

REPUBLIC OF KENYA



**COUNTY GOVERNMENT KIAMBU
HEALTH SERVICES DEPARTMENT**

THIKA LEVEL 5 HOSPITAL

P.O. BOX 2344

KIAMBU

THE STANDARD TENDER DOCUMENT

AND LIST OF REQUIREMENTS

TENDER NO. CGK/TL5H/01/2018/2019:

FOR PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES.

CLOSING DATE & TIME:

Thursday 18th October 2018 10.00 AM

TABLE OF CONTENTS

	PAGE
	3
SECTION I	4
SECTION II	5
	19
SECTION III	22
SECTION IV	28
SECTION V	29
SECTION VI	44
SECTION VII	34
SECTION VIII	45

INTRODUCTION

County Government of Kiambu, health services department wishes to tender for provision of cleaning and environmental management services at Thika level five Hospital as specified in the tender document.

Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of the services, reputation, and the personnel to perform the contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social security contributions

SECTION I – INVITATION TO TENDER

TENDER REF. NO.CGK/TL5H/01 /2018-2019

TENDER NAME: PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES AT THIKA LEVEL FIVE HOSPITAL .

- 1.1 **CGK** invites sealed bids from pre-qualified candidates for **Provision of Cleaning and environmental management services** at Thika level 5 hospital .
- 1.2 The tender is for prequalified eligible candidates.
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at **CGK Procurement Office at Thika level five hospital** during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm).
- 1.4 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya Shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to **THIKA LEVEL FIVE HOSPITAL** or download free from the county website.www.kiambu.go.ke.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the Closing date of the tender.
- 1.6 **The Mandatory site visit for interested bidders shall be held at Thika level five Hospital on Thursday 11th October 2018 at 11.00 a.m.)**
- 1.7 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **THIKA LEVEL FIVE HOSPITAL** or be addressed to:

**The MEDICAL SUPERINTENDENT,
THIKA LEVEL FIVE HOSPITAL,
P.O Box 227-01000, THIKA**

So as to be received on or **before Thursday 18th, October 2018 at 10.00 a.m.**

- 1.8 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **THIKA LEVEL FIVE HOSPITAL**

SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS.	Page
2.1 Eligible Tenderers	5
2.2 Cost of tendering	5
2.3 Contents of tender documents	5
2.4 Clarification of Tender documents	6
2.5 Amendment of tender documents	6
2.6 Language of tenders	7
2.7 Documents comprising the tender	7
2.8 Form of tender	7
2.9 Tender prices	8
2.10 Tender currencies	8
2.11 Tenderers eligibility and qualifications	8
2.12 Tender security	8
2.13 Validity of tenders	9
2.14 Format and signing of tenders	10
2.15 Sealing and marking of tenders	10
2.16 Deadline for submission of tenders	11
2.17 Modification and withdrawal of tenders	11
2.18 Opening of tenders	12
2.19 Clarification of tenders	12
2.20 Preliminary Examination	12
2.21 Conversion to other currencies	13
2.22 Evaluation and comparison of tenders	13
2.23 Contacting the procuring entity	14
2.24 Post-qualification	15
2.25 Award criteria	15
2.26 Procuring entities right to vary quantities	
2.27 Procuring entities right to accept or reject any or all tenders	
2.28 Notification of award	16
2.29 Signing of Contract	16
2.30 Performance security	16
2.31 Corrupt or fraudulent practices	17

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

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

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form

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

2.4 Clarification of Documents

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

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

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted; Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

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

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

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

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

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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

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

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

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

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.

d) Letter of credit

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

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

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

2.12.7 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the

Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

© If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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

2.14 Format and Signing of Tender

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

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

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

The inner and outer envelopes shall:

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

(b) Bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE **Thursday 18th, October 2018 at 10.00 a.m.**”

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Thursday 18th, October 2018 at 10.00 a.m**

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

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

2.17 **Modification and withdrawal of tenders**

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

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

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

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

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

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

2.18 **Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **Thursday 18th, October 2018 at 10.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 Clarification of tenders

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

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

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

2.20 Preliminary Examination and Responsiveness

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

2.20.2 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.

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

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

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

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

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

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

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

(a) Operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:

(a) *Operational Plan.*

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

(b) *Deviation in payment schedule.*

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

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

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

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

2.23. Contacting the procuring entity

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

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

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

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

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

b) Award Criteria

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

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines

that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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

2.25 Notification of award

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

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

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

2.26 Signing of Contract

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

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

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

2.27 Performance Security

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

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

2.28 Corrupt or Fraudulent Practices

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

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

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

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions	Particulars of appendix to instructions to tenderers
1.7	Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at THIKA LEVEL FIVE HOSPITAL or be addressed to: The MEDICAL SUPERINTENDENT, THIKA LEVEL FIVE HOSPITAL, P.O Box 227-01000, THIKA
2	Particulars of eligible tenderers Registered cleaning firms operating in Kenya
2	The Form of Tender must be filled and signed.
2	Particulars of other currencies allowed. Quotation should be in Kenya shillings only.
2	Duly filled and stamped Tender Securing declaration form valid for 120 days.
2.13.1	Tender shall remain valid for a period of 90 days from the date of opening
2.14.1	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope and tender title and number and closing date clearly written on top of the envelope
2.16	Deadline for Submission of Tenders /Closing date shall be Thursday 18th, October 2018 at 10.00 a.m

EVALUATION CRITERIA

will consider the following three categories of criteria to evaluate the tenders and consultants.

- a) Mandatory tender requirements
- b) Technical capability assessment
- c) Financial Evaluation.

(a) MANDATORY REQUIREMENTS

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

No.	Documents to be submitted
1.	Duly filled, signed and stamped Tender Securing declaration form valid for 120 days.
2.	Duly filled, signed and stamped Form of Tender
3.	Certificate of Incorporation/Registration
4.	1 Original & 1 copy of bid document which MUST be serialized/paginated
5.	Attach a Valid Tax Compliance certificate
6.	Site survey & pre-bid meeting: Provide evidence of site visit forms filled and signed by the appointed Thika level 5 hospital representative and the bidder's representative interested to bid
7.	Duly filled, signed and stamped confidential business questionnaire
8.	Duly filled, signed and stamped sworn Anti-corruption affidavit by the Commissioner of Oaths
9.	Attach NHIF Registration Certificate
10.	Attach NSSF Registration Certificate
11.	Attach a Valid Business License
12.	Attach CR12 Form for limited liability company.

(b) TECHNICAL EVALUATION CRITERIA

In order to increase objectivity in the evaluation, technical scores will be evaluated on a weighted basis whereby each evaluated item is assigned some weights based on their importance to CGK. Items to be considered and maximum scores assigned are tabulated in the table below:-

TECHNICAL EVALUATION CRITERIA			
No.	Parameters	scores	Remarks
1.	Experience > Give 3 companies references of previous works that you have successfully provided in the last 3 years with a value of Kshs 2 million and above . Provide recommendation letters from the clients with details of contact person and contract price of each contract. 10 Marks for each contract	30	
2.	Please attach your organizational /company structure . 5 Marks	5	
3.	Technical staff ->Provide CV's and professional certificates for at least 2 supervisory staff that you intend to attach for the execution of the contract if successful. Attach respective relevant professional certificates. 10 marks for each staff	20	
4.	Equipment > List equipment that you own both for cleaning and environmental management e.g. Hoofing machine, Scrubbing Machine, Sucker ,Vehicles etc. (attach ownership evidence, If leased attach lease agreement signed by both parties). 2 Marks for each equipment listed with proof of ownership or lease agreement up to a max of 20 marks	25	
5.	Financial Resources: Financial capability of the firm based on documented information to be provided by the bidder. This may include certified bank statement, letters from potential financiers, or any other proof of having adequate capital for this project.	20	
	TOTAL MARKS	100	

Note: Pass mark to proceed to financial evaluation stage is 80%

c) FINANCIAL EVALUATION:

- This will entail making comparison of the bid prices submitted by the respective bidders who will have submitted all the mandatory requirements in (a) above and met the pass mark of 80% under the technical evaluation criteria outlined in (b). The winning bidder will be the lowest evaluated bidder among these firms.*
- Bidders who quote below the Government minimum recommended wages per employee as per the current prevailing Labour laws shall be disqualified.*

SECTION III: GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

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

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.5 Patent Right’s

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

3.6 Performance Security

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

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

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

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

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

3.10 Assignment

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

3.10 Termination for Default

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

- a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

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

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.17 Applicable Law.

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

3.18 Notices

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

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

General conditions of contract reference	Special conditions of contract
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder.
3.8	Payment shall be made on a monthly basis and payment process shall commence upon submission of invoice.
3.9	Prices shall be maintained for a period of two years.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	THIKA LEVEL FIVE HOSPITAL, P.O Box 227-01000, THIKA.

SECTION V – SCHEDULE OF REQUIREMENTS

SCOPE OF WORKS AND SPECIFICATIONS & SERVICES REQUIRED

1. GROUND MAINTAINANCE AND LANDSCAPING

Daily Grounds Maintenance

- 1) Sweeping of the pavements, driveways and parking bays and the Hospital compound
- 2) Weeding and tending the flower gardens
- 3) Cutting overgrown grass and maintaining lawns to perfection
- 4) Watering of the flowers and grass when necessary
- 5) Trimming of the hedges, overgrown flowers/plants and also the fence
- 6) Sweeping of dry leaves from the lawns
- 7) Cleaning the open drainages to ensure that they are free from any blockages accumulated silt and stagnant water
- 8) Transporting waste to the incinerator bay
- 9) Cleaning of the waste transporting receptacle
- 10) Sweeping of the parking area before 8.AM.

Weekly Grounds Maintenance

- 1) Remedial landscaping
- 2) General cleaning of path and driveways
- 3) Trimming of hedges
- 4) Pest control on the flower gardens and trees e.g. spraying of pesticides in the common areas
- 5) Cutting of grass by use of lawn mowers
- 6) Sanding the drainages
- 7) Pruning of overgrown flowers and replanting a new.

2. SANITARY SERVICES AND BIN LINER BAGS

- 1) Provision of Modern Sanitary Bins in each Female Toilet
- 2) Cleaning and sanitizing Sanitary Bins
- 3) Changing of Bin Liners and Sanitary Liners
- 4) Transporting of waste and used sanitary pads to the incinerator and cleaning of the sanitary bins and waste bins and disinfection.

Weekly Consumption of Materials

	ITEMS	Type	SIZE	UNIT OF MEASURE	QTY Per Week
1	BIN LINERS	BLACK	36" X 30" X 150 gauge	PCS	1,800
		YELLOW	36" X 30" X 150 gauge	PCS	1500
		RED	36" X 30" X 150 gauge	PCS	700
2	SANITARY BINS		18"x 24"	PCS	1000
3	TISSUE PAPERS	WHITE		ROLLS	500
4	JIK		3.5%-6 %	LITRES	1300
5	DESCALING CLEANING AGENTS			LITRES	60
6	DEGREASER			LITRES	70
7	MULTI PURPOSE DETERGENT			LITRES	1500
8	HAND HYGIENE GEL FOR HAND WASHING			LITRES	1000

3. PROVISION OF CLEANING SERVICES

Daily Cleaning

- 1) Deep cleaning and disinfecting all the hospital floors:-cleaning of these hospitals will be done throughout to ensure that they are clean all the time making sure they are dry/shiny
- 2) Cleaning and disinfecting all toilets and urinals;-i.e. continuous inspection of cleaning & disinfecting to ensure that toilets are clean all the entire time. Roaster of inspection to be maintained
- 3) Mirrors in the toilet to be cleaned and free of dust and streak marks
- 4) Cleaning of skirting
- 5) Emptying of waste bins and placing waste ready for disposal in the right coded bins
- 6) Dusting all furniture, fittings and ledges up to normal hand height. Making sure they are free from dust, cobwebs and stains.
- 7) Cleaning & dusting telephones, computers and any other equipment
- 8) Removing finger marks dust, fluffy stains from electric light switches
- 9) Removing finger marks from wall
- 10) Deep cleaning of bathrooms, disinfecting and cleaning walls, soapdishes, cleaning open drains and freeing stains of accumulated soap
- 11) Scrubbing of corridors with Omo or as necessary
- 12) Scrubbing and disinfecting the minor theatre in casualty
- 13) Scrubbing and disinfecting the labour ward and all the equipment with 0.5% jik solution
- 14) Scrubbing and disinfecting all wards, floor and beds and making the beds
- 15) Scrubbing and disinfecting the emergency room, consultation rooms and casualty
- 16) Scrubbing and disinfecting the dressing and injection room
- 17) Scrubbing and disinfecting the paediatric ward and the beds
- 18) Provision of adequate toilet paper white in colour at all times
- 19) Provision of antiseptic/antibacterial handwashing gel in the dispenser and Dettol soap where there is no dispenser
- 20) Cleaning the inside and outside of waste bins
- 21) Daily sluicing of soiled linen
- 22) Scrubbing all walkways with soap
- 23) Cleaning utensils for the patients
- 24) Collecting food and serving all the meals to the patients and the ones handling the food to wear an apron

N.B

Daily duty allocation of the cleaners should be available in every area cleaning is carried out

Weekly Cleaning

- 1) Scrubbing of the OPD Block, parking area outside OPD, LAB Department and Casualty Block
- 2) Scrubbing all floors, walls, doors, windows and ceilings of all wards
- 3) General cleaning and scrubbing of all toilets, bathrooms and urinals.
- 4) Scrubbing of all driveways both from the main gate and mortuary gate
- 5) Cleaning of the partitioning curtains, window curtains and the mosquito nets or as necessary
- 6) Beds should be cleaned with insecticide which defers fleas, lice and bedbugs infestation
- 7) Disinfecting the infected linen before transporting to laundry.

N.B

Schedule of weekly scrubbing of the floors to be provided by the company.

The scope of work in the premises is spread into the following categories: Scope of the

Work for cleaning services

1. Remove rubbish from all areas, dirt, stains cobwebs, spills or foreign objects and generally ensure that they are free of any blemish;
2. Ensure that all areas are free from any foul or unpleasant odours by maintaining their cleanliness;
3. Ensure that all polished or smooth surfaces retain their shining gloss by regular polishing with the right quality polish;
4. Provide all toilets accessories including high quality white tissue paper, hand wash soap, disinfectants, air freshener and ensure supply is consistent throughout the contractual period;
5. Collect and dispose all rubbish ,dirt ,waste materials or refuse from the building to places designated for the purpose;
6. Fumigate the buildings once every three (3) months for insects, rodents and any other pests;
7. Check the working conditions of drainpipes, main sanitary apparatus, sewer lines, water pipes and report to the Authority any fault for rectification;
8. Thoroughly scrub and polish the floors once a week;
9. Wipe, dust or clean all desk tops, workstations, computer surfaces, shelves etc with recommended cleaning agents
10. Clean desks, cabinets, tables and chairs with soap, water and polish where necessary once every three (3) months;
11. Keep all walls clean at all times.
12. Laundering of all curtains where they fixed once every month OR when need arises.

iii) Description of Services

	TASKS	REQUIREMENTS/ AREAS OF OPERATION	DELIVERABLES
1	Remove from all areas specified in the contract rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that they are free of any blemish	All areas	Clean, washed, dustless, polished & rubbish free area throughout
2	Ensure that all areas are free from any foul or unpleasant odours by maintaining their cleanliness	All areas	Cleaning, wash, dust & use air fresheners
3	Ensure that all polished or smooth surfaces retain their shining gloss by regularly polishing them with the right quality polish	All required areas	Polish by use of high quality polish (well-polished smooth surfaces throughout)
4	a) Provide all toilets accessories including:-		
	High quality white tissue paper jumbo per toilet unit	Daily	Ensure supply throughout the contractual period
	Hand wash soap in a dispenser	Daily	Ensure supply throughout the contractual period
	Disinfectants	daily	Ensure supply throughout the contractual period
	b) Ensure all sanitary facilities are: - Distained - Degreased - Disinfected - Cleaned	Daily	Ensure compliance
5	Collect and dispose all rubbish ,waste materials or refuse from the building to incinerator	All areas daily	Provide waste baskets & ensure they are emptied regularly
6	Fumigate the buildings once every three (3) months for insects, rodents and pests	All areas	Fumigate with recommended chemicals
7	Check the working conditions of drainpipes, main sanitary apparatus, water pipes and drain and to report to the Authority any fault for rectification	All relevant areas daily	Ensure cleanliness and report defects
9	Wipe, dust or clean all desk tops, workstations, computers surfaces, shelves etc. with recommended cleaning agents	All offices daily	Ensure all surfaces are free from dust throughout
10	Keep all walls clean at all times by dusting and cleaning and disinfecting.	All areas daily	Cleaned and dustless walls
11	Compound cleaning, lawn mowing and maintenance of flower gardens, watering of grounds and plants.	All relevant areas	Dirty free compound, well cut grass & weed free flower gardens all the time
12	Cleaning of all glass areas	Weekly	Dirt and dust free glass areas

iv) FOCUS AREAS

NO	FOCUS AREAS	MAIN TASKS
1	Windows	Cleaning, removal of cobwebs, dusting and polishing
2	Doors	Cleaning removal of cobwebs, dusting, disinfection of common hand reach areas
3	Ceiling and ceiling fixtures	Cleaning, removal of cobwebs and dusting
4	Glass walls and metal frames	Dusting and cleaning and polishing were necessary
5	Lighting units	Removal of cobwebs and dusting
6	Grills	Cleaning, dusting and washing
7	Wall fixtures	Dusting and removals of cobwebs
8	Curtains	Washing when need be.
9	Common hand each areas in walls, doors, desks, pillars	Disinfection
10	Metal roof rails	Dusting, removal of cobwebs and disinfection
11	Building Eaves and Sun breakers	Dusting, removal of cobwebs and disinfection
12	Building Pillars	Dusting, cleaning and disinfection
13	Lifts	Cleaning and disinfection
14	Staircases	Cleaning and polishing
15	Parking lots	Clearing, degreasing, removal of waste and grit
16	Pavements	Cleaning
17	Perimeter fence	Cleaning and removal of cobwebs
18	Garbage Transfer station	Safe storage of waste and cleaning after transfer of waste
19	Sentry house	Cleaning
20	Fuel pump station	Cleaning and Degreasing
21	Parking	Cleaning, degreasing and disinfection
22	Generator Room	Cleaning, removal of cob webs, degreasing and disinfection
23	Flower beds	Trimming, cultivating, and maintaining the flower gardens
24	Glass areas	Cleaning and polishing

v) Summary of Main Tasks & deliverables under this contract

	Main Tasks
1.	Sweeping
2.	Dusting
3.	Mopping
4.	Washing
5.	Scrubbing
6.	Polishing
7.	Degreasing
8.	Distaining
9.	Polishing
10.	Disinfection
11.	Vacuum cleaning/ hoover and deep cleaning
12.	Fumigation
13.	Laundering/Sluicing
14.	Garbage collection and transporting to incenerator
15.	Grass cutting
16.	Maintenance of flower gardens
17.	Provision of Air fresheners
18.	Provision of Toilet Papers
19.	Provision of sanitary bins
20.	Provision of disinfectants
21.	Provision of hand wash soap

b) Scope of work for environmental services

(i) Drainage

- The side drains and open storm water drains shall be maintained free of debris, silt, vegetation and any other movable obstacle at all times throughout the year.
- The closed slotted storm water drains shall be maintained free of debris, silt and any other obstacles at all times throughout the year.
- The closed slotted storm water drains shall be flushed using high-pressure water jetting equipment at least once every three months to remove accumulated debris and maintain the drains in good working order at all times including rodding the slots.
- All debris, silt, vegetation and any other obstacles removed from the drains shall be immediately disposed at approved disposal sites.

(ii) Grass Cutting

- Trees and shrubs in the areas detailed in the contract for grass cutting shall be pruned or cut as required and as directed by the Premises Administrator.
- Trimming of grass along the pathways, roadsides and parking edges shall be done daily.
- Grass cutting shall be carried out on a regular basis to ensure it is trimmed at all times throughout the year. Grass in all the areas as detailed in the contract shall not be allowed to exceed 5 cm in height at any time.
- Grass around light fixtures and other essential equipment shall be cut regularly with slashers to ensure that there are no obstructions at any time.
- Collecting of stones in all areas where grass is cut shall be done on a daily basis to ensure effective grass cutting with machines.
- To protect and rid the grounds of pests, ant-hills and other destructive organisms
- Spraying weed killer on the weeds (especially grass) growing on the pavements of pathways, roadsides and parking areas.

(iii) Gardening

- All flower gardens, trees and shrubs in all areas shall be weeded and watered daily.
- Trees and shrubs in all areas shall be pruned or cut as required and as directed by Administrator of the project or his representative.
- Slashing of grass shall be done daily or whenever the need arises.
- Trimming of grass along the road kerb edges shall be done daily.
- Manuring of grass lawns to be done once in three months or every quarter.
- Grass to remain green where water points are available and flowing.
- Grass cutting in all areas shall be carried out on a regular basis to ensure it is trimmed at all times throughout the year. Grass in all areas shall not be allowed to exceed 50 mm in height at any time.
- Pruning of flowers shall be done continuously with a minimum of twice a week in all areas.
- All gardens and grass lawns shall be maintained free of litter at all times. Collection and immediate disposal of litter shall be done daily.
- Spraying of pesticides and herbicides on gardens, trees and shrubs shall be done on a quarterly basis and whenever the plants are affected.
- New sets of flowers in the gardens shall be planted to replace the old ones whenever the weather allows (or whenever required to maintain well-kept gardens)
- Replacement of dead plants, unsuitable plants and repairs of supporting framework in the flowerbeds and hedges shall be done immediately whenever destroyed or damaged.
- Raking and tidying of flower gardens shall be done daily.
- General maintenance of potted plants and flowers shall be done daily i.e. watering, pruning and removal of litter.
- Manuring of flower gardens, trees and shrubs shall be done on quarterly basis.
- Planting of extra trees and shrubs shall be carried out on instructions of the Administrator of the project or his representative.

- Trees shall be kept free of weeds by spot weeding a diameter of one (1) meter around the tree.
- Trees shall be neatly pruned at all times.
- Spraying weed killer on the weeds (especially grass) growing on the road pavements and removing the same manually.

(iv) health care waste Collection and Disposal

- Health care waste shall be picked and disposed daily to the designated area before disposal by the contractor.
- Collection points should be kept neat at all times free from odour and foul smell.
- Garbage and containers should be stored in a manner that will not be vulnerable to dogs, cats etc.
- ❖ Bins should be cleaned and disinfected after emptying
- The contractor is expected to have a garbage collection van to enable disposal at the appropriate dumping sites.

(v) Summary of main tasks

- Grass cutting and disposal.
- Cutting and trimming of lawn edges and disposal.
- Trimming of perimeter fence and disposal of the cuttings.
- Maintenance of flower beds, application of farm manure, Red soil, weeding, tilling, removal of dead flowers, acquiring and planting of new flowers and watering.
- Collection and maintaining of litter at the strategic locations.
- Drainage – cleaning of storm waterways and clearing of rain water pools
- Liquid waste management and fumigation when need arises.
- Pests and herbs control by eradicating ants, clearing and Leveling ground, application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.
- Cutting down unwanted trees and plants and disposing to designated areas as shall be instructed.
- Provision and placement of environmental protection notices in sensitive / designated areas (e.g. do not step on the grass) as shall be instructed.

(vi) **Description of Services**

1	Lawns (i) Grass cutting <ul style="list-style-type: none"><input type="checkbox"/> Cut grass to the standard level and dispose as shall be instructed.<input type="checkbox"/> (ii) Cutting and trimming lawn edges.<input type="checkbox"/> Cut to the standard level as shall be instructed and dispose.
2.	Garbage Collection <ul style="list-style-type: none"><input type="checkbox"/> Supply of coded labeled bib liners as per Nema regulations . Collection and disposal of garbage/healthcare waste from the compound and litter bins on daily basis.
3.	Fences Trimming perimeter fence <ul style="list-style-type: none"><input type="checkbox"/> Trimming and maintaining of fence on regular basis to the standard level as shall be agreed with the winning bidder.<input type="checkbox"/> Disposal of cuttings.
4.	(ii)Landscaping <ul style="list-style-type: none"><input type="checkbox"/> Landscaping shall be undertaken in liaison with the administrator of the project. (iii)Flower beds <ul style="list-style-type: none"><input type="checkbox"/> Weeding, Tilling and Watering.<input type="checkbox"/> Applying Red Soil.<input type="checkbox"/> Applying Farm Manure.<input type="checkbox"/> Removing dead flowers.<input type="checkbox"/> Acquiring and planting new flowers. Trees and other plants <ul style="list-style-type: none"><input type="checkbox"/> Till, water and tend existing trees.<input type="checkbox"/> Cutting down unwanted trees and plants.
5	Pollution Control (i) Management of litter <ul style="list-style-type: none"><input type="checkbox"/> Maintain litter bins in strategic locations.<input type="checkbox"/> Sweeping car parks, pathways and pavements.<input type="checkbox"/> Provide and put environmental protection notices in sensitive areas e.g. do not step on grass. Drainage <ul style="list-style-type: none"><input type="checkbox"/> Clean storm waterways.<input type="checkbox"/> Clearing of water pools. Sewerage

	<input type="checkbox"/> Unblock, flash, clean sewer lines regularly to be always in working condition. <input type="checkbox"/> Fumigate sewer lines once a month. <p style="text-align: center;">Pests and Herbs Control</p> <input type="checkbox"/> Clearing Anti- hills if any and leveling grounds. <input type="checkbox"/> Eradicating the ants by applying pesticides. <input type="checkbox"/> Application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.
--	--

OTHER GENERAL DUTIES

- 1) Cutting of firewood into small pieces for the kitchen.
- 2) Offloading of any supplies from outside.
- 3) Collecting oxygen offloading of the oxygen cylinders.
- 4) Assisting in arranging the items in the warehouse.
- 5) Assisting in the relocation of offices by carrying equipment.
- 6) Collecting supplies from main stores to the users after confirmation by the user department in-charge.
- 7) Collecting of litter and emptying of litterbins
- 8) Emptying and cleaning bedpans when necessary
- 9) Keeping a record of soiled linen which is taken to the laundry and the clean linen from the laundry.

NB: The service provider must come up with **work schedules** for all the activities and **monitoring tools** for ease of supervision.

DURATION OF THE CONTRACT:-

The successful bidder will provide the service for duration of two (2) years from the date of contract signing by both parties (Hereinafter referred to as “the term”).

Note: The second term SHALL be based on satisfactory performance on the first year of service provision.

This contract shall be deemed to have commenced immediately on signing the contract by both parties. The contract will be subject to annual review of performance at the end of the first year

Mandatory allocation of the cleaners expected on the ground

Daytime allocation & night time allocation to be fifty employees to cover 24 hrs and also two supervisors to be on the ground during day and night.

No.	Areas Covered	No. of Cleaners
1.	Pediatrics ward	4
2.	Ward 6	3
3.	Ward1	3

4.	Ward 2/Lecture Theater	3
5.	Ward 4	3
6.	Ward 5	3
7.	Utility	2
8.	X-ray Department	2
9.	Main Theatre	6
10.	Maternity Theater	6
11.	New Born Unit	6
12.	Maternity Ward	10
13.	Casualty ward	4
14.	Laboratory block	4
15.	Physiotherapy/Dental Department	2
16.	OPD Block	9
17.	CCC Block	2
18.	Ground Maintenance	7
19.	Endoscopy	1
20.	MRI	1
21.	CT SCAN	2
22.	ICU	1
Total		84 Cleaners

Night time Allocation of Cleaners

No.	Areas Covered	No. of Cleaners
1.	Maternity Ward	1
2.	Pediatrics Ward	1

3.	Theater	1
4.	Casualty ward	1
5	OPD Scrubbing and walkways	4
6	Renal unit	2
TOTAL		10

Total No. of dedicated personnel 94

N.B. Persons stationed in OPD ,Casualty, Theatres, Renal AND ALL WARDS SHOULD BE STATIONED PERMANENTLY unless in Consultation with the Public Health Officer. Any addition or reduction of personnel will depend on need basis.

OTHER IMPORTANT MANDATORY OBLIGATIONS;

1. All cleaners should acquire a valid medical certificate and presented to the Public Health Department.
2. All cleaners should be vaccinated against Hepatitis ‘B’ and certificate presented to the Public Health Department.
3. Qualification of the staff employed by the company should be minimum of D plain.

The company should note the following;

- 1 .If the Firm contracted does not meet **ALL** the above, the Hospital can terminate the contract before the **end of contract**.
2. Payment will be by 15th of the following month .
3. The cleaning company staff should not handle the keys of any building in the Hospital. This should be left to a responsible Officer. Opening and locking of the door should be left to Administration.
- 4 Supervision of the cleaners to be carried out by their company’s supervisor in collaboration with the ward incharge and the Public health Department.
5. Adequate provision of Detergents specifically
6. Bin liners and adequate Dettol Soap for Theatres.
7. Adequate provision of Quality Tools and Materials.
- 8 .Adequate provision of Individual protective gears, specifically Rubber gloves & uniform of other colour than the Hospital’s to their Staff and also Provide Aprons for those serving Food
1. The Hospital Team and the contracted firm will be holding scheduled Quarterly meetings or Adhoc Meetings when Need arises.

10. The Firm's staffs are expected to handle the staff, patients, and visitors professionally.
11. Training and induction on IPC (infection prevention control) should be conducted by the
Public health department to all newly employed cleaners
12. Statutory obligations-NSSF, NHIF, payment of salary in accordance with labor laws.
13. Provide uniform and PPES
14. The firms staff should be vaccinated for hepatitis B

SECTION VII: PRICE SCHEDULE FOR CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES

Name of Tenderer:

Tender Number: CGK/...../2018-2019

Item	Description	Price per month Kshs.	Total Price for 12 months Kshs 2017-2018	Total Price for 24 months 2018-2019
Thika level 5 hospital				
1.	Ground maintenance and land scaping			
2.	Sanitary services and bin liner bags			
3.	Provision of cleaning service			
4.	Management of Staff (94)			
TOTAL AMOUNTS FOR THE TWO YEARS (24 MONTHS)- IN KENYA SHILLINGS TO BE TRANSFERRED TO THE FORM OF TENDER FOR ALL THE QUOTED LOTS				

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- i. All prices to be inclusive of all taxes.
- ii. Price quoted shall be **for two years (24 months)**

Authorized Official of the tenderer:

----- Name
Signature and date Official Rubberstamp

SECTION VIII: STANDARD FORMS

Notes on standard forms

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

SECTION VI - STANDARD FORMS

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

FORM OF TENDER

Date _____

Tender No. _____

To:

P.O BOX 227-THIKA

Gentlemen and/or Ladies:

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

Dated this _____ day of _____ 2018

[signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of

TENDER-SECURING DECLARATION (MANDATORY)

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

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

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

To:[insert **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 in any contract with the Procuring Entity 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 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 the Procuring Entity during the period of Tender validity,
 - (i). Fail or refuse to execute the Contract, if required, or
 - (ii). Fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;

- 1) Our receipt of your notification to us of the name of the successful Tenderer; or
- 2) Thirty days after the expiration of our Tender.

Signed: [insert **signature of person whose name and capacity are shown**] In the capacity of [insert **legal capacity of person signing the Tender Securing Declaration**]

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

Duly authorized to sign the Tender for and on behalf of: [insert **complete name of Tenderer**]

Dated on _____ day of _____, _____ [insert **date of signing**]

Corporate Seal (where appropriate)

CONTRACT FORM

THIS AGREEMENT made the ___day of _____20___ between..... [Name of procurement entity] of [Country of Procurement entity](Hereinafter called “the Procuring entity”) of the one part and [Name of tenderer] of [City and country of tenderer](Hereinafter called “the tenderer”) of the other part.

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

In the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name Location of Business Premises Plot No,..... Street/Road..... Postal address Tel No.Fax Email..... Nature of Business </p> <p>Registration Certificate No. Maximum value of business which you can handle at any one time Kshs.....</p> <p>Name of your bankers..... Branch.....</p>																					
<p>Part 2 (a) – Sole Proprietor</p>																					
<p>Your name in full.....Age..... Nationality.....Country of</p>																					
<p>Part 2 (b) – Partnership</p>																					
<p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
<p>Part 2 (c) – Registered Company</p>																					
<p>Private or Public:</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs... Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.								
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
<p>Date.....Signature of Candidate.....</p>																					

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas _____ [Name of the tenderer]

(Hereinafter called “the tenderer”) has submitted its tender dated _____ [Date of submission of tender] for the provision of _____ [Name and/or description of the services] (Hereinafter called “the Tenderer”) _____

KNOW ALL PEOPLE by these presents that WE..... Of _____ [Name of bank] of [name of country], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [state the amount] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said

Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:

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

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

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

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM To:

WHEREAS..... [Name of
tenderer]

(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract
No. _____[reference number of the contract] dated _____20____ to

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

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

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

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

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

This guarantee is valid until the ____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

..... [Name of

tender].....

..... Gentlemen and/or Ladies:

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

.....

..... [Name and address of tenderer][hereinafter called “the tenderer”] shall

deposit with the

Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of.....

[Amount of guarantee in figures and words].

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

[amount of guarantee in figures and words].

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

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours
truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date].....

SITE VISIT FORM FOR TENDER NO

(TO BE RETURNED DULY SIGNED AND STAMPED WITH TENDER DOCUMENT)

**PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES
FOR THIKA LEVEL FIVE
HOSPITAL**

THIS IS TO CONFIRM THAT -----
(COMPANY NAME) HAS MADE A SITE VISIT TO THIKA LEVEL FIVE HOSPITAL

COMPANY REPRESENTATIVE NAME -----

----- DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

THIKALEVEL FIVE REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

