard Is Vegetation.</p>
-----	-------------------------------------	---	-----------------	---

**Minimum No Of Workers 2**

19.	<b>Wote Office</b>	Along The Main Machakos - Makueni Road Opposite Kenol Petrol Station	Office	The Area Is Approximately 2,462 Sq. Ft On The Ground Floor And Mezzanine Of The Building And Has 2 No. Wcs And A Kitchenette. The Floor Finish Is Tiled.
	<b>WOTE STORE YARD</b> Approximately 3 KM From Wote Office	Opposite Kenya Prisons - Marivani	Store Yard	The Area Is Approximately 192 Sq. Ft Comprising Of 2 No. Containers.

**Minimum No Of Workers 2**

20.	<b>Mlolongo Office</b>	Within Mlolongo Town North Of Mombasa Road Adjacent To Anthena Hotel And To The East Of Solomon School And Mulley's Supermarket	Office	<p>The Area Is Approximately <b>5,402sq. Ft</b> On The Ground Floor Of The Building And Has 4 WCS Plus Urinal.</p> <p>Floor Finish Is Ceramic Tiles.</p>
-----	------------------------	---	--------	--

**Minimum No Of Workers 2**

21.	<b>Matuu Office</b>	Along Thika – Garissa Highway Next To Ndallas Hotel	Office	<p>The Area Is Approximately 924 Sq. Ft On The Ground Floor Of The Building And Has 2 WCS Plus Urinal.</p> <p>Floor Finish Is Terrazzo.</p> <p>Wash Room Floor Finish Is Tiles.</p>
	<b>MATUU 33/11kv</b>	Matuu Shopping Centre	Unmanned	<p>Approx. 1 Acre</p> <p>This Refers To Transformer Room</p>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahiua Tel 0721-312612; Lucy Kamau Tel: 0722682869

		Approximately 1 KM From Matuu Office		
--	--	--------------------------------------	--	--

## Minimum No Of Workers 1

22.	<b>Kibwezi Town Office</b>	Kibwezi	Offices	<p>This Refers To Approximately <b>1254.74 Square Feet</b> Office Space On The Ground Floor Of California Plaza With Enclosed Rear Parking.</p> <p>There Are Two Offices With Tiled Floor Finish, 2wcs, Two Stores And A Kitchenette.</p>
-----	----------------------------	---------	---------	---

## Minimum No Of Workers 1

23.	<b>Mtito Andei Office</b>	Located Off Mombasa – Nairobi Highway Sparkle Centre Building	Office	<p>Consists Of 2 No. Adjacent Rooms Measuring Approximately <b>736 Sq. Feet</b></p> <p><b>Office</b> The Floor Finish Is Ceramic Tiles, 1WC</p>
-----	---------------------------	---	--------	---

## Minimum No Of Workers 1

24.	<b>Ruai Office</b>	Along Kangundo Rd Next To Ruai Girls High School	Office	The Area Is Approximately 1,650 Sq. Feet On The Ground Floor Of The Building And Has 3 Wcs A Kitchenette. The Floor Is Tiled.
-----	--------------------	--	--------	---

## Minimum No Of Workers 1

25.	<b>Tala Office</b>	Along Kangundo Road In Tala Town, Gerald House, Matungulu/Kyau me	Offices/Yard	<p>This Refers To Office Approximately 3,355sq Ft. And Store Yard Measuring Approximately 4,820 Sq Ft.</p> <p>Floor Finish Of The Office Is Tiles And For The Stores Cement Screed.</p> <p>2WCS At The Compound.</p>
-----	--------------------	---	--------------	--

## Minimum No Of Workers 2

26.	<b>Athi River Sub-Station</b>	Off Kitengela Kanji Ado Rd Inside East Africa Portland Company	Manned Substation	<p>The Area Is About <b>2 Acres</b>, Has 1WC, Control. Built Up Area Is (4,047 Square Meters) Room. The Floor Finish Is Terrazzo.</p> <p><b>Provision Of Exhausting Services When Required</b></p>
-----	-------------------------------	--	-------------------	--

## Minimum No Of Workers 1

27.	<b>New Industrial Area Substation</b>	Near Tetra Pack Around About, Industrial	Manned Substation	<p>The Area Is <b>¾ Acres</b>.</p> <p>It Has A Control Room, Gatehouse And 2wcs And A Kitchenette. The Control Room Floor Is Tiled.</p>
-----	---------------------------------------	--	-------------------	---

## Minimum No Of Workers 1

**PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION**

Contact Person – Esther Kahiua Tel 0721-312612; Lucy Kamau Tel: 0722682869

28.	<b>Embakasi Substation And Yard</b>	Off Mombasa Road Next To The KPA Depot.	Manned Substation	<p>Built-Up Area Is Approximately 17 Acres.</p> <p>This Expansive Premise Is Occupied By 2 No. Substations And A Pole Yard Within Which There Is A Guardhouse, A Feeder Rooms Come Office, 2 Wcs With A Floor Finish Of Terrazzo. Another Separate Office Come Kitchen Measuring 12mx6.5m With A Floor Finish Of Tiles, 4(No) Wcs And 3(No) Bath Rooms And A Yard.</p> <p><b>Provision Of Exhausting Services When Required</b></p>
	<b>Mombasa Road Substation</b>	Off Mombasa Road Next To The KPA Depot.	Unmanned	<p>The Total Area Is Approximately ¼ Of A Acre</p> <p>This Is A High Voltage Substation Comprising Of A Switching Yard And Control Room</p>
<b>Minimum No Of Workers 8</b>				
29	<b>New Airport Substation</b>	Industrial Area Outering Road Opposite JKIA	Manned Substation	<p>Built-Up Area Is Approximately 0.7 Acres (2,832 Square Meters)</p> <p>It Is Occupied By A Control Room, Gatehouse And A Toilet .The Floor Is Cement Screed.</p>
<b>Minimum no of workers 1</b>				
30	<b>Dandora Substation</b>	Along Kangundo road opposite Saika Estate	Manned Substation	<p>Built-up area is approximately 9 acres (36,422 square meters).</p> <p>This refers to an office, a gatehouse, WCS, and control room. Cabro paving and ground maintenance around the substation.</p> <p><b>Provision of exhausting services when required</b></p>
<b>Minimum no of workers 2</b>				
31	<b>Wamunyu Office</b>	30km off Machakos kitui road.	Offices	<p>This refers to approximately <b>625 square feet</b> office space on the ground floor.</p> <p>There is one office, a wet area has 2(no) wcs, a small corridor and a frontage veranda all finished with floor tiles. Stores and a kitchen.</p>
<b>Minimum no of workers 1</b>				
32	<b>Isiolo Rd And Bulk Store</b>	Off Isiolo Road Industrial Area - Nairobi	Offices, Workshop and stores	<p>This area covering about 10,180 sq. mts. These comprises of offices, workshops, 2 stores, 2 blocks of communal toilets and bathrooms.2 guard houses, a Kitchenette, canteen and urinal. The finish is Terrazzo, cement screed and PVC on the floors. A masonry fence surrounds the area. Note the workshop is a 24 hour premises, hence the cleaning will be done <b>24/7</b>. The compound is cabro paved.</p> <p><b>All waste material should be disposed in accordance to Kenya waste Management Guideline (NEEMA).</b></p>
<b>Minimum no of workers 8</b>				
33	<b>Kitengela Office And Stores Yard</b>	Kitengela Town. Yard is next to the EPZ substation	Offices and yard.	<p>This is an office area measuring approximately <b>3610 square feet</b> on the ground floor.</p> <p>The yard is in an area measuring approximately 3000 square meters holding a container, which is used, as a <b>store</b>.</p>
<b>Minimum Number of workers 2</b>				

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869

34	<b>Loitoktok Office And Store Yard</b>	Oсотua Plaza – Loitoktok/	Offices and store	Comprises an office space, store and 3 WCS, the floor finish is tiled. The office extends to approximately <b>1,510sq.ft.</b>
	<b>Loitoktok Substation</b>	Substation within Loitoktok town	Substation (unmanned)	The area is 0.9036 acre. It is occupied by a control room, gatehouse and yard. Restricted are to be cleaned under supervision. ( Once a month)

## Minimum Number of workers 2

35	<b>Rongai Office And Store Yard</b>	(2 <sup>nd</sup> floor of Masai Mall	Offices & stores yard	This refers to an office block approximately <b>4200 square feet.</b> the floor is mainly tilled and 4 communal toilets  The yard contains office (metal container) and a compound approximate 5000 square feet with grass and flowers.  NB: Ensure Supply of toilet papers at all times as the common areas are cleaned by the Landlord.
	<b>Matasia Substation</b>	Ongata Rongai - off Magadi Road opposite Nkoro Primary School	Comprises substation and building	The area is <b>0.5 acres.</b> It accommodates a Control Room within which there is a feeder room, Offices, communal toilet, Guardroom and Yard. The finish is terrazzo and cement screed.  This includes Provision of Exhauster services as and when required

## Minimum Number of workers 3

36	<b>Kajiado Office And Yard, And Substation</b>	Kajiado town	Offices and Yard	This is an office area measuring approximately 1,700 square feet on the ground, and 1st floors, with toilet having WC's. The premises are fully complete with all finishes done including floor tiles to all the areas and cabro paving on enclosed parking area.  The yard is in an area measuring approximately 1.387 acre holding a container, which is used, as a <b>store.</b>
----	--	--------------	------------------	---

## Minimum Number of workers 2

37	<b>Ngong Office</b>	Milele Mall- Ngong town	Offices	The area is approximately 1256 sq. feet on the first floor of the building. The two office spaces are adjacent to each other (F10 and F11). The floor finish is tiled.  NB: Ensure Supply of toilet papers at all times as the common areas are cleaned by the Landlord and generally ensure the premise is clean.
	<b>Ngong Substation</b>	Located Within Ngong town Approximately 1 KM from Milele mall Ngong	Comprises substation and building	It occupies an area of <b>100 square meters.</b> This area is occupied by a control Room, gatehouse and toilet. The floor finish is terrazzo. ceramic tile surfaces and cabro paved compound measuring <b>360 square metres,</b>

## Minimum Number Of Workers 2

38	<b>Karen Office And Substation</b>	Off Ngong Road next to Nakumatt	Offices , substation	The office is constructed on an area of approximately 1300 Square meters and occupies an area of 108 Square meters.  The floor finish is cement screed and terrazzo, cabro paved
----	------------------------------------	---------------------------------	----------------------	--

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869

	Dagoretti Substation	Junction		compound with 6 washrooms floor finish is terrazzo
				The substation area is <b>9000 square meters</b> This refers to a substation within which there is a feeder room, Offices, Guardroom and high voltage area. The floor finish is terrazzo and cement screed. 2 No. number of washrooms,
		Dagoretti Ndunyu	Unmanned substation	Approx. 1.06 acres This is a high voltage substation. It accommodates a Control Room within which there is a feeder room, communal toilets 2 No, Guardroom and Yard. The finish is terrazzo and cement screed.
Minimum Number of workers 3				
39	Nairobi Show Ground Pavilion	Ngong Rd situated on Jamhuri ASK Grounds	Show ground	The Offices stand on an area of approximately 1500sq ft. This refers to three floors, which include 5 washrooms, boardroom, lounge, two balconies, Staircases, and two kitchens.  The floor finish is tiles.  Also <b>emptying the septic tank</b> as and when required.
Minimum Number of workers 4				
40	Namanga Office And Yard	Namanga Town	Offices & yard	This refers to an office block approximately <b>632 square feet</b> with 1WC and a pit latrine. Floor finish is tiles  Approximate are for the yard is 1.576 acres with container stores used as store, which has a gatehouse and washroom (ladies and gents which has terrazzo finish and poles yard that requires weeding.
Minimum Number of workers 2				
41	Bomas Substation	Along - Langata road near Nakumatt Galleria.	Comprises substation and building	This refers to a control Room measuring <b>100 square metres;</b> gatehouse and toilet .The floor finish is terrazzo. Cabro paved compound measuring <b>360 square metres.</b>
Minimum Number of workers 1				
42	Wilson Airport Office	Wilson Airport Offices	Office	This is an office space covering about <b>987square feet</b> carpeted all through. With one toilet and small kitchenette
Minimum Number of workers 1				
43	Kileleshwa Substation	Kileleshwa Area next to Jacaranda Special school	Comprises substation and building	The area is about <b>3000 sq. metres</b> , comprising a Control Room and 1 room, 1WC, a guardhouse and yard. floor finish is cement screed . The finish is terrazzo and cement screed.
Minimum Number of workers 1				
44	Nairobi West Depot And Substation	Off Mombasa Road near Bridge to South C	Offices and manned Substation	This area covering about <b>10,180 sq mts.</b> These comprises of office, stores, container stores (3) blocks of communal toilets (2 No) and Kitchen (2 ) and godown (1 No.) The finish is Tiles. <b>The compound is cabro paved.</b> There is also an old substation building to be converted to a transformer shed. The substation occupies an area of <b>100 square meters</b> occupied

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NAIROBI REGION

Contact Person –Esther Kahi Tel 0721-312612; Lucy Kamau Tel: 0722682869

				by a control Room, gatehouse and toilet. Cabro paved compound measuring <b>360 square metres</b> , The floor finish is terrazzo.
<b>Minimum Number of workers 5</b>				
45	<b>Ragati Depot And Substation</b>	Ngong Road Next to NHIF Building	comprises GIS Substation building and office buildings)	The offices is constructed on an area of approximately <b>1.065 acres</b> . This includes 2 blocks of offices of 3 floors each for O&M, D&C and E-plants offices. There is also a common ablution block. The floor finish is wood parquet and requires polishing every three months The Substation is constructed on an area of approximately 0.02030 acres it required general maintenance, slashing, and sweeping of the compound. The substation is composed of a block of two floors which include two control Rooms, Staircase, gate house, 2 toilets, and a kitchen and a yard that requires weeding
	<b>Ngong Rd 66/11kv - Substation</b>	Near city mortuary along Ngong road	Comprises substation and building ( unmanned)	The area is <b>2 acres</b> . This refers to a control room with feeder, one combined washrooms/bathroom, yard and gatehouse .The floor finish is <b>Terrazzo</b> .
<b>Minimum number of workers 5 and 1 supervisor</b>				
46	<b>Mamlaka Substation And Office</b>	Statehouse Road Upper Hill	Unmanned Substation & office	The office and Substation is constructed on an area of approximately 1 acre The substation is composed lower floor with Kitchen, Gents, Ladies, Corridor, office room and a store. The upper the floor has Kitchen, Gents, and Ladies, control room, Panel room and security room and office. The floor finish is mainly terrazzo and tiles.
<b>Minimum number of workers 1</b>				

## 3. NORTH RIFT REGION

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – Elkanah Kiplagat- 0721172712

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b>Oloo Street Offices</b>	Oloo Street	Banking Hall and Emergency Office	<ul style="list-style-type: none"> <li>This refers to an office and banking area measuring 2211 sq ft finished in polished ceramic tiles, a kitchenette and a parking space finished with cabro</li> <li>There are, 2 no Wc toilets</li> <li>Washrooms furnished with ceramic tiles.</li> </ul>
<b>Minimum number of workers 2</b>				
	<b>Muyodi Staff Quarters</b>	Along Uganda Highway	Office/Residential quarters	<ul style="list-style-type: none"> <li>This a residential estate comprising of 16 No. two bedroom bungalows and 16 No. Bed-seaters with two communal ablutions block each with 3 toilets and 3 bathrooms with some washing area. Toilets are furnished with ceramic.</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – **Elkanah Kiplagat- 0721172712**

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
				<ul style="list-style-type: none"> <li>The estate has a paved parking area and the rest of the area of approx. 1-acre is covered with grass.</li> </ul>
<b>Minimum number of workers 2</b>				
	<b>Nandi Road Residence</b>	Next to Mediheal Hospital	Residential House	<ul style="list-style-type: none"> <li>This refer to a private residential for senior staff. It's an area measuring approximately two acres with a pit Latrine.</li> <li>The works involves maintaining the lawn using a lawn mower once in a week to provide uniform grass level</li> </ul>
<b>Minimum number of workers 1</b>				
	<b>Kitale Office</b>	Ambwere Plaza	Offices	The area measures 5000 sq ft and refers to office area a with ceramic tile floor finish. There are 4no Wc toilets with a urinal and 2 No. WHB.
<b>Minimum number of workers 4</b>				
	<b>Kitale Depot</b>	Peponi Road next to Cereals Office	Offices, substation and Residential quarters	<ul style="list-style-type: none"> <li>This refers to an area measuring 1 acre comprising of offices and store yard.</li> <li>There are 3 no toilets and 2 communal pit latrines. 2</li> <li>Residential quarters consists of 9 (no) bed sitters and 2 communal toilets and 2 Wc (no) communal toilets</li> </ul>
<b>Minimum number of workers 3</b>				
	<b>Kapsabet Store &amp; Office</b>	Stores office Located at KCB building ground floor Office Located at Tiryo plaza 4 <sup>th</sup> floor	Office and store yard	<p>The store comprises an office space measuring 1800sq. Ft and two WC finished with PVC</p> <p>The office space comprises of an open space on the 4<sup>th</sup> floor 2,500 sq ft with 2 no. WC toilets</p> <ul style="list-style-type: none"> <li>The floor is finished with ceramic tiles</li> </ul>
<b>Minimum number of workers 3</b>				
	<b>Kapenguria Office/ &amp; Stores</b>	Next to Mwalimu sacco	Office space	<ul style="list-style-type: none"> <li>This is an office space comprising of an office space on the ground floor and first floor measuring 2,880 sq ft and 4 no WC toilets</li> <li>The floor is finished with ceramic tiles</li> </ul> <p>The stores is located within the substation approximately one kilometre from the offices</p>
<b>Minimum number of workers 2</b>				
	<b>Lessos Control Depot</b>	<b>Lessos township</b>	Offices and Residential quarters	<ul style="list-style-type: none"> <li>There are offices within the Sub-Station Building and a Control room, 1 toilet, 1 bathroom and urinal. Measuring 1800sq ft. The floor type is Screed</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – **Elkanah Kiplagat- 0721172712**

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE
				<ul style="list-style-type: none"> <li>The staff-housing compound is comprised of 8 NO. two bed- roomed houses, 2 NO. three bed-roomed houses, and other smaller units. The whole area is covered in grass with paved walk- ways.</li> <li>The Compound also has 3 pit latrines, about ½ the perimeter is of live fence and the rest is in barbed wire. –.</li> <li>There is an additional office at the substation comprising of 3 units upstairs and a kitchen with a meeting room downstairs. It measures 8540 sq ft.</li> <li><b>NB: Emptying of septic tanks to be done as and when required.</b></li> <li><b>Ground must be maintained with a lawn mower and live fence maintenance must be done appropriately</b></li> </ul>
<b>Minimum number of workers 5</b>				
	<b>Iten Office</b>	<b>Mosop plaza</b>	Offices	This refers to an office space measuring 2000 sq ft with ceramic tile floor finish and 4 no. WC toilets finished with ceramic tiles
<b>Minimum number of workers 2</b>				
	<b>Cheptongei</b>	<b>Near Cheptongei shopping centre</b>	Substation/ O&m office	This refers to an office space measuring 800sq ft with terazzo floor finish and 4 no. WC toilets finished with ceramic tiles
<b>Minimum number of workers 1</b>				
	<b>Rivatex Office ; Substation &amp; Store Yard</b>	<b>Rivatex sub-station/ stores/ Yard</b>	Stores offices/ protection/substation	<p>This is an area measuring approximately Ten acres. The offices comprises of two blocks one serving as store office and a control room. The store office is has 2 no. WC toilets and a bathroom finished with ceramic tiles.</p> <p>The control room office is finished with terrazzo. The office area measures 4645 sq ft. The control room area has 2 No WC toilets.</p> <p><b>NB: The scrap yard next to the substation requires constant maintenance with a lawn mower in order to provide uniform grass level. The scrap yard also requires periodic maintenance to remove overgrown grass.</b></p>
<b>Minimum number of workers 3</b>				
	<b>Elgon View Substation</b>	<b>Within Elgon view estate</b>	Substation/ O&m office	This refers to a controlled office space and switching room measuring 1200sq ft with terazzo floor finish and 2 no. WC toilets finished with Ceramic tiles.
<b>Minimum number of workers 1</b>				



# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – **Elkanah Kiplagat- 0721172712**

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b>Kcc/Industrial Substation</b>	<b>Next to poa place resort</b>	Substation/ O&m office	This refers to a controlled office space and switching room measuring 1200sq ft with terazzo floor finish and 2 no. WC toilets finished with Ceramic tiles.
<b>Minimum Number Of Workers 1</b>				
	<b>Moi's Bridge Substation</b>	<b>Next to cereals board</b>	Substation/ O&m office	This refers to a controlled office space and switching room measuring 1200sq ft with terazzo floor finish and 2 no. WC toilets finished with Ceramic tiles.
<b>Minimum Number Of Workers 1</b>				
	<b>Ortum Power Station</b>	<b>Along Kitale Lodwar Highway</b>	Substation/ O&m office	This refers to a controlled office space and switching room measuring 1200sq ft with terazzo floor finish and 2 no. WC toilets finished with Ceramic tiles.
<b>Minimum number of workers 1</b>				
	<b>Sarmach Power Station</b>	<b>Next to Turkwel power station</b>	Substation/ O&m office	This refers to a controlled office space and switching room measuring 1200sq ft with terazzo floor finish and 2 no. WC toilets finished with Ceramic tiles.
<b>Minimum Number Of Workers 1</b>				
	<b>Lodwar Office And Power Station</b>	<b>Off Kanamkemer Lodwar road</b>	Offices and Power House	<ul style="list-style-type: none"> <li>This refers to an open office block measuring approximately 4000sq ft. with 5 no. Wc toilets</li> <li>The floor is finished with ceramic tiles.</li> <li>The generation block comprises two offices furnished with PVC tiles.)</li> <li>There are 2 no toilets are furnished with screed</li> <li><b>NB: Emptying of septic tanks to be done as and when required.</b></li> </ul>
<b>Minimum number of workers 5</b>				
	<b>Lokitaung</b>	<b>Lokitaung Town</b>	Power station, quest house and Offices	This refers to an area measuring three acres comprising of an office block, power station, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles
<b>Minimum Number Of Workers 1</b>				
	<b>Lokori Power Station</b>	<b>Lokori Town</b>	Offices, Workshop, Guest House and entire compound	This office comprises of an office block 17m * 9m, workshop and a store each 7m * 18m, Pump House 8m * 4m, Guest House 13m * 18m and Compound length approximately 200m * 200m.. The office is furnished in polished terrazzo floor and Guest House are of PVC tiles, a Kitchen and a washroom. There are two toilets – 1 for ladies and 1 for gents, 1 urinal and 4 No. Wash hand basins. Toilets are furnished with ceramic
<b>Minimum Number Of Workers 1</b>				
	<b>Lokichar</b>	<b>Lokichar Town</b>	Offices	This refers to an area measuring three acres comprising of an office block, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – **Elkanah Kiplagat- 0721172712**

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
<b>Minimum number of workers 1</b>				
	<b>Kalimorok</b>	<b>Kalimorok town</b>	Power station, quest house and Offices	This refers to an area measuring three acres comprising of an office block, power station, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles
<b>Minimum Number Of Workers 1</b>				
	<b>Lokirama</b>	<b>Lokirama town</b>	Power station, quest house and Offices	This refers to an area measuring three acres comprising of an office block, power station, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles
<b>Minimum Number Of Workers 1</b>				
	<b>Kakuma</b>	<b>Kakuma Town</b>	Power station, quest house and Offices	This refers to an area measuring three acres comprising of an office block, power station, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles
<b>Minimum Number Of Workers 1</b>				
	<b>Lokichogio</b>	Along Lodwar Lokichogio Rd	Power station, quest house and Offices	This refers to an area measuring three acres comprising of an office block, power station, security office and guest house The office has 4.no Wc toilets s finished with ceramic tiles
<b>Minimum Number Of Workers 1</b>				
	<b>Lopedru</b>	Within Kangangipur township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines
<b>Minimum Number Of Workers 1</b>				
	<b>Napelilim</b>	Within Napelilim township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines
<b>Minimum Number Of Workers 1</b>				
	<b>Eliye</b>	Within Eliye township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines
<b>Minimum Number Of Workers 1</b>				
	<b>Letea</b>	Within Letea township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines
<b>Minimum Number Of Workers 1</b>				
	<b>Lowareng</b>	Within Lowareng township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines
<b>Minimum Number Of Workers 1</b>				
	<b>Kangangipur</b>	Within Kangangipur township	Solar station Offices	This refers to a container office measuring 40 x12 ft with 1.no. pit latrines

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – **Elkanah Kiplagat- 0721172712**

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b>LUMAKANDA</b>	Within Lumakanda township	Office	This refers to an office space measuring 650 sq ft with ceramic tile floor finish and 2 no. WC toilets finised with ceramic tiles
<b>Minimum number of workers 1</b>				

## 4. SOUTH NYANZA

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – Joel Too -0716 722950

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b>Kisii Depot &amp; Stores</b>	Off Kisii Town Near Slaughter House,Daraja Mbili Area	Stores & Offices	This Refers To Storage Areas, Open Plan Offices And One Go Down. Separate Toilets Consisting Of 4no. Wc (Ladies And Gents) And Urinal. The Office Measuring <b>5000 Sq. Ft Approx.</b> The Floors Are Ceramic Tiles. The Compound Measures About <b>An Acre</b> Empty Of The Septic Tank As And When Required
<b>The Minimum No Of Workers For This Premise Is 5</b>				
	<b>Sori Office</b>	Within Sori Town	Offices	The Accommodation Consists Of Open Plan Office, 1 Pit Toilet And Parking Space Shared Among All Tenants. It Measures 700 Sq. Ft Approx.
<b>The Minimum No Of Workers For This Premise Is 1</b>				
	<b>Homa Bay Residential Quarters</b>	Hospital Rd And Next To Kws Residential Quarters	Staff Quarters And Compound	The Compound Is Occupied By Seven Houses To Be Used As Offices And An Upcoming Transformer Shed. The Compound Measures <b>About One And A Quarter Acre</b>
	<b>Homa Bay Stores</b>	Hospital Rd	Stores	The Compound Is Occupied By Two Houses The Housed The Stores And A Yard The Area Is Approximately <b>Half An Acre</b>
<b>The Minimum No Of Workers For This Premise Is 5</b>				
	<b>Migori Office</b>	Migori Town Ship Along Kisii- Migori Highway	Offices	This Is An Office Set Within The Town. Accommodation Consists Of Two Offices, A Store And Toilets. (3wcs And 2 In 1 Pit Latrine) Finished In Cement Screed And Pvc Tiles. It Measures <b>1400-Sq. Ft. Approx</b>
<b>The Minimum No Of Workers For This Premise Is 3</b>				
	<b>Nyamira Offices</b>	Along Main Nyamira Street	Offices	This Is An Office Set Within The Town. Accommodation Consists Of Ground And 1 <sup>st</sup> Floor Offices And Two Stores All In Cement Screed And Pvc. It Measures 5020-Sq. Ft. Approx
<b>The Minimum No Of Workers For This Premise Is 3</b>				

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – Joel Too -0716 722950

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b><i>Kehancha Office</i></b>	Within Kehanchatown	Offices	The Accommodation Consists Of Open Plan Office, 2 Pit Latrines (Ladies And Gents) And Parking Space For 2 No. Lorries And 3 No. Motorcycles. It Measures <b>700 Sq. Ft Approx.</b>
<b>The minimum no of workers for this premise is 1</b>				
	<b>Mfangano Power Station</b>	Mfangano Island	Power station	It's a generation station. The accommodation consists of an open plan office, a store and 3(NO) WC, wash hand basin and urinal. It measures <b>500 sq. ft approx.</b> There are cases of oil spillages, the compound has extensive lawn and flowers that require maintenance. Empty of the septic tank as and when required
<b>The minimum no of workers for this premise is 4</b>				
	<b>MBITA OFFICE</b>	Mbita town neat bus station	Offices	This refers to 2no shops, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. The office measures 1000 square feet. The floor finish is tiles.
<b>The minimum no of workers for this premise is 1</b>				
	<b>KENDU BAY OFFICE</b>	Within Kendu-Bay Town	offices	The accommodation consists of open plan office, 2 toilets for ladies and gents and parking space for 2 no. lorries and 3 no. motorcycles. It measures <b>1000 sq. ft approx.</b>
<b>The minimum no of workers for this premise is 1</b>				
	<b>OYUGIS OFFICE</b>	Oyugis town	office	This is an office area measuring approximately <b>1, 300 square feet</b> with toilet having (2) WC's and outside parking for at least 3 vehicles. The premises are fully complete with all finishes done including floor tiles
<b>The minimum no of workers for this premise is 1</b>				
	<b>NYASIONGO OFFICE</b>	Along Main road to kericho/ Borabu	Offices	This is an office space covering about <b>500square feet</b> floor type is tiles. <i>With</i> a pit latrine and small kitchenette.
<b>The minimum no of workers for this premise is 1</b>				
	<b>MIGORI YARD</b>	Along Migori – boarder road	Store yard	This refers to an approximately <b>1 acre</b> with I pit latrine There is also a yard which has a gate house. The yard also requires bush clearing as required.
<b>The minimum no of workers for this premise is 1</b>				
	<b>NYANGENA SUBSTATION</b>	ALONG MIGORI ROAD AFTER KISII JUNCTION	SUBSTATION	This refers to a control room, gate house and Toilet and 1 pit latrine. And lawn of the compound. The area is approximately <b>1 acre</b>
<b>The minimum no of workers for this premise is 1</b>				
	<b>NYAMIRA SUBSTATION</b>	ALONG NYAMIRA – KERICHO ROAD	SUBSTATION	This refers to a control room, gate house and Toilet. The area is approximately <b>1 acre</b>
<b>The minimum no of workers for this premise is 1</b>				
	<b>MIGORI SUBSTATION</b>	Along kehancha road	SUBSTATION	This refers to a control room, gate house and Toilet.

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS –SOUTH NYANZA REGIONS

Contact Person – Joel Too -0716 722950

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
<b><i>The minimum no of workers for this premise is 1</i></b>				
	<b>HOMABAY SUBSTATION</b>	Just before Homabay town	substation	This refers to a control room, gate house and Toilet.
<b>The minimum no of workers for this premise is 1</b>				
	<b>KEGATI POLE YARD &amp; TRANSFORMER SHED</b>	8KM from Kisii Keroka road	Store Yard	This refers to a store and pole yard and Toilet. There is a store house, transformer shed, with oil spillages and an extensive compound. The area is approximately <b>3 acre</b>
<b>The minimum no of workers for this premise is 3</b>				
	<b>OYUGIS SUBSTATION</b>	ALONG OYUGIS ROAD JUST BEFORE RODI JUNCTION	SUBSTATION	This refers to a control room, gate house and Toilet. The area is approximately <b>700 sq ft</b>
<b>The minimum no of workers for this premise is 1</b>				
	<b>AWENDO OFFICE</b>	ALONG MIGORI ROAD AT THE CDF OFFICES	OFFICE	This is an office space covering about <b>500square feet</b> cemented floor. <i>With</i> Separate common washroom.
<b>The minimum no of workers for this premise is 1</b>				
	<b>KISII EAST SUBSTATION</b>	Along Nyamira road Jogoo	SUBSTATION	This refers to a control room, gate house and Toilet. The area is approximately <b>1000sqft</b>
<b><i>The minimum no of workers for this premise is 1</i></b>				
	<b>KIAMOKAM A OFFICE &amp; SUBSTATION</b>	KIAMOKAM A	SUBSTATION/OFFICE	This refers to an Office, control room, gate house and Toilet. The compound has an open plan office appx 1500sqft. With flowers and plants.
<b>The minimum no of workers for this premise is 2</b>				

## 5. CENTRAL RIFT

### PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

<b>N O</b>	<b>PREMISE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE</b>
	<b>MOLO OFFICE</b>	Within Molo Town along the Molo Mau Summit Road	Offices	<ul style="list-style-type: none"> <li>This refers to an office measuring approx. 2700 sq. ft. Situated on a compound measuring Approx. 0.5acre. with a floor made of terrazzo.</li> <li>There are 8No.WC'S with 2 urinals with concrete floor and a Kitchen.</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE
				<ul style="list-style-type: none"> <li>The Compound has a hedge that has to be trimmed, and vegetation cleared repeatedly.</li> </ul>
<b>Minimum no of workers required - 2 (no)</b>				
	<b>ELDAMA RAVINE OFFICE</b>	Baringo Teachers Sacco Building.	Offices and Store Yard	<ul style="list-style-type: none"> <li>This refers to office space measures approximately 871 square feet, 2No.WC'S 1 -ladies and 1-Gents made of terrazzo floor, there is also an enclosed yard for storage of poles and other bulky materials direct opposite the office, that needs to be maintained.</li> </ul>
<b>Minimum no of workers required - 1</b>				
	<b>NAROK OFFICE</b>	Along Nairobi/Narok Rd Approx 300m From Town	Offices	<ul style="list-style-type: none"> <li>This refers to offices on 1<sup>st</sup> floor measuring Approx. 55ft x17ft and a storage room measuring Approx. 8ft x 9.4ft,</li> <li>Ground floor Reception area and customer services Approx. area is 532.3sqft (48.88 sq. m), store office 14.3ft x 9.4ft,</li> <li>Main store measures Approx. 13.4ft x 9ft – The floor is made of granite tiles and has one2No. WC'S with terrazzo floor. The area also has a motorcycle parking with a shed.</li> </ul>
<b>Minimum no of workers required 2(no)</b>				
	<b>LANET DEPOT ; STAFF QUARTERS &amp; SUBSTATION</b>	Along Nairobi/ Nakuru Highway Opp. St. Georges Muthaiti School	Offices and Staff Residential quarters.	<p>The area covers 40 acres, with 25 acres</p> <p><b>a) OFFICES</b></p> <ul style="list-style-type: none"> <li>It consists of 3 offices measuring approximately 12 ft. x 10ft, within the control building measuring 12ftx80ft, open space for transformers measuring 80ft x 60ft 2 toilets, Windows – measuring 16ft x 3ft 1 urinal and a drainage – 120ft.</li> <li>The floor is made of granite tiles and corridor with red oxide, transmission office has concrete floor. Transmission and Projects offices have granite tiles and pro all in one block with total area measuring Approx.: 1667sqft, the rest of the offices consist of normal concrete floor with red oxide surface; it has 13 glass-panelled windows. Transport office with two offices approx. 704 sq. ft. also with granite tiles floor.</li> </ul> <p><b>There is an open space covering approx. 10acre that is to be maintained weekly – Grass and Hedge</b></p> <p><b>JUNIOR STAFF RESIDENCE</b></p> <ul style="list-style-type: none"> <li>Open space covering approximately ½ acre. With</li> <li>4 NO. Communal WC'S made of concrete there is also an Open space covering approximately 1½ acre.</li> </ul> <p><b>ABLUTION BLOCK</b></p>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE
				<ul style="list-style-type: none"> <li>It Measures Approximately 12.9 x 8.2m, WC'S floor made of tile, Gents with 3-Urinals, Ladies with 3-WC'S and 1no for PWPD'S</li> </ul> <p><b>SUBSTATION</b></p> <ul style="list-style-type: none"> <li>This refers to a control room, and 2No. WC'S. floor finish is Terrazzo</li> </ul>

**Minimum no of workers required - 10 (no)**

5	<b>NAKURU DEPOT&amp; SUBSTATION</b>	Industrial Area Timber Rd. Opposite Oil Mills	Offices and Depot	<p>The area covers approximately 1 ¾ acres.</p> <ul style="list-style-type: none"> <li>This refers to 3 offices measuring 14 ft. x 12 ft., two (2) offices measuring 12ft x 10ft, E-Plant workshop measuring 48 ft. x 30 ft., a restricted area. It has washroom 2No.WC'S with 3- Urinals floor finish granite tiles, and a large Parking area – Covered with cabro.</li> <li>In the substation, we have 2No. WC'S the floor finish is terrazzo.</li> </ul>
---	-------------------------------------	---	-------------------	---

**Minimum no of workers required - 3 (no)**

6	<b>NAIVASHA OFFICE</b>	MbariaKaniu road	Offices	<ul style="list-style-type: none"> <li>This refers to an area along Mbaria Kaniu Rd measures app.13.7M X 10.1 ground floor, 10 windows, with 2No WC'S floor finish granite tiles with 2No. urinals.</li> <li>-Emergency office and store area measures Approx. 9.7 x10.1m, is tiled,</li> <li>-1<sup>st</sup> floor Main Office measures Approx. 16.9m x 12.7m, and two other office transmissions and for meter readers the floor is tiled, 1<sup>st</sup> floor washroom Gents and ladies –Gent has two urinal the floor is tiled.</li> </ul>
---	------------------------	------------------	---------	---

**Minimum no of workers required - 3 (no)**

	<b>SHOWGROUND K.P.L.C STAND</b>	<i>Within Showground</i>	Offices	<p>It consists of tarmacked parking at the back and front of the building Concrete slabs all-round the sides.</p> <p><b>The area refers to:</b></p> <ul style="list-style-type: none"> <li>Large exhibition area with flower beds in the middle surrounding the water sprinkler.</li> <li>The executive wing refers to Washroom toilets ladies and Gents all tiled, Offices, Dining room, Kitchen, Verandah and Stairs</li> <li>The staff wing refers to Washroom with toilets ladies and gents with tiled floor, Offices, Dining room, Kitchen, Verandah and Stairs</li> </ul>
--	---------------------------------	--------------------------	---------	---

**Minimum No. of workers- 2 NO**

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE
	<b>GILGIL</b>	<i>Within Gilgil Town</i>	Office on ground floor	<ul style="list-style-type: none"> <li>Front Office Made of screed floor measuring Approx. 21ft x 16.8ft, corridor of Approx. 11ft x 405ft, back office Approx. 11 x 11.1ft, and 1<sup>st</sup> floor consists of one open office measuring 20ft x 16.8ft</li> <li>The Office has a washroom with 2-toilets, 1-Urinal, and 2-Windows of Approx. 11ft x 10.5ft all tiled.</li> </ul>
<b>Minimum No of workers-2 (NO)</b>				
9	<b>OL KALOU</b>	<i>Nyandarua County - along Gilgil /Nyahururu Road</i>	<b>Office</b>	<ul style="list-style-type: none"> <li>The Office comprises of 3 big rooms and one small one with an area measuring Approx.: 1750sqft, on the ground floor, The offices floor is screed, there are 2no WC'S Ladies and Gents, floor finish is granite tiles 1 Urinal inside at the backyard all with tiled floor.</li> <li>The area has a front Parking which can accommodate at least 3 Vehicle's and a backyard</li> </ul>
<b>Minimum no of workers required - 1 (NO)</b>				
10	<b>ENGINEER OFFICE</b>	<i>Nyandarua county</i>		<ul style="list-style-type: none"> <li>This refers to 2No. offices measuring Approx. 400 sq. ft., and tiled floor and two 2No. WC's (Ladies and gent floor finish granite Tiles.</li> </ul>
<b>Minimum no of workers required - 1 (no)</b>				
11	<b>KABARNET OFFICE</b>	<i>Located 1<sup>st</sup> floor KCB building</i>	Offices	<ul style="list-style-type: none"> <li>The Offices are located at 1<sup>st</sup> floor KCB Building and comprises Open Office, 1No closed Office and a store</li> <li>The floor is made of tiles. There are 6 No. WC'S six 3 for ladies and 3 gents, 1 urinal 4 no wash hand basins floor is granite tiles.</li> </ul> <p>The office also has a motorcycle parking downstairs.</p>
<b>Minimum no of workers required - 2 (no)</b>				
12	<b>MARIGAT</b>	<i>Marigat township</i>	Offices	<ul style="list-style-type: none"> <li>The area measures 707 sq. ft.</li> <li>The floor is finished in granite tiles and has 2No. WC'S ladies and gent floor finish is granite tiles</li> </ul>
<b>Minimum no of workers required - 1 (no)</b>				
13	<b>KERICHO OFFICE</b>	<i>Kenyatta street opposite KBC</i>	Office	<ul style="list-style-type: none"> <li>Refer to Open office with 4No closed offices, a meeting room. and (2no) WC ladies and gent on 1<sup>st</sup> floor</li> </ul>
<b>Minimum no of workers required - 2 (no)</b>				



# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

N O	PREMISE	LOCATION	DESCRIPTION	SCOPE
1 4	<b>KERICHO DEPOT AND STAFF QUARTERS</b>	<i>Off Kisii road</i>	Office and staff quarters	<ul style="list-style-type: none"> <li>Refers to 5 no Open Offices and the staff quarters</li> <li>The power station offices consist of 3 open plan offices, two stores and a water closet</li> <li>The floor is cement screed.</li> <li>The staff quarter is separate from the power station building</li> <li>The compound measures about 3 Acres.</li> <li>We have 2no WC'S Gents and ladies the floor finish is granite tiles.</li> </ul>
	<b>Minimum no of workers required - 2 (no)</b>			
1 5	<b>BOMET OFFICE</b>	<i>Bomet town</i>	Office and Parking	The accommodation consists of open plan office and a store on the ground floor, Offices at 1 <sup>st</sup> floor measuring approx.:700 sq. ft. with 4 No. WC'S. Gents and A Urinal The floor is made of granite Tiles
	<b>Minimum no of workers required - 2 (no)</b>			
1 6	<b>SOTIK OFFICE</b>	<i>Business street Sotic town</i>	Office	<ul style="list-style-type: none"> <li>The office consists of open plan office 2 (no) small store and a Kitchen on the ground floor and 4 small offices on the 1<sup>st</sup> floor, 1870 <b>sq. ft.</b></li> <li>It has external 2No.WC'S Gents and ladies the floor finish is granite Tiles</li> </ul>
	<b>Minimum no of workers required - 2 (no)</b>			
1 7	<b>NYAHURURU OFFICE</b>	Opposite Nyahururu Municipal Council Offices	offices	<ul style="list-style-type: none"> <li>The office consists of 4 (four) offices measuring Approximately 10 ft x 8 ft, cashier's cubicles measuring 6ft x 3 ft, and 2 (two) office in open space measuring approximately 25ft x 30ft.</li> <li>The building has 7 No. WC'S and 1No. urinal. Floor finish is Granite Tiles</li> <li>Open space behind the office – measuring 50ft x 100ft, windows – 100ft x 5ft approximately in total.</li> </ul>
	<b>Minimum no of workers required - 2 (no)</b>			
1 8	<b>NYAHURURU STAFF QUARTERS &amp; DEPOT</b>	Along Nyahururu/Gil gil Rd	offices	<ul style="list-style-type: none"> <li>The area measures approximately 1-½ acres.</li> <li>It consists of Six staff quarters, guardhouse, ablution block and pole yard. it also has an open drainage measuring 90ft</li> <li>The ablution block floor is made of ceramic tiles and has 9- windows, 2-urinals, 5No WC'S -, 3-bathrooms and 3 WHB. The Floor finish is ceramic tiles</li> <li>There is an open space with Vegetation that is to be maintained regularly.</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

N O	PREMISE	LOCATION	DESCRIPTION	SCOPE
	Minimum no of workers required - 4 (no)			
1 9	<b>MARALAL OFFICE</b>	Within Maralal Town	offices	<ul style="list-style-type: none"> <li>Ground floor veranda measures Approx. 54.3 x 5ft, Customer service office Approx.19.8 x11.4ft with 2-Windows, Emergency Office Approx. 19.8 x 11.3ft with 2-Wndows, store Approx. 20 x 14ft with 1-Window.</li> <li>Entrance corridor with a measurement of Approx. 21.5 x 4. 5ft. WC’S 2No with floor finish of granite tiles. Inner veranda measuring 54.3x 5ft and a store case measuring 21.6x6.9ft.the floor has granite Tiles</li> </ul>
Minimum no of workers required -1				
2 0	<b>BARAGOI OFFICE &amp; SUBSTATION</b>	Within BaragoiTown	Office & substation	<p>The area consists of two new office with area approx. 7ft x 18.6fts</p> <ul style="list-style-type: none"> <li>. Workshop and store of area 47.16 x 17ft, two toilets.</li> <li>. Three commercial office area 43ft x10.5ft</li> </ul> <p>The Floor finish is PVC, 2 No. WC’s ,2 No. bathrooms and urinal and is served by a Septic tank</p>
Minimum no of workers required -2				
2 1	<b>KILGORIS OFFICE</b>	Within Kilgoris town	Office	<ul style="list-style-type: none"> <li>This refers to an open plan office, 2no. WC’S outside the Office with tiled floor and a parking space for two (no), Lorries and 3 (no) Motorcycles. The office measures Approx:600 sq. ft. with ceramic tiles</li> </ul>
Minimum no of workers required - 1 (no)				
2 2	<b>KIPTERE OFFICE</b>	Within Kiptere Town	Offices	<ul style="list-style-type: none"> <li>This refers to an open plan office -2 WC’S ladies and gents. The floor finish is ceramic tiles and it measures 620 sq</li> </ul>
Minimum no of workers required - 1 (no)				
2 3	<b>BAHATI OFFICE</b>	Bahati Town	Office	<ul style="list-style-type: none"> <li>The area Consist of 661Sq.ft</li> <li>The Floor finish is Ceramic Tiles, 2 No. WC’S and 1No. Kitchen Sink –</li> </ul>
No of workers required - 1 (no)				
2 4	<b>LONDIANI OFFICE</b>	Londiani Town	Manned Substation	<ul style="list-style-type: none"> <li>The area consists of 1056 sqt.</li> <li>The Floor finish is Ceramic Tiles, 2 No.WC’S and 1No. Kitchen Sink</li> </ul>
No of workers required - 1 (no)				
2 5	<b>CHEMOSIT SUBSTATION</b>	Along Kericho Sotik Road	Manned Substation	<ul style="list-style-type: none"> <li>This refers to a control room, gatehouse and 2no WC’S floor finish is granite Tiles.</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – CENTRAL RIFT

Contact Person Gladys Achesa Tel .0722 801953 & Jane Mathenge 0707321021

N O	PREMISE	LOCATION	DESCRIPTION	SCOPE
				<ul style="list-style-type: none"> <li>There is an open space that has Vegetation measuring half an acre to be maintained Monthly</li> </ul>
No of workers required - 2 (no)				
2 6	NAIVASHA SUBSTATION	Along Naivasha Mai-Mahiu Highway	Substation	<ul style="list-style-type: none"> <li>This refers to a control room, gatehouse and 2No. WC'S floor finish is granite tiles</li> <li>We have an open area close to the Substation that has Vegetation that has to be maintained Monthly measuring about half an acre</li> <li>We have a store yard that has to be maintained daily.</li> </ul>
Minimum no of workers required - 3 (no)				
2 7	MUHORONI SUB STATION	Kisumu Muhoroni Junction	Sub-Station	Work entails thorough cleaning of the Control room in the presence of a Kenya power engineer at least twice a day. Removal of Cobwebs and garbage collection and proper disposal of garbage and cleaning of toilets. All the toilets should be supplied with sufficient <b>white toilet papers</b> , soap air fresheners and moth balls always.
Minimum no of workers required no. 1				

## 6. NORTH EASTERN REGION

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION -

Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965

	WHITE SISTERS/ NGOIGWA	Mang'u Road off Thika Road.	Offices/Store yard	<p>This refers to a store yard measuring 1 acre, comprising of office space of approximately 4000sq ft.</p> <p>The office floor finish is tiles and 2no. WCs and 1no WHB and a septic tank</p> <p>Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness</p> <p><b>Emptying of septic tanks and /pit latrine at least once quarterly or when filled up whichever comes first</b></p>
Minimum no of workers required is 1(no)				
	KIAMBU OFFICE	Kiambu town	Office	<p>This refers to an office area on the 1<sup>st</sup> floor measuring approximately 2520 <b>square feet</b> and comprise 1no Kitchen, <b>3No. WC</b>, a urinal, <b>2 WHB</b>. The floor finish is ceramic tiles.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
Minimum no of workers required is 2No.				
	GATUNDU OFFICE	Next to Ministry of	Offices	This refers to office approximately 128 S/M. One small room (emergency office) and the main office both ground. Consist of

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION - Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
		Public Works		4WCs, 2 WHB and 1no kitchen. The floor finish is ceramic tiles. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous
<b>Minimum no of workers required is 1(no)</b>				
	<b>GITHUNGURI OFFICE</b>	Kiambu Road	Office	This refers to an office area on the ground floor measuring approximately <b>2100 square feet</b> . Comprise main office, 2No. WC, 2 WHB, a kitchen, and a parking yard of 20 no parking spaces with flowers around the parking lot. The floor finish is Ceramic tiles and cement screed in the common areas, cabro paving in the parking lot. Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous
<b>Minimum no of workers required is 1(no)</b>				
5	<b>LIMURU TOWN OFFICES AND DEPOT</b>	Limuru Town Ushirika Building for the offices. Depot next Bata Shoe Company.	Offices, Residential quarters and Substation	<b>Limuru Depot</b> ✓ This refers to office/Store yard approximately 2000sq ft. ✓ A big portion of the floor is tiles and the other is screed. ✓ An ablution block of 8No. WCs, 2no. Bathrooms, 3no WHB, 4no. Pit latrines at the depot. ✓ The residential quarters have 26 units which are not in use but the compound need to be maintained ✓ Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness <b>Ushirika Town office</b> ✓ Two offices of appx 1398 square feet. ✓ Floor finish is ceramic tiles.  Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous
<b>Minimum no of workers required is 5(no) – 1 in town office and 4 for the depot</b>				
6	<b>KIKUYU OFFICE</b>	Kikuyu town Ivory tower	Office	Two rooms measuring 1120 <b>sq ft.</b> , flor finish is screed and we have 3no.cabro parking slots Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION - Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
				➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous
<b>Minimum no of workers 1</b>				
<b>KITUI OFFICE &amp; YARD</b>	Kilungya street Kitui town	Offices and Yard	<b>Main Office</b> This refers to office space of approximately 3810 <b>square feet</b> the Floor finish is screed. One kitchen, 4WC's, 4no WHS and 2no ball urinals. <b>Yard</b> A guard house, one pit latrine, one metal cage of appx 300 square feet and 2no 40ft containers, refurbished as an office, The yard has scrap poles and is approx. ½ acre. Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous	
<b>Minimum no of workers required is 3(no) – 2 in town office and 1 for the yard</b>				
<b>MWINGI OFFICE</b>	Mwingi – Thika – Garissa Highway Mwingi Town	Offices	Building size is 24ft x 34ft with 4ft canopy on 1 <sup>st</sup> floor. The Floor finish is Ceramic tiles. The plot measures 100ft x 100ft  A store of 800 square feet and one container of 100 square feet.  This refers to One storey building, which consists of a Ground floor with 3 rooms, 1 <sup>st</sup> floor has 4 rooms, Parking area with flowers. A store yard on the outside with stone wall perimeter fence, two latrines, bathroom and a urinal.  Planting flowers, Gardening all flower beds, pruning, trimming hedges and maintaining cleanliness  Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous	
<b>Minimum No. of Cleaners 1no.</b>				
<b>GARISSA OFFICE AND MODKA STORE YARD</b>	Bayussuf Plaza	Office	<b>Garissa Office</b> This refers to an office block approximately <b>2287 sq ft</b> with 2no. WCS. Floor finish is screed. <b>Modka Store Yard</b> Total area is 10000sm; with an office block 3200 sqft with terrazzo floor finish and the rest is the yard. Ablution block with 4wcs, urinal and 2 bathrooms and a guard hse. With terrazzo floor finish. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and	

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION - Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
				bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous
<b>Minimum no of workers required is 3(no) – 2 in town office and 1 for the Store yard</b>				
10	<b>DADAAB GUEST HOUSE, POWER HOUSE.</b>	Dadaab town	Office, Guest House and Power house.	The area is <b>Appx 400 sq ft.</b> This refers to an office, a gate house, 2no. WCs, 2 bathrooms workshop and a generation room. A parking shed. Guest house 3bedrooms, 1no bathroom and 1no WC, sitting room, kitchen. The Floor type is pvc Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and /pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers required is 1(no)</b>				
<b>OFF GRID STATIONS</b>				
<b>WAJIR COUNTY</b>				
11	<b>WAJIR OFFICE &amp; RESIDENTIAL QUARTERS</b>	Wajir Town	Office, Staff Residential Quarters, Guest House, Power house.	The area is 20,702sq meters. This refers to an office block, old and new power stations, new control room, caterpillar engine room, drive ways, guest house and residential quarters and a yard. Floor type is screed, 6No. Washrooms, and 2no. bathrooms. Staff houses are 13 units 2no septic tanks Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers required is 9 (no)</b>				
12	<b>ELDAS</b>	Wajir County	Office	The area is <b>400 sq ft.</b> This refers to an office, a gate house, 2no. WCs, workshop and a pump house, and solar panels which need to be dusted on a daily basis Guest house, 3bedrooms, sitting room, kitchen, Floor type is screed, 1no. washrooms, and 1no. bathroom. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no. of workers 1no.</b>				
1	<b>HABASWEN</b>	Off Mandera	Sub Station, Rest	Generation - The area is <b>400 sq ft.</b> This refers to an office, a

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION - Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
3	<b>POWER STATION</b>	Road, Habaswen Town	House, Pump house and town office	gate house, 2no WCs, workshop and a pump house. It has a yard. Town office measures approximately <b>80 sq metres</b> and floor finish is screed. 2no. WCs in the generation plant. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 2 – one for office and the other for the generation plant.</b>				
1 4	<b>KORONDILLE</b>	Korondile town	Generation & Office	Generation plant - The area is <b>4000 sq ft.</b> This refers to an office, a gate house, workshop and a pump house. A guest house - 3 bedrooms, sitting room, kitchen, and Floor type is terrazzo, 1no. washrooms, and 1no. bathroom. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks at least quarterly</b>
<b>Minimum no of workers 1</b>				
1 5	<b>KHOTULO</b>	Generation plant & Guest House in Khotulo town .	Generation & Office	Generation plant - The area is <b>4000 sq ft.</b> This refers to an office, a gate house, workshop and a pump house. A guest house - 3 bedrooms, sitting room, kitchen, and Floor type is terrazzo, 1no. washrooms, and 1no. bathroom. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 1</b>				
<b>MANDERA COUNTY</b>				
1 6	<b>MANDERA OFFICE, GENERATION PLANT, RESIDENTIAL QUARTERS &amp; SOLAR PLANT</b>	Mandera Town	Office, Power House & Staff Residential Quarters	The area is 2 acres and refers to an office block, powerhouse, pit latrine and residential quarters. Floor type is screed, 3No. washrooms, 1no. pit latrine and 1no.bathroom. The solar plant has 56 solar panel covering an acre which need to be dusted on a daily basis Staff houses are 8 unit Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION -</b> Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
				receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 6</b>				
17	<b>ELWAK POWER STATION AND TOWN OFFICE</b>	Off Mandera Road, Elwak Town	Town office and Sub Station,	Generation - The area is <b>400 sq ft.</b> This refers to an office, a gate house, 2no WCs, workshop and a pump house. It has a yard. Town office measures approximately <b>80 sq metres</b> and floor finish is screed. 2no. WCs in the generation plant. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 2 – one for office and the other for the generation plant.</b>				
18	<b>RHAMU</b>	Rhamu town,	Generation & Office	Generation plant- The area is <b>400 sq ft.</b> This refers to an office, a gate house, workshop and a pump house. Guest house, 3 bedrooms, sitting room, kitchen, Floor type is screed, 1no. washrooms, and 1no. bathroom. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 1</b>				
19	<b>TAKABA</b>	Takaba town	Generation & Office	Generation plant - The area is 4000 sq ft. This refers to an office, a gate house, workshop and a pump house. Guest house, 3 bedrooms, sitting room, kitchen, Floor type is screed, 1no. washrooms, and 1no. bathroom. Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; ➤ Black for organic ➤ Clear for Inorganic ➤ Orange for hazardous <b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b>
<b>Minimum no of workers 1</b>				



PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION - Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
20	<b>BANISA</b>	Banisa town .	Generation & Office	<p>Generation plant - The area is <b>4000 sq ft.</b> This refers to an office, a gate house, workshop and a pump house.</p> <p>A guest house - 3 bedrooms, sitting room, kitchen, and Floor type is terrazzo, 1no. washrooms, and 1no. bathroom.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul> <p><b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b></p>
<b>Minimum no of workers 1</b>				
21	<b>KOROMOLIBAN</b>	Koromoliban Town	Generation & Office	<p>Generation plant - The area is <b>4000 sq ft.</b> This refers to an office, a gate house, workshop and a pump house.</p> <p>A guest house - 3 bedrooms, sitting room, kitchen, and Floor type is terrazzo, 1no. washrooms, and 1no. bathroom.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul> <p><b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b></p>
<b>Minimum no of workers 1</b>				
<b>MANNED SUBSTATIONS</b> Cleaners are not allowed to do cleaning in the panels in the control rooms, battery rooms and cable trenches. Access to the switch yards is restricted to only authorized staff. Cleaning in the four areas will only be done if need be and under supervision of technical service team who will then seek permits for the cleaners. Cleaners will clean the office area, open yards and washrooms in the premises daily.				
<b>NO</b>	<b>PREMISES</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>SCOPE OF WORK</b>
22	<b>NAIROBI NORTH SUBSTATION</b>	220/66KV	Substation	<p>Area is appx 10,000 sq feet for the control room and the gate house, 12000 feet sq switching yard is and 18000 sq feet for open area that will require weeding and grass cutting.</p> <p>Floor type is ceramic tiles 3no WCs and one pit latrine, 1no Kitchen.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul> <p><b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b></p>
<b>Minimum no of workers 3</b>				
23	<b>KIKUYU SUBSTATION</b>	66/11KV	Substation	<p>Area is appx 1200 sq feet for control room, 7200 sq feet for the switch yard and 2400 sq feet for the open area that need</p>

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – NORTH EASTERN REGION -</b>				
Contact Person –Victoria Mutunga 0720-808331 and Maryanne Ngángá 0721737965				
				<p>weeding. Office space is appx 160 sq feet.</p> <p>Floor type is terrazzo with 3no Wcs and 1no pit latrine. 2no bathrooms. Parking area and foot paths is cabro paving.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum no of workers 1no</b>				
2 4	<b>MAI MAHIU SUBSTATION</b>	66/11KV	Substation	<p>Area is appx 1200 sq feet for the control area, 8000 sq ft for the switch area and 16000 sq feet for the office space with one staff</p> <p>Floor type is terrazzo 2no washroom in the control room. A guard house with a 1no WC. 1no kitchen.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul> <p><b>Emptying of septic tanks and pit latrine at least once quarterly or when filled up whichever comes first</b></p>
<b>Minimum no of workers 1</b>				
2 5	<b>CIANDA SUBSTATION</b>	66/11KV	Substation	<p>Area is appx 15000 square feet for the control room and, 15000 square feet for the switching yard and 160 sq feet for office space.</p> <p>Floor type is terrazzo 1no WC and 1no pit latrine.</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum no of workers 1</b>				
2 6	<b>KIU RIVER SUBSTATION</b>	66/11	Substation	<p>One storey of an area of appx .... Square feet, 2WC, and 2WHB, office area and a kitchenette,. Cleaning to be done twice a month and weeding once a month</p> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum no of workers 1</b>				

## 7. CENTRAL OFFICE

Premises Description And Summary Of Cleaning Specifications Highridge Staff Quarters, Highridge Substation And Temple Road Parking			
Contact Person – Dennis Litali 0722 222 747			
No.	Premise	Location	Scope Of Work
1.	Highridge Conference Room, Staff Quarters And Substation	Along 6 <sup>th</sup> Avenue Parklands	<p>The Staff Quarter And Substation's Area's Size Is Approximately 7 Acres, Surrounded With A Stone Wall.</p> <p><b>Highridge Staff Quarters:</b> Comprising Of 3(No) Self- Contained Bungalow Residential Quarters Each On Its Own Compound, 24 (No) Manssionnetes And 6(No). Servant Quarters With Some Communal Toilets And Bathrooms</p> <p>The Compound Is Cabro Paved And Has Vegetation On Areas Not Covered With Cabro.</p> <p>There Is 2 (No) Guard Houses, One At The Main Gate The Second At The Bungalow Quarters With 2 (No).Wc.</p> <p><b>The Conference Facility;</b> The Office Space Covers 1100 Sq Ft. The Floor Finish Is Granite Floor Tiles. The Facility Has (1) Conference Room, (1) Office Space (1) Kitchen (1) Store And 4 No. Wc (2 No Gents And 2 No Ladies).</p> <p>The Compound Is Cabro Paved And Has Vegetation On Areas Not Covered With Cabro With A Guard House And 1wc.</p> <p><b>Highridge Substation;</b> This Is A Manned High Voltage Substation. Its Compound Is Paved With Concrete Floor And Gravel. The Floor Finish Of The Office Area Is Granite Floor Tiles. Contains 1wc And A Bathroom.</p> <p><b>Temple Road Parking;</b> This Is An Area Measuring Approximately Three Acres Comprising One Guard House. The Compound Has Vegetation Comprised Of Grass And Trees.</p> <p>.</p>
Minimum Number Of Workers 3			

## 8. COAST REGION

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION				
Contact Person – Joy M'mbone - 0722622204 & Janet Nyabicha – 0712354625				
NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
1.	<b>UKUNDA COMMERCIAL OFFICE</b>	Beach Block for stores and yard Located on Ukunda – Diani road	Office	<ul style="list-style-type: none"> <li>Commercial office extends to approximately <b>4928sq.ft</b> with a yard at the back</li> <li>Floor finish is Ceramic tiles</li> <li>Floor finish in the washroom is Ceramic tiles for the 8no. washrooms</li> </ul>

<b>PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION</b> Contact Person – Joy M’mbone - 0722622204 & Janet Nyabicha – 0712354625				
NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
	<b>UKUNDA STORES</b>	Beach Block for stores and yard Located on Ukunda – Diani road	Stores & Yard	<ul style="list-style-type: none"> <li>Stores and the back yard measures <b>1573. sq. ft. &amp; 6157 sq.ft</b> respectively</li> <li>Has 2 toilets with mazeras floor finish.</li> <li>The stores has mazeras floor finish</li> </ul>
<b>Minimum No. Of workers required – 3</b>				
2.	<b>VOI DEPOT &amp; SUBSTATION</b>	Yard - Next to Tsavo Park opposite Total	offices	<ul style="list-style-type: none"> <li>Comprises of commercial offices and warehouse, plus toilets (gents and Ladies – 5 in no.). The office measures approximately <b>6,300 sq.ft.</b></li> <li>The floor is finished in tiles at the offices and terrazzo at the warehouse.</li> <li>The commercial and warehouse offices are cabro paved.</li> <li>The substations should be maintained under STRICT supervision</li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum No. of workers required – 4</b>				
3.	<b>WUNDANYI OFFICE</b>	Located within Tatecoh Building	Offices	<ul style="list-style-type: none"> <li>Comprises of an office with a store and separate</li> <li>The office extends to approximately <b>525 sq.ft.</b></li> <li>floor finish – Ceramic tiles finishing</li> </ul>
<b>Minimum No. of workers required – 2</b>				
4.	<b>TAVETA OFFICE</b>	Walking Distance from Taveta Market within Taveta Town	Offices	<ul style="list-style-type: none"> <li>Comprises of commercial offices and toilets (gents and Ladies). The office measures approximately <b>1,036sq.ft.</b></li> <li>Office floor is screed finish</li> </ul>
<b>Minimum No. of workers required – 1</b>				
5.	<b>TAVETA YARD</b>	2 Taveta- Along Chala Hotel Road	Yard	<ul style="list-style-type: none"> <li>The yard measures about <b>0.1 acres</b></li> <li>Pit latrine</li> </ul>
<b>Minimum No. of workers required – 1</b>				
6.	<b>KILIFI OFFICE</b>	5054/333 Kilifi. Located within Kilifi Teachers Sacco Building	Offices	<ul style="list-style-type: none"> <li>We have additional space of with the same finishing of <b>1053 sq. ft.</b></li> <li>The offices measure approximately <b>1450sq.ft.</b></li> <li>ceramic tiles finishing in the washrooms</li> </ul>
<b>Minimum No. of workers required – 2</b>				

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION

Contact Person – Joy M'mbone - 0722622204 & Janet Nyabicha – 0712354625

NO	PREMISE	LOCATION	DESCRIPTION	SCOPE OF WORK
7.	<b>KILIFI STORES YARD &amp; SUBSTATION</b>	Adjacent to the Kilifi substation	STORES/POLE YARD	<ul style="list-style-type: none"> <li>The yard measures approximately 0.75 acres and is under grass complete with a guard house. The yard has a boundary wall.</li> <li>We have a pit latrine with screed floor.</li> <li>Substation maintenance with supervision</li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum No. of workers required – 3</b>				
8.	<b>RABAI CONTROL STATION</b>	Located off Mazeras-Kaloleni Road	Offices & Staff Quarters	<ul style="list-style-type: none"> <li>The office block extends to approx. <b>8,525sq.ft.</b></li> <li>Granite tiles in the office area</li> <li>Washrooms with ceramic tiles finish</li> <li>Additional office measuring approximately <b>15,000 sq.ft</b></li> <li>The compound extends to approximately <b>30.6 acres with vegetation which needs to be frequently maintained</b></li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>➤ Orange for hazardous</li> </ul>
<b>Minimum No. of workers required – 12 with 1 supervisor</b>				
9.	<b>LAMU COMMERCIAL OFFICE</b>	807/1/Lamu- Located along Kenyatta road overlooking the ocean	Offices	<ul style="list-style-type: none"> <li>The commercial office measures approximately <b>1,200sq.ft.</b></li> <li>Floor finish – Ceramic tiles</li> <li>Finish in the washroom– Ceramic tiles</li> </ul>
	<b>LAMU EMERGENCY OFFICE /STORE</b>	Located within Lamu town adjacent to Kengen premises	Offices	<ul style="list-style-type: none"> <li>The emergency office which is 30 meters from Kengen power generation measures approximately <b>747 sq.ft.</b> The stores which is adjacent to the emergency office measures approximately <b>702 sq. feet</b> and an enclosed yard measuring <b>2,295 sq.ft.</b> The floor is finished in cement screed.</li> </ul>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION

Contact Person – Joy M'mbone - 0722622204 & Janet Nyabicha – 0712354625

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
<b>Minimum No. of workers required – 3</b>				
10.	<b>MALINDI DEPOT</b>	Situated within Malindi Township behind the new Malindi Bus/Matatu terminus	Offices	<ul style="list-style-type: none"> <li>Developed with an office block comprising of offices of approx. <b>542sq.ft.</b> Ablution block with bathrooms approx. plinth of <b>218sq.ft.</b> And residential blocks. Each block has a plinth of approx. <b>1177sq.ft.</b> Next to the residential units is a poles storage yard.</li> <li>The floor is finished in red oxide cement screed.</li> <li>The plot extends to approximately <b>2.33acres.</b></li> <li>finish in the washroom – ceramic tiles</li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>• ➤ Orange for hazardous</li> </ul>
<b>Minimum No. of workers required – 3</b>				
11.	<b>MALINDI COMPLEX OFFICE</b>	Located within Malindi Complex Building	Offices	<ul style="list-style-type: none"> <li>The office measures approximately <b>3,400sq.ft.</b> in total.</li> <li>Floor is screed finish</li> <li>Two toilets with Ceramic tiles finish</li> </ul>
<b>Minimum No. of workers required – 2</b>				
12.	<b>NYALI OFFICE</b>	Located along Links road next to Petrocity	Offices and depot	<ul style="list-style-type: none"> <li>Measures approximately <b>5270sq.ft.</b></li> <li>Floor finish – ceramic tiles finishing</li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive;</p> <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic</li> <li>• ➤ Orange for hazardous</li> </ul>
<b>Minimum No. of workers required – 2</b>				
13.	<b>GANJONI STAFF QUARTERS</b>	Located on Sauti Ya Kenya Road off Moi Avenue.	Residential	<ul style="list-style-type: none"> <li>The property consists of 26 three-bedroom flats.</li> <li>Cabin panels, mirrors and car doors</li> <li>Cleanig of common areas and the lift lobby</li> <li>Cleaning of 2No. lift cars</li> </ul> <p>Provision of waste bins that segregate waste as per the Sustainable Waste Management</p>

# PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION

Contact Person – Joy M’mbone - 0722622204 & Janet Nyabicha – 0712354625

NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
				Act 2022.... The segregated waste shall be placed in properly labeled and colour coded receptacles, bins, containers and bags as follow per the NEMA directive; <ul style="list-style-type: none"> <li>➤ Black for organic</li> <li>➤ Clear for Inorganic <ul style="list-style-type: none"> <li>• ➤ Orange for hazardous</li> </ul> </li> </ul>
<b>Minimum No. of workers required – 1</b>				
14.	<b>SHOW GROUND PAVILLION</b>	Located in Nyali ASK grounds, Mombasa	Offices	<ul style="list-style-type: none"> <li>• This is a 3-storey building.</li> <li>• It measures approximately <b>23,949sq.ft.</b></li> <li>• Floor finish – Ceramic tiles finish</li> <li>• Finish in the washroom – ceramic tiles finishing</li> </ul>
<b>Minimum No. of workers required – 1</b>				
15.	<b>NYALI LEAVE HOUSES &amp; STAFF QUATRES</b>	Located in Nyali Estate, Mombasa	Staff quarters	<b>Mn/1/525</b> Located on Mama Ngina Road adjacent to Mombasa academy in Nyali <b>The compound extends to 2.1 acres</b> <b>Mn/1/1190</b> Located on Nyoka road Opposite Nyali Post office The land extends to approximately two acre <b>Mn/1/517</b> <b>Mn/1/518</b>
<b>Minimum No. of workers required – 3</b>				
16.	<b>LIKONI COMMERCIAL OFFICE</b>	Located on Shelly Beach Rd Likoni a short distance from Likoni Ferry	Offices	<ul style="list-style-type: none"> <li>• The commercial office measure approximately <b>1,220sq.ft</b></li> <li>• Has 5 no. toilet with washroom and overhead shower,</li> <li>• floor finish – ceramic tiles</li> <li>• Indicate finish in the washroom - ceramic tiles</li> </ul>
	<b>LIKONI SUBSTATION &amp; YARD</b>	Located on Shelly Beach Rd Likoni a short distance from Likoni Ferry	<b>Yard and substation</b>	<ul style="list-style-type: none"> <li>• The substation compound extends to about <b>2 acres.</b></li> </ul>
<b>Minimum No. of workers required – 3</b>				
17.	<b>HOLA OFFICE</b>	located at Hola town	<b>Offices</b>	<ul style="list-style-type: none"> <li>• Has 3No. toilets with wash rooms</li> <li>• The office measure approximately <b>1,130sq.ft</b></li> <li>• floor finish – Ceramic tiles</li> <li>• finish in the washroom – Ceramic tiles</li> </ul>
<b>Minimum No. of workers required – 1</b>				
18.	<b>HOLA STATION &amp; YARD</b>	Located at Hola town		<ul style="list-style-type: none"> <li>• A decommissioned substation on a 5 acre plot</li> <li>• Consists of 2 offices and a store with cement screed floors</li> <li>• Has 2 washrooms all cement screed floors</li> <li>• Has a poles yard</li> </ul>

PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION				
Contact Person – Joy M’mbone - 0722622204 & Janet Nyabicha – 0712354625				
NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
				<ul style="list-style-type: none"> <li>The compound is with grass and a solar farm</li> <li>Fenced with barbed wire.</li> </ul>
<b>Minimum No. of workers required – 3</b>				
19.	<b>MPEKETONI COMMERCIAL OFFICE</b>	Located in Mpeketoni town	Offices	<ul style="list-style-type: none"> <li>The floor is finished in screed cement floor.</li> <li>Has 3No. toilets with wash rooms</li> <li>finish in the washroom – screed finish</li> <li>The office measure approximately <b>1400sq.ft</b></li> </ul>
<b>Minimum No. of workers required – 1</b>				
20.	<b>MPEKETONI STATION &amp; YARD</b>			<ul style="list-style-type: none"> <li>The compound extends to approx. 10 acres</li> <li>The store has cement creed floor</li> <li>It has 2 washrooms with ceramic tile finish</li> <li>The compound is grass, plants and trees</li> <li>Perimeter fence is barbed wire.</li> </ul>
<b>Minimum No. of workers required – 3</b>				
21.	<b>KIPEVU CONTROL OFFICE.</b>	Located next to Kengen kipevu offices		<ul style="list-style-type: none"> <li>The compound extends to approximately <b>10.4 acres.</b></li> <li>floor finish –terrazzo/ceramic tile finish</li> <li>finish in the washroom –ceramic tiles finishing</li> </ul>
<b>Minimum No. of workers required – 1</b>				
22.	<b>MTWAPA OFFICE</b>	Mombasa – Malindi rd in Mtwapa mall	Office	<ul style="list-style-type: none"> <li>The office extends to approximately <b>1,223sq.ft.</b></li> <li>floor finish –ceramic</li> </ul>
<b>Minimum No. of workers required – 1</b>				
23.	<b>MARIAKANI OFFICE</b>	Off Mombasa – Nairobi highway next to Co-operative bank	Offices	<ul style="list-style-type: none"> <li>Comprises of 2No office spaces, and 2No toilets (male &amp; female).</li> <li>The floor is finished in screed cement floor.</li> <li>finish in the washroom – Ceramic tiles finish</li> <li>The office measure approximately <b>1,130sq.ft</b></li> </ul>
<b>Minimum No. of workers required – 1</b>				
24	<b>MWABUNGO STORES YARD</b>	Diani next to Galu Primary school on lunga Lunga Rd	POLE YARD	<ul style="list-style-type: none"> <li>The yard measures approximately 0.25 acres and is under grass. The yard has no boundary wall but a chain linked fence</li> </ul>
<b>Minimum No. of workers required – 1</b>				



PREMISES DESCRIPTION AND SUMMARY OF CLEANING SPECIFICATIONS – COAST REGION				
Contact Person – Joy M’mbone - 0722622204 & Janet Nyabicha – 0712354625				
NO	PREMISE	LOCATION	DESCRIPTI ON	SCOPE OF WORK
25	KYUNGA	KYUNGA TOWNSHIP	POWER STATION	The station is approx. $\frac{3}{4}$ of an acre and consists of 2 offices, a store washroom and staff quarters all with floor tiling. The fence is live and barbed wire. The compound is under grass and plants.
Minimum No. of workers required – 1				
26	FAZA	FAZA TOWNSHIP	POWER STATION	The station is approx. 1 acre and consists of 2 offices, a store washroom and staff quarters with floor tiling finish. The fence is live and barbed wire. The compound is under grass and plants.
Minimum No. of workers required – 1				
27	Bamburi Sub Station - Manned	Within Mombasa County	Substation	Approx. 5 acres. Consists of 2 Power Stations, a control room and washrooms. Control room floor is granite finish. The washroom floor finish is ceramic tiling. The compound is under grass and stone walling all round.
Minimum No. of workers required – 1				
28	Samburu Office	Within Samburu along Mombasa Nairobi Highway	OFFICE	<ul style="list-style-type: none"> <li>The office measures approximately 1,040 square feet</li> </ul>
Minimum No. of workers required – 2				
29	Minjila Office	At Minjila center along Garsen/ Hola town in Tana RiverCounty	OFFICE	<ul style="list-style-type: none"> <li>The office measures approximately 1,200 square feet</li> </ul>
Minimum No. of workers required – 1				

**NOTES:** Premises refers to Offices, Substations, Store/store yards, staff quarters, showgrounds etc.