

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF KERICHO  
DEPARTMENT OF HEALTH SERVICES**

**TENDER DOCUMENT FOR  
PROVISION OF CLEANING SERVICES,  
GARDENING AND ENVIROMENTAL MANAGEMENT  
(RESTRICTED TO WOMEN)**

**TENDER NO. CGK/T/H/009/2019-2020**

**CLOSING DATE 16<sup>TH</sup> AUGUST, 2019 AT: 10.00  
A.M.**

**COUNTY GOVERNMENT OF KERICHO  
DEPARTMENT OF HEALTH SERVICES  
P.O BOX 112-20200  
KERICHO, KENYA.  
TELEPHONE: 052-2021100(1)  
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**PROVISION OF CLEANING SERVICES, GARDENING AND ENVIROMENTAL MANAGEMENT**

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**SECTION I: INVITATION TO TENDER**  
**DATE: 01/08/2019**  
**TENDER REF. NO: CGK/T/H/009/2019 – 2020**  
**TENDER NAME: PROVISION OF CLEANING SERVICES,  
GARDENING AND ENVIROMENTAL  
MANAGEMENT**

1.1 The County Government of Kericho Department of Health Services invites sealed bids from eligible qualified candidates for *Provision of cleaning services, gardening and environmental management under a framework contracting for one financial year (2019-2020)*

1.2 Interested and eligible candidates may obtain further information from and inspect the tender document at Supply Chain Department, Kericho County Referral Hospital from 8.30 a.m. to 5.00 p.m. on Mondays to Fridays, except on public holidays.

11 Tender Documents with detailed specifications and conditions are obtainable from either the county government of Kericho website ([www.kericho.go.ke](http://www.kericho.go.ke)) or <http://supplier.treasury.go.ke> at no cost. Alternatively, a complete set of the document may be purchased upon payment of a non-refundable fee of Ksh. 1000/- at the Hospital's cash office.

12 Completed original tender document should be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the **Tender Box A** situated at **2<sup>nd</sup> Floor, administration block Kericho County Referral Hospital or be addressed to:**

**The Chief Officer, Health Services,  
Kericho County Referral Hospital,  
P. O. Box 112-20200  
KERICHO**

So as to be received on or before **16<sup>th</sup> August, 2019 at 10.00 a.m.**

13 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.

14 Tenderers are required to ensure that all pages of the tender document are chronologically numbered, indexed and bound. Loose tender document will be declared non- responsive.

15 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at a venue to be advised by the Tender Opening Committee.

## SECTION II - INSTRUCTIONS TO TENDERERS

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## SECTION II – INSTRUCTIONS TO TENDERERS

### 2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is restricted to *Women* as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete for provision of cleaning services, gardening and environmental management by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 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 goods 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 Eligible Goods

- 2.2.1 All services to be offered under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

### 2.3 Cost of Tendering

- 2.3.1 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.
- 2.3.2 The price to be charged for this tender document shall be **Kshs.1,000.00** or may be obtained free at county website: [www.kericho.go.ke](http://www.kericho.go.ke) or <http://supplier.treasury.go.ke>
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4. Contents of Tender Document**

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to tenderers
- i Invitation to Tender
  - ii Instructions to Tenderers
  - iii General Conditions of Contract
  - iv Special Conditions of Contract
  - V Schedule of requirements
  - vi Technical Specifications
  - vii Tender Form and Price Schedules
  - viii Tender Security Form
  - ix Contract Form
  - x Security Form/Tender security Declaration form
  - xi Bank Guarantee for Advance Payment Form
  - xii Manufacturer's Authorization Form
  - xiii Confidential Business Questionnaire Form
  - xiv Declaration form
- 2.4.2 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.

## **2.5 Clarification of Tender Documents**

- 2.5.1 A prospective tenderer making inquiry of the tender documents may notify the Procuring entity in writing or by post 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 not 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 that have received the tender document.
- 2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Tender Documents**

- 2.6.1 At any time prior to the deadline for submission of tender, 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.
- 2.6.2 All prospective tenderers that have obtained the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 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.

## **2.7 Language of Tender**

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that 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.

## **2.8 Documents Comprising the Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components.

- (a) Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.13 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

## **2.9 Tender Form**

2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be offered, a brief description of the service, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender price of the services it proposes to offer under the contract.

2.10.2 Prices indicated on the Price Schedule shall all costs including taxes, insurance and delivery to the premises of the entity.

2.10.3 Prices quoted by the tender shall remain fixed during the Tender's performance of the contract and not subject to any variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to instructions to Tenderer.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 2.1. The tenderers 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.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering the services under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the equipment, Manufacturer or producer to offer the services.
- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **2.13 Goods Eligibility and Conformity to Tender Document**

2.13.1 Pursuant paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of services which the tenderer proposes to offer under the contract

2.13.2 The documentary evidence of the eligibility of the services shall consist of statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the services to the tender documents may be in the form of literature, drawings, and data, and shall consist of:



- a) a detailed description of the essential technical and performance characteristic of the goods
  - b) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the commentary to be furnished pursuant to paragraph 2.13.3(c ) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.14.2 The tender security shall be in the amount not exceeding 0.5-2 percent of the tender price.
- 2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of
- a) A bank guarantee
  - b) Bank draft issued by a reputable bank located in Kenya or abroad.
  - c) Guarantee issued by a reputable insurance company approved by the Authority
  - d) Letter of credit.
  - e) Security from Deposit taking micro finance institution, Sacco Societies, Youth or Women Enterprise Funds
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender 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.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28
- 2.14.8 The tender security may be forfeited:
- a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

b) in the case of a successful tenderer, if the tenderer fails:

i) to sign the contract in accordance with paragraph

2.27 or

ii) to furnish performance security in accordance with paragraph 2.28

c) If the tenderer rejects correction of an arithmetic error in the tender.

## **2.15 Validity of Tenders**

2.15.1 Tenderers shall remain valid for 120 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 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 2.14 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.

## **2.16 Format and Signing of Tender**

2.16.1 The Procuring entity 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.

2.16.2 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.

2.16.3 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.

## **2.17 Sealing and Marking of Tenders**

2.17.1 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.

2.17.2 The inner and outer envelopes shall:

- a) Be addressed to the Procuring entity at the address given on the Invitation to Tender: -

**The Chief Officer, Health Services,  
Kericho County Referral Hospital  
P. O. Box 112-20200,  
KERICHO**

- b) Bear the tender number and name in the Invitation to Tender and the words **“DO NOT OPEN BEFORE 16<sup>th</sup> August, 2019 at 10.00 a.m.**

2.17.3 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”.

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

- a) Tenders must be received by the Procuring entity at the address specified under paragraph not later than **16<sup>th</sup> August, 2019 at 10.00 a.m.**

2.18.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

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

## **2.19 Modification and Withdrawal of Tenders**

2.19.1 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 tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 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 2.14.7

## **2.20 Opening of Tenders**

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **10.00 a.m. on 16<sup>th</sup> August, 2019** at hospital boardroom a venue to be advised by the Tender Opening Committee.

- 2.20.1 The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.
- 2.20.2 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.
- 2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

- 2.21.1 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 of the tender shall be sought, offered, or permitted.
- 2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination and Responsiveness**

- 2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## **2.23 Conversion to Single Currency**

2.23.1 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.

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 30days of the validity period from the date of opening the tender.

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

2.24.4 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.25 Contacting the Procuring Entity**

2.25.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.25.2 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 Tenderer's tender.

## **2.26 Award of Contract**

### **(a) Post-Qualification**

2.26.1 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.

2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.26.3 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**

2.26.4 The Procuring entity will award the contract to the successful tenderer(s) 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.

**(c) Procuring Entity's Right to vary quantities.**

2.26.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms and conditions.

**(d) Procuring Entity's Right to Accept or Reject Any or All Tenders**

2.26.6 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 tenderer of the grounds for the procuring entity's action

**2.27 Notification of Award**

- (a) 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.
- (b) The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other tenderers shall be notified that their tenders have not been successful.
- (c) Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful

**2.28 Signing of Contract**

- (a) 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.

- (b) 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.
- (c) 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.

## **2.29 Performance Security**

- (a) 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.
- (b) Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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 Candidate or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulation, the following terms are defined as follows;

- (a) ‘corrupt practice’ means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (b) ‘fraudulent practice’ means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring entity, and includes collusive practice among tenderer (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;

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

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya



## APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement/supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	The invitation is open to all qualified and eligible candidates
2.11.1	Any price quoted in foreign currency will be converted to Kenya Shillings at the Mean rate of the Central Bank of Kenya ruling at the closing date of the tender.

<p>2.12.2</p>	<p><b>B) Stage Two: Technical Evaluation of Tenders:</b></p> <p>(i) Eligible tenders will be available for inspection as follows:  <b>Stage One: Preliminary Evaluation Mandatory Requirements</b>  The following under (provide samples) (5mks)</p> <p>(ii) Availability of machinery, equipment's and tools for the contract (provide proof of ownership) (5mks)</p> <ol style="list-style-type: none"> <li>Proof of Compliance with: <ol style="list-style-type: none"> <li>Minimum wage (certified copy of pay roll)</li> <li>Duly signed letter from the local Labour office on minimum wage)</li> </ol> </li> </ol> <p>(iii) List of personnel protective equipment (uniform, protective shoes, gloves etc) (provide branded samples) (5mks)</p> <ol style="list-style-type: none"> <li>Evidence that the firm is NSSF compliant (provide compliance certificate issued by NSSF valid as at the opening date)</li> </ol> <p>(iv) Personnel competence (Attach their CVs and academic qualifications) (5mks)</p> <ol style="list-style-type: none"> <li>Evidence that the firm is NHIF compliant (provide compliance certificate issued by NHIF valid as at the opening date)</li> </ol> <p>(v) Staffing (5mks)</p> <ol style="list-style-type: none"> <li>Valid Tax Compliance Certificate.</li> <li>Competence of the list of the staff</li> </ol> <p>(vi) Work plan, methodology and execution (10mks)</p> <ol style="list-style-type: none"> <li>Proposed current bank statement for the last 6 months preceding tender service. opening date.</li> <li>Approved financial institution.</li> <li>Duly filled, signed and stamped business questionnaire</li> <li>Duly filled, signed and stamped Tender Securing Declaration Form</li> <li>Waste segregation e.g. in various wards</li> <li>Valid Trade Licence or Single Business Permit.</li> <li>Handling procedure of office equipment's</li> <li>Submit signed and stamped audited accounts of year ending 2017 and 2018.</li> <li>Gardening and plant tending procedures</li> <li>Duly filled, signed and stamped form of tender.</li> </ol> <p>(vii) Bidders must provide evidence of having done similar assignments by providing copies of orders, award letters, recommendation letters and contract performance agreement from current major clients. (10mks)</p> <ol style="list-style-type: none"> <li>A sworn statement or declaration stating that: -</li> </ol> <p>Candidates that have passed technical evaluation from participating in any public procurement is compliant with the desired technical specifications will have their financial proposals evaluated. The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters. (30mks)</p> <p><b>C) Stage Three: Financial Evaluation.</b></p> <ol style="list-style-type: none"> <li>The bidder with the lowest evaluated financial proposal will be recommended for the award of the contract taking into account the prevailing market price.</li> <li>Maximum of 90 days credit period is required after delivery, inspection and acceptance of the equipment and its accessories.</li> <li>In case of discrepancy between unit price and total, the unit price shall prevail.</li> <li>All pages of original and copy of the tender documents submitted <b>MUST</b> be sequentially serialized by the tenderer.</li> <li>If there is a tie on the lowest quoted price between two firms, the firm with the highest technical points will be recommended for award.</li> <li>Unrealistic low or high prices shall be rejected depending on the prevailing market price of the brand tendered.</li> </ol> <p><b>N/B:</b> 100% compliance by tenderer shall be required to proceed to the next evaluation stage. Failure to provide any of the listed requirements shall lead to disqualification. Previous poor performance record will lead to automatic disqualification. Determination of evaluated price for each bid will be based on the following:</p> <ol style="list-style-type: none"> <li>Conversion of all tender to same currency using inform exchange rate Prevailing at closing of tender.</li> <li>Application of any-discount offered on tender comparison of prevailing actual market price.</li> </ol>
<p>2.5.1</p>	<p>The Hospital will respond in hard copy or electronic format to any request of Clarification of the tender documents which it receives not later than four (4) days prior to the deadline for tender submission.</p>
<p>2.18.1</p>	<p>Tenders must be submitted on or before the closing date, not later than <b>16<sup>th</sup> August , 2019 at 10.00 a.m.</b></p>
<p>2.20.1</p>	<p>The Hospital will open all tenders in the presence of tenderer's representatives, who choose to attend on <b>16<sup>th</sup> August , 2019 at 10.00 a.m.</b></p>
<p>2.26.3</p>	<p>Post – Qualification exercise may be undertaken where appropriate. This exercise may be conducted by obtaining confidential references from person with whom the tender has had prior engagement. The second tier may involve undertaking further</p>

**NOTE: Ensure that all your tender submission are bound, indexed and chronologically numbered.**

## SECTION III: GENERAL CONDITIONS OF CONTRACT

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## SECTION III - GENERAL CONDITIONS OF CONTRACT

### 3.1 Definitions

3.1.1 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 Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) "The Procuring entity" means the organization purchasing the Goods under this Contract.
- (e) "The Tenderer" means the individual or firm supplying the Goods under this Contract.

### 3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not superseded by provisions of other part of contract.

### 3.3 Country of Origin

3.3.1 For purposes of this clause, "Origin" means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

### 3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### 3.5 Use of Contract Documents and Information

3.5.1 The Candidate shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

3.6.1 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 Goods or any part thereof in the Procuring entity's country

### **3.7 Performance Security**

3.7.1 Within thirty (30) 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.

3.7.2 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.

3.7.3 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) Bank guarantee
- b) Such insurance guarantee approved by the Authority
- c) Irrevocable Letter of credit issued by reputable bank located in Kenya or abroad.
- d) Security from Deposit taking micro finance institution, Sacco Societies, Youth or Women Development Enterprises Funds.

3.7.4 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 obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods 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.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and / or at the goods' final destination 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.

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

- 3.8.4 The Procuring entity's right to inspect test and where necessary, reject the goods after the goods arrival shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the Procuring entity or its representative prior to the goods delivery.
- 3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

- 3.9.1 The tenderer shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### **3.10 Delivery and Documents**

- 3.10.1 Delivery of the goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

- 3.11.1 The goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

### **3.12 Payment**

- 3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract
- 3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

### **3.13 Prices**

- 3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 3.13.2 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 3.13.3 This will be a framework contracting for *one (1) financial year (2019-2020)* which shall be subject to mid-term performing review after *12 months* to determine continuation or termination.

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

### **3.14. Assignment**

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

### **3.15 Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract.

### **3.16 Termination for Default**

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

- (a) If the tenderer fails to deliver any or all of the goods 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.

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

### **3.17. Liquidated Damages**

3.17.1 If the tenderer fails to deliver services within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed services up to a maximum deduction of 10% of the delayed services. After this the tenderer may consider termination of the contract.

### **3.18. Resolution of Disputes**

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract

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



### **3.19. Language and Law**

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.20. Force Majeure**

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

### **3.21 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

3.22.2 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. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
- 4.2 Special conditions of contract as relates to the GCC  
The following are special conditions of contract as relates to the GCC.

### **1 Standards (GCC 3.4)**

GCC 3.4 (i) Tenderers are required to submit literature/ brochure for all the items tendered for, for evaluation purposes.

- (ii) The literature/ brochure submitted must conform to the technical specifications (section vi)
- (iii) Literature/ brochure must be submitted on or before the closing date of the tender as indicated in the tender documents, properly marked and submitted with a delivery note. No literature/ brochure will be accepted after the specified time.
- (iv) No tender document will be accepted after the official closing time as specified on the advertisement and tender documents.
- (v) Tenderers' are required to indicate the after sales service
- (vi) The literature/ brochure will be evaluated by the Hospital's Technical Evaluation Committee with reference to the tender specifications.

### **2. Use of contract documents and information (GCC 3.5)**

GCC 3.5.3 (i) Tenderers should note that no substitution, alteration, change of format or modification to the standard tender documents is allowed. Tenderers are only allowed to add any other relevant additional to the documents. Any tenderer who doesn't adhere to this condition will automatically be disqualified.

### **3. Inspection and Tests (GCC 3.8)**

GCC 3.8.1 (i) The Hospital may carry out inspection and tests by visiting the premises/Go downs to ascertain the accuracy of the information given in the tender documents, capacity and capability of the tenderers and confirm whether the equipment(s) quoted for conform to the contract specification.

### **4. Packing (GCC 3.9)**

GCC 3.9.1 The goods must be packed in order to prevent their damage or deterioration during transit to the final destination County Government of Kericho Department of Health Services.

### **5. Delivery and Documents (GCC 3.10)**

GCC 3.10.1 (i) The deliveries must be made within the stipulated contract period upon receiving the official order. Delivery must conform to the delivery schedule in the tender.

Failure to deliver within the stipulated period will cause the order to be cancelled.

- (ii) The order is to be confirmed by official local Purchase Order (LPO) duly signed by an authorized Accounting Officer(s), sent as hard copy or as an electronic copy, through official Email addresses.
- (iii) The following documents shall be received by the procuring entity at the time of delivery. Delivery Note accompanied by duplicate copy of LPO.
- (iv) Inspection certificate issued by the nominated inspection agency or the suppliers' factory inspection report if applicable.
- (v) Suppliers invoice showing Goods description, quantity, unit price and total amount.

**6. Insurance (GCC 3.11)**

GCC 3.11.1 The supplier will cover All Risks for any consignment expenses of the goods until they are accepted by the Hospital.

**7. Payment (GCC 3.12)**

GCC. 3.12.1 Payment shall be made to the tenderer in full within ninety (90) days for the satisfactory and accepted delivered quantity as provided in the order.

**Prices (GCC 3.13)**

- GCC 3.13.1
- (i) Prices must remain firm and fixed
  - (ii) Prices must remain valid for 120 days after closing of tender
  - (iii) Prices quoted must be inclusive of all Government taxes and delivery charges to **County Government of Kericho Department of Health Services.**
  - (iv) Price quoted must be as per our **“Unit of issue”**

**8. Assignment**

GCC 3.14 The tenderer shall not assign whole/or part of his/her obligations under this contract. The order and the payment will be done and issued to the tenderer and not any other third party.

**9. Liquidated damages (GCC 3.18)**

GCC 3.18.1 (i) If the tenderer fails to deliver and (or install the items within the period(s) specified in the contract, the Hospital shall without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of delivered price of the delayed items up to a maximum deduction of 10% the delayed goods.

**I/we hereby certify that I/we have read the special conditions of contract (Section IV), confirm that I/we have understood and I/we shall abide by them. Tenderers**

**Name..... Date.....**

**Signature.....Official Rubber Stamp**

## **6.1 GENERAL**

- 6.1.1. These specifications describe the basic requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, Technical data sheets etc for the products they intend to supply.
- 6.1.2 Tenderers must indicate on the specifications sheets whether the goods offered comply with each specific requirement.
- 6.1.3 All the dimensions and capacities of the goods to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products
- 6.1.4 The tenderers are requested to present information along with their offers as follows; -
  - (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses

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

### **Notes for preparing the schedule of requirements**

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a bases in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award).

**This part (scope) will include any deliverables under the service contract**

# **KERICHO COUNTY REFERRAL HOSPITAL**

## **ANNEX 1**

### **SCOPE OF WORK**

#### **PROVISION OF GENERAL CLEANING SERVICES, ENVIROMENTAL MANAGEMENT AND LAUNDRY SERVICES.**

We hereby invite eligible tenderers to submit a tender for execution and delivery of the above contract.

Eligible bidders are advised to make prior arrangement visit to Kericho County Referral Hospital to establish the extent of work required before submitting their tenders.

### **AREAS OF WORK**

The work will involve comprehensive cleaning of the following areas: - Floors, Pavements, walkways, furniture, lockers, counters, windows/window panes, ceiling, walls, doors, cobwebs, corridors, dusting, sanitary bins in female and maternity washrooms, Standard routine washrooms cleaning, Provision of waste bins in all departments, General drainage of wastes, General gardening and landscaping (including removal of weeds and algae on pavements, walkways, and walls. Safeguard hospital linen, mattresses, uniform, curtains, hooks, mosquito nets curtain lines, provide a laundry operator who maintains linen/uniform inventory, cleaning of parking areas, clean out patient, clean isolation rooms, and assist on day-to-day arising issues within the hospital.

The following are the areas to be cleaned.

1. Wards 1-7, Maternity ward, Labour ward, walkways, isolation rooms and their respective washrooms.
2. Laundry
3. Maintenance, KEPI, Procurement block, Main store and drug store
4. Administration block 1<sup>st</sup> floor, Doctors special clinics and 2<sup>nd</sup> Floor
5. Administration block ground floor (Comprehensive Care Unit, waiting area, hospital entrance bay and customer care desk).
6. OPD Block
7. Casualty
8. Pharmacy

9. Laboratory unit

10. X-ray unit

11. MCH/ FP block

12. Renal unit

13. Blood bank

14. ICU/HDU

15. County Drug Store

16. Medical Library

17. Dental clinic +Eye +ENT+ Registry +Accounts

18. TB Block, Public health office and Rehabilitation department (Physiotherapy, Plaster, Orthopaedics, Occupational therapy).

19. All walkways, car parks and cabro floors

20. Cleaning of outpatient washrooms (Provide a sanitary bin for female washrooms) and a toilet paper

21. CT Scan

22. Osofia Block

23. Customer care Office

24. Outpatient toilets (female &Male)

## **SCOPE OF WORK**

### **WARD (1, 2, 3, 4, 5, 6 and 7)**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc.

- Removal of cobwebs, insect/birds' nests etc
- Disposal of safety boxes and frequent emptying of waste bins
- Sluicing of dirty linens
- Collection of linen from laundry daily
- Recording of linen in (from laundry) and out (to laundry) of hospital. (signing of the recording book)
- Making of patients beds
- Maintain, clean and unblock drainage system and sinks.
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Emptying of dustbins
- Segregate wastes accordingly.
- Maintain infection prevention and control

#### **MATERNITY/NBU**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dump dusting of lockers, etc.
- Removal of cobwebs
- Disposal of safety boxes and frequent emptying of waste bins
- Collection of linen from laundry daily
- Sluicing of dirty linens
- Recording of linen in (from laundry) and out (to laundry) of hospital.(signing of the recording book)
- Emptying of dustbins
- Maintain, clean and unblock drainage system and sinks.
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Segregate wastes accordingly.



- Making of patients beds
- Maintain infection prevention and control

## **LAUNDRY**

- Daily scrubbing and Cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, etc
- Removal of cobwebs
- Disposal of wastes.
- Wash linen
- Collect, store and distribute laundry, with clear inventory, in liaison with the hospital housekeeper and staff.
- Report any malfunction/ defects on the laundry machine to head of maintenance unit and stop using it the second time, a defect is noted.
- Follow 100% on how to use/ run the laundry machine.
- Maintain, clean and unblock drainage system and sinks.
- Wash and scrub laundry washrooms and bathrooms.
- Ensure rooms are locked always.
- Report plumbing, electrical or building defects to respective head of maintenance department.
- Report any linen loss on time
- Segregate wastes accordingly.
- Maintain infection prevention and control

## **LABOUR WARD.**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc
- Cleaning of working area, mackintosh and the floor after every delivery
- Disposal, grinding of the placenta and product using the Macerator machine.
- Daily Scrubbing and cleaning the pavements around the ward
- Assisting in carrying supplies from the stores and pharmacy
- Daily Removal of cobwebs
- Disposal of safety boxes and frequent emptying of waste bins
- Decontaminate and sluice dirty linen, gowns, green towels and gumboots.
- Maintain, clean and unblock drainage system and sinks.
- Folding of gauze and preparing delivery packs then take for autoclaving in theatre
- Collect, store and distribute laundry, with clear inventory, in liaison with the hospital housekeeper and staff.
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Segregate wastes accordingly.
- Making of patients beds
- Maintain infection prevention and control

## **PHARMACY**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Emptying dustbins
- Daily Dusting shelves, wiping of chairs
- Daily pharmacy arrangement and keeping of pharmacy hygiene
- Daily Maintain infection prevention and control
- Daily Removal of cobwebs

## **THEATRE**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, damp dusting of walls, counter, windows, damp dusting of lockers, cupboards, etc
- Cleaning of working area, mackintosh and the floor after every operation procedure.
- Cleaning of hand basins
- Daily scrubbing and cleaning the pavements around the ward
- Assisting in carrying supplies from the stores and pharmacy
- Daily Removal of cobwebs
- Daily Disposal of safety boxes and frequent emptying of waste bins
- Regularly Decontaminate and sluice dirty linen, gowns, green towels and gumboots.
- Dusting tables and chairs
- Maintain, clean and unblock drainage system and sinks.
- Folding of gauze and preparing theatre packs then take for autoclaving
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Segregate wastes accordingly.
- Maintain infection prevention and control
- Assist in fumigation when need be.

**DRUG STORE+GENERAL STORE+STORE BLOCK+PROCUREMENT  
OFFICES+MAINTENANCE+KEPI**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Emptying dustbins
- Daily Dusting shelves, wiping of chairs
- Daily Refuse collection
- Maintain, clean and unblock drainage system
- Daily Store arrangement
- Daily Cleaning sinks and staff toilets in the unit
- Maintain infection prevention and control
- Daily Removal of cobwebs

**BLOOD BANK**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning the working area and mackintosh

- Daily Dusting shelves, wiping of chairs
- Daily Scrubbing and cleaning the pavements around the blood bank
- Removal of cobwebs
- Maintain, clean and unblocking drainage system
- Maintain infection prevention and control
- Daily Keeping the blood bank sterile

### **ICU**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc
- Daily Cleaning of working area, mackintosh and the floor areas
- Daily Cleaning of hand basins
- Daily Scrubbing and cleaning the pavements around the ward
- Daily Removal of cobwebs
- Disposal of safety boxes and frequent emptying of waste bins
- Regularly Decontaminate and sluice dirty linen, gowns, green towels and gumboots.
- Daily Dusting tables and chairs
- Maintain, clean and unblock drainage system and sinks.
- Folding of gauze and preparing theatre packs then take for autoclaving
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Segregate wastes accordingly.

- Maintain infection prevention and control
- Assist in fumigation when need be

## **LABORATORY BLOCK**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves, wiping of chairs
- Emptying dustbins
- Disposal of safety boxes
- Daily Scrubbing and cleaning the pavements around the laboratory unit
- Removal of cobwebs
- Maintain, clean and unblock drainage system
  
- Maintain infection prevention and control
- Keeping the laboratory sterile

## **OPD BLOCK**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Disposal of safety boxes
- Daily Scrubbing and cleaning the pavements around the OPD block unit
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

## **MCH/FP BLOCK**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Disposal of safety boxes
- Daily Scrubbing and cleaning the pavements around the MCH/FP block unit
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

## **PHYSIOTHERAPY, ORTHOPAEDICS, OCCUPATIONAL THERAPY AND PLASTER**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Daily Scrubbing and cleaning the pavements around the unit
- Removal of cobwebs
- Maintain clean drainage system
- Maintain infection prevention and control

## **X-RAY BLOCK**

- Daily Scrubbing and cleaning of the floor, windows and walls

- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Daily Scrubbing and cleaning the pavements around the unit
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

### **ADMINISTRATION BLOCK 1<sup>ST</sup> FLOOR OFFICES AND DOCTORS SPECIAL CLINICS**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Disposal of safety boxes
- Daily Arranging the rooms
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control



## **DENTAL CLINICS/EYE, ENT, REGISTRY AND ACCOUNTS OFFICE**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Folding of gauze and preparing theatre packs then take for autoclaving
- Daily Dusting shelves ,wiping of chairs
- Emptying dustbins
- Disposal of safety boxes
- Daily Arranging the rooms
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

## **HAART CLINIC**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of drugs
- Emptying dustbins
- Disposal of safety boxes
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

## **TB BLOCK AND PUBLIC HEALTH OFFICE**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of drugs
- Emptying dustbins
- Disposal of safety boxes
- Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

## **CASUALTY WING**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of hospital commodities used in the unit
- Daily Collection of litter around the block
- Emptying dustbins
- Disposal of safety boxes
- Daily Removal of cobwebs

- Sluicing of dirty linen
- Maintain ,clean and unblock drainage system
- Making of patients beds
- Maintain infection prevention and control

## **RENAL UNIT**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of hospital commodities used in the unit
- Collection of litter around the block
- Emptying dustbins
- Disposal of safety boxes
- Removal of cobwebs
- Sluicing of dirty linen
- Maintain ,clean and unblock drainage system
- Making of patients beds
- Maintain infection prevention and control

## **MEDICAL LIBRARY**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, staff toilets and bathroom in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of hospital files in the unit
- Collection of litter around the block
- Emptying dustbins
- Removal of cobwebs

- Maintain ,clean and unblock drainage system
- Maintain infection prevention and control

### **CENTRAL STORE (COUNTY DRUG STORE)**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Cleaning sinks, staff toilets in the unit
- Daily Dusting shelves ,wiping of chairs and arranging of hospital commodities in the unit
- Daily Collection of litter around the block
- Daily Emptying dustbins
- Daily Removal of cobwebs
- Maintain ,clean and unblock drainage system
- Weekly Lawn mowing and slashing of overgrown grass in and around the store

### **ADMINISTRATION BLOCK OFFICES 2<sup>ND</sup> FLOOR**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Wiping and dusting desks, Computers, telephone sets etc
- Daily Cleaning sinks and staff toilets in the unit
- Daily Cleaning and polishing of floors in the offices and corridor
- Weekly Cleaning of windows both internally and externally
- Daily Dusting shelves ,wiping of chairs and arranging of rooms in the unit
- Maintain, clean and unblock drainage system
- Daily Collection of litter around the block
- Daily Emptying dustbins and Disposal of safety boxes
- Daily Removal of cobwebs
- Maintain infection prevention and control

### **CT SCAN**

- Daily Scrubbing and cleaning of the floor, windows and walls

- Daily Wiping and dusting desks, Computers, telephone sets etc
- Daily Cleaning sinks, patients/staff toilets and bathroom in the unit
- Daily Cleaning and polishing of floors in the offices.
- Cleaning of windows both internally and externally
- Daily Dusting shelves ,wiping of chairs and arranging of rooms in the unit
- Maintain, clean and unblock drainage system
- Daily Collection of litter around the block
- Daily Emptying dustbins and Disposal of safety boxes
- Daily Removal of cobwebs
- Maintain infection prevention and control

### **OSOFIA BLOCK**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Wiping and dusting desks, Computers, telephone sets etc
- Daily Cleaning and polishing of floors in the offices and corridor
- Cleaning of windows both internally and externally
- Daily Dusting shelves ,wiping of chairs and arranging of rooms in the unit
- Maintain, clean and unblock drainage system
- Daily Collection of litter around the block
- Daily Emptying dustbins and Disposal of safety boxes
- Daily Removal of cobwebs
- Maintain infection prevention and control

### **CUSTOMER CARE**

- Daily Scrubbing and cleaning of the floor, windows and walls
- Daily Wiping and dusting desks, Computers, telephone sets etc
- Daily Cleaning and polishing of floors in the office
- Cleaning of windows both internally and externally
- Daily Dusting shelves ,wiping of chairs and arranging of rooms in the unit
- Maintain, clean and unblock drainage system

- Daily Collection of litter around the block
- Daily Emptying dustbins and Disposal of safety boxes
- Daily Removal of cobwebs
- Maintain infection prevention and control

#### **OUTPATIENT TOILETS (FEMALE & MALE)**

- Daily Scrubbing and cleaning of the floor, windows and walls
- 
- Unblocking of drainage systems and exhaustion of sewages /septic tanks
- Maintain, clean and unblock drainage system
- Daily Collection of litter around the block
- Daily Removal of cobwebs
- Maintain infection prevention and control

#### **ENVIRONMENTAL MANAGEMENT**

- Maintenance of flowerbeds ,hedges and development of new ones as need arises
- Development and maintenance of outdoor plants such as well-established trees and flower nurseries
- Pruning, trimming and removal of risks posing trees in and around the hospital compound
- Lawn mowing and slashing of overgrown grass in and around the hospital compound
- Cleaning of drainage and filing of potholes to drain stagnant water
- Unblocking of drainage systems and exhaustion of sewages /septic tanks
- Landscaping and gardening of the whole hospital compound
- Paper shredding and disposing of waste product to disposal site
- Collection of litter, garbage and disposal at approved waste dumping sites
- Sensitization /education on environmental cleanliness and its importance
- Maintenance and landscaping of mortuary grounds
- Cleaning and clearing of gutters

**Note: In carrying out their duties the contractor shall provide suitable cleaning materials to accomplish the cleaning and the company should ensure efficient utilization of hospital resources.**

**ANNEX 2**

**HOURS OF OPERATION**

Monday –Sunday

6.00am – 6.00 pm

Some departments will require 24hour service

**CLEANING FREQUENCIES**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**CLEANING SPECIFICATION CHECKLIST**

**State the frequency of maintenance**

- 1. Once**
- 2. Twice**
- 3. Thrice**
- 4. Frequently**
- 5. As necessary**
- 6. Occasional**

<b>DUTIES</b>	<b>FREQUENCY MAINTAINANCE</b>		
	<b>DAILY</b>	<b>WEEKLY</b>	<b>OTHERS</b>
<b>Administration block 1<sup>st</sup> and 2<sup>nd</sup> floor , drug</b>			

<p><b>store, general store, procurement offices, medical library, county drug store, CT Scan, maintenance, KEPI and laundry</b></p> <ol style="list-style-type: none"> <li>1. Wiping, Dusting, and Scrubbing.</li> <li>2. Wet cleaning and polishing</li> <li>3. Emptying of waste baskets</li> <li>4. Reporting of defects</li> </ol>			
<p><b>FLOORS, PAVEMENTS, &amp; CORRIDORS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Scrubbing and Cleansing</li> <li>2. Dusting</li> <li>3. Spot cleaning</li> <li>4. Cleaning of Skirting</li> <li>5. Mopping</li> </ol>			
<p><b>TOILETS AND WASHROOMS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Scrubbing clean and sanitize all toilets</li> <li>2. Clean or Sanitize</li> <li>3. Clean and sanitize all toilet bowls.</li> <li>4. Spot cleaning</li> <li>5. Provide sanitary buckets</li> <li>6. Provide hand washing detergents</li> </ol>			
<p><b>WALLS AND CEILINGS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Dusting high areas</li> <li>2. Spot cleaning</li> </ol>			
<p><b>DISPOSAL OF WASTES-PLASTIC BINS (all departments)</b></p>			



<ol style="list-style-type: none"> <li>1. Emptying</li> </ol>			
<p><b>WARDS (1-7), MATERNITY, LABOUR WARD, NBU, ICU, BLOOD BANK, CASUALTY, RENAL UNIT AND LABORATORY.</b></p> <ol style="list-style-type: none"> <li>1. Mopping</li> <li>2. Scrubbing and Cleaning</li> <li>3. Wet cleaning</li> <li>4. Spot cleaning</li> <li>5. Emptying of baskets</li> </ol>			
<p><b>HAARTCLINIC,DENTALCLINIC,DOCTORS CLINIC,EYE,ENT,TB CLINIC,X-RAY BLOCK,MCH BLOCK,REGISTRY, ACCOUNTS,OPDBLOCK,PHYSIOTHERAPY ,ORTHOPAEDIC,OCCUPATIONAL THERAPY,PLASTER BLOCK, OSOFIA BLOCK AND CUSTOMER CARE</b></p> <ol style="list-style-type: none"> <li>1. Mopping</li> <li>2. Scrubbing &amp; Cleaning</li> <li>3. Wet cleaning</li> <li>4. Spot Cleaning</li> <li>5. Wiping, Dusting scrubbing</li> <li>6. Dusting &amp; Wiping</li> <li>7. Emptying of waste baskets</li> </ol>			
<p><b>DISPOSAL &amp; BURNING OF WASTES</b></p> <ol style="list-style-type: none"> <li>1. Frequency</li> <li>2. Dusting and wiping</li> <li>3. Emptying of waste baskets</li> </ol>			

**HOSPITAL COMPOUND**

1. Planting and maintaining of flowers in specified locations
2. Tree and flower nurseries
3. Collection and burning of litter
4. Removal of weeds, grasses on the hospital compound, etc. (Within & without)
5. Securing of the hospital perimeter
6. Burning of wastes 24/7/365.
7. Repairing any torn, etc. fence
8. Assist in any other duty arising from time to time.

**ANNEX 3****THE TOTAL NUMBER OF WORK FORCE REQUIRED TO PERFORM THE JOB**

S/N	DEPARTMENTS	NUMBER OF WORK FORCE REQUIRED	
		DAY	NIGHT
1	WARD (1, 2, 3, 4, 5, 6 and 7)	14	

2	MATERNITY /NBU	3	
3	LAUNDRY	2	
4	LABOUR WARD	3	2
5	OPD /PHARMACY	3	
6	THEATRE	3	2
7	DRUG STORE ,GENERAL STORE,STOREBLOCK,PROCUREMENT OFFICE,MAINTENANCE AND KEPI	2	
8	BLOOD BANK	1	
9	ICU/HDU	1	
10	LABORATORY BLOCK	2	
11	OUTPATIENT TOILETS	2	
12	MCH/FP BLOCK	2	
13	PHYSIOTHERAPY,ORTHOPEDICS,OCCUPATIONAL THERAPY AND PLASTER	2	
14	X-RAY BLOCK	1	
15	ADMINISTRATION BLOCK 1 <sup>ST</sup> FLOOR OFFICES AND DOCTORS SPECIAL CLINICS	2	
16	DENTAL,EYE,AND ENT CLINICS,REGISTRY AND ACCOUNTS OFFICE	2	
17	HAART CLINIC	2	
18	TB BLOCK AND PUBLIC HEALTH OFFICE	2	
19	CASUALTY WING	3	2
20	RENAL UNIT	1	
21	MEDICAL LIBRARY	1	
22	CENTRAL STORE (COUNTY DRUG STORE)	1	
23	ADMINISTRATION BLOCK 2 <sup>ND</sup> FLOOR OFFICES	2	
24	CT SCAN	1	
25	OSOFIA BLOCK	1	
26	CUSTOMER CARE	1	
27	GROUNDSMEN	3	
28	SUPERVISORS	2	
	<b>TOTAL NUMBER</b>	<b>64</b>	<b>6</b>

NOTE:

- i. The cleaning company to provide its own sodium Hydrochloride (JIK) 300 Litres per month and liquid soap 250 litres per month
- ii. The type and the quality of the detergent and consumable items must be approved by the Hospital Quality improvement team (QIT). The supplier is also required to bring the sample together with the tender document

**The final tender cost should include the following items:**

- 1) Supply of cleansing material
- 2) Unblocking of sewerage system and clearing of drainage system
- 3) Garbage Collection and dumping at approved sites from the areas mentioned above
- 4) Fumigation of relevant Departments
- 5) Vaccination of all the staff (full dose)

## **KAPKATET SUB COUNTY HOSPITAL**

### **PROVISION OF GENERAL CLEANING SERVICES, GARDENING, COOKS AND LAUNDRY SERVICES.**

We hereby invite eligible bidders to submit a tender for execution and delivery of the above contract.

Eligible bidders are advised to make prior arrangement visit to Kapkatet District Hospital to establish the extent of work required before submitting their tenders.

### **AREAS OF WORK**

The work will involve comprehensive cleaning of the following areas:- Floors, Pavements, walkways, furniture, lockers, counters, windows/window panes, ceiling, walls, doors, cobwebs, corridors, dusting, sanitary bins in female and maternity washrooms, Standard routine washrooms cleaning, Provision of waste bins in all departments ,General drainage of wastes,

General gardening and landscaping (including removal of weeds and algae on pavements, walkways, cabro and walls, Assist in identifying NHIF clients while serving meals, Guard and report any hospital property/ loss, Safeguard hospital linen, mattresses, uniform, curtains, hooks, mosquito nets curtain lines, Serve meals in the wards and other departments as per nutrition requirements, Provide two cooks, provide a laundry operator who maintains linen/uniform inventory, provide a mortuary attendant, cleaning of parking areas, clean out patient, clean isolation rooms, and assist on day-to-day arising issues within the hospital.

**N/B;** The hospital housekeeper works closely with the ward cleaners and the laundry cleaner.

The following are the areas to be cleaned.

1. Nyayo wards, Maternity ward, walkways, isolation rooms and their respective washrooms.
2. Laundry
3. Maintenance, DMOH block and Main store
4. Comprehensive Care unit
5. Administration block 1<sup>st</sup> floor
6. Administration block ground floor (Pharmacy, records, revenue, waiting area, hospital entrance bay and customer care desk).
7. Administration block ground floor (Casualty and its environs).
8. Outpatient Block
9. Laboratory unit
10. X-ray unit
11. MCH/ FP block
12. All walkways, car parks and cabro floors
13. Mortuary (Cleaning, landscaping, receive bodies, dispatch bodies, Collect bodies from ward, and general preservation of bodies)
14. Cleaning of outpatient washrooms (Provide a sanitary bin for female washrooms) and a toilet
15. Clearing and maintenance of Hospital cemetery
16. New casualty Block

## **SCOPE OF WORK**

### **WARD (NYAYO WARDS-4) & ISOLATION ROOMS**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc
- Removal of cobwebs, insect/birds nests,etc
- Disposal of safety boxes and frequent emptying of waste bins
- Maintain, clean and unblock drainage system and sinks.
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in Nyayo wards and Maternity
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors at least once in a day
- Plant, trim and weed flowerbeds all-round the wards including along the perimeter fence.
- Remove weeds, algae, etc on walkways, pavements, drainage system, etc
- Maintain infection prevention and control

### **MATERNITY/NBU/ LABOR WARD**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dump dusting of lockers, etc
- Removal of cobwebs, insect, birds nests,etc
- Disposal of safety boxes and frequent emptying of waste bins
- Maintain, clean and unblock drainage system and sinks.
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in Nyayo wards and Maternity (Same cleaner in Nyayo & maternity)

- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors at least once in a day
- Plant, trim and weed flowerbeds all-round the wards including along the perimeter fence.
- Remove weeds, algae, etc on walkways, pavements, drainage system, etc
- Maintain infection prevention and control
- Allocate a night cleaner to clean, prepare and serve staff night tea

## **LAUNDRY**

- Daily Cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, etc
- Removal of cobwebs and insect/birds nests, etc
- Disposal of wastes.
- Wash linen
- Collect, store and distribute laundry, with clear inventory, in liaison with the hospital housekeeper and staff.
- Report any malfunction/ defects on the laundry machine to HMU and stop using it the second time, a defect is noted.
- Follow 100% on how to use/ run the laundry machine.
- Maintain, clean and unblock drainage system and sinks.
- Wash and scrub laundry washrooms and bathrooms.
- Ensure rooms are locked always.
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.

- Report any linen loss on time
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors
- Plant, trim and weed flowerbeds all-round the laundry.
- Remove weeds, algae, etc on walkways, pavements, drainage system, etc
- Maintain infection prevention and control

**PHARMACY/ CASUALTY/ ADMINISTRATION/ MCH/FP, LAB, X-RAY, OPD/ HMU/ THERAPEUTICS  
CLINICS/STORES/CCC BLOCKS/ MORTUARY.**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc
- Removal of cobwebs, insect/birds nests,etc
- Disposal of safety boxes and frequent emptying of waste bins
- Maintain ,clean and unblock drainage system and sinks.
- Allocate a cleaner to routinely clean the casualty at night.
- Identify and report any damages/ loss, etc in your respective departments.
- Key holder must be known for respective departments and proper handing over must be done.
- Provide security to respective department inventory and liaise accordingly with the hospital management.
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors at least once in a day
- Plant, trim and weed flowerbeds all round the wards including along the perimeter fence.
- Remove weeds, algae, litter, etc on walkways, pavements, drainage system, etc



- Maintain infection prevention and control

## **GROUND AND HOSPITAL ROAD**

- Scrubbing and cleaning of the roads at least once in a week.
- Removal of litter, etc within the hospital compound and along the hospital perimeter fence and burn the same litter.
- Lawn mowing the hospital grass.
- Planting of trees and kayapa along specified fences.
- Removing of grass, weeds, etc on the hospital cabro paved road from the Litein-Kaplong highway.
- Planting, weeding and trimming of flowers (Include creating Kapkatet hospital flower lettered name on the main entrance of the hospital)
- Nurturing tree/ flower bed nurseries for replenishing old flowers.
- Disposal of segregated wastes and burning accordingly.
- Maintain clean drainage system and sinks.
- Ensure weeds, grasses, etc don't grow on cabro paved roads/ along its barriers within the hospital compound.
- Ensure electrical, plumbing, etc pipes are clearly labelled and not interfered with while weeding/ lawn mowing.
- Identify and report any damages/ loss, etc in your respective departments.
- Provide security to hospital perimeter fence while reporting areas that need re-enforcements, etc.
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways, car parks and corridors at least once in a day
- Plant, trim and weed flowerbeds all round the compound including along the perimeter fence.
- Remove weeds, algae, litter, etc on walkways, pavements, drainage system, etc
- Maintain infection prevention and control
- Provide any assistance to the hospital from time to time, say loading, offloading, etc

**HOURS OF OPERATION**

Monday –Sunday

6.00am – 6.00 pm

Some departments will require 24hour service

**CLEANING FREQUENCIES**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**CLEANING SPECIFICATION CHECKLIST**

**State the frequency of maintenance**

1. **Once**
2. **Twice**
3. **Thrice**
4. **Frequently**
5. **As necessary**
6. **Occasional**

<b>DUTIES</b>	<b>FREQUENCY MAINTAINANCE</b>		
	<b>DAILY</b>	<b>WEEKLY</b>	<b>OTHERS</b>

<p><b>ALL OPD DEPARTMENTS</b></p> <ol style="list-style-type: none"> <li>1. Wiping, Dusting, and Scrubbing.</li> <li>2. Wet cleaning and polishing</li> <li>3. Emptying of waste baskets</li> <li>4. Reporting of defects</li> </ol>			
<p><b>FLOORS, PAVEMENTS, CABRO PAVED ROADS &amp; CORRIDORS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Scrubbing and Cleansing</li> <li>2. Dusting</li> <li>3. Spot cleaning</li> <li>4. Cleaning of Skirting</li> <li>5. Mopping</li> </ol>			
<p><b>TOILETS AND WASHROOMS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Scrubbing clean and sanitize all toilets</li> <li>2. Clean or Sanitize</li> <li>3. Clean and sanitize all toilet bowls.</li> <li>4. Spot cleaning</li> </ol>			
<p><b>WALLS AND CEILINGS(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Dusting high areas</li> <li>2. Spot cleaning</li> </ol>			
<p><b>DISPOSAL OF WASTES(all departments)</b></p> <ol style="list-style-type: none"> <li>1. Emptying</li> </ol>			
<p><b>NYAYO WARDS (1-4) &amp; MATERNITY.</b></p>			

<ol style="list-style-type: none"> <li>1. Mopping</li> <li>2. Scrubbing and Cleaning</li> <li>3. Wet cleaning</li> <li>4. Spot cleaning</li> <li>5. Emptying of baskets</li> </ol>			
<p><b>LAUNDRY/ ISOLATION WARDS/ MORTUARY</b></p> <ol style="list-style-type: none"> <li>1. Mopping</li> <li>2. Scrubbing &amp; Cleaning</li> <li>3. Wet cleaning</li> <li>4. Spot Cleaning</li> <li>5. Wiping, Dusting scrubbing</li> <li>6. Dusting &amp; Wiping</li> <li>7. Emptying of waste baskets</li> </ol>			
<p><b>ADMIN GROUND FLOOR AND 1<sup>ST</sup> FLOORS</b></p> <ol style="list-style-type: none"> <li>1. Mopping</li> <li>2. Scrubbing &amp; Cleaning</li> <li>3. Wet cleaning</li> <li>4. Spot Cleaning</li> <li>5. Wiping, Dusting scrubbing</li> <li>6. Dusting &amp; Wiping</li> <li>7. Emptying of waste baskets</li> </ol>			
<p><b>DISPOSAL &amp; BURNING OF WASTES</b></p> <ol style="list-style-type: none"> <li>1. Frequency</li> </ol>			

2. Dusting and wiping

3. Emptying of waste baskets

**HOSPITAL COMPOUND**

1. Planting and maintaining of flowers and kayapa in specified locations
2. Tree and flower nurseries
3. Collection and burning of litter
4. Removal of weeds, grasses on the hospital compound, etc (Within & without)
5. Securing of the hospital perimeter
6. Burning of wastes 24/7/365.
7. Repairing any torn, etc fence
8. Assist in any other duty arising from time to time.

**ANNEX 3**

**THE TOTAL NUMBER OF WORK FORCE REQUIRED TO PERFORM THE JOB**

S/NO	DEPARTMENTS	NUMBER OF WORK FORCE REQUIRED	
		DAY	NIGHT
1	DMOH/STORE/HMU	1	
2	MCH/CHEST	1	
3	ADMINISTRATION BLOCK	1	
4	OPD	1	
5	LAB/XRAY	1	
6	MORTUARY	1	
7	MALE WARD	1	
8	FEMALE WARD	1	
9	PAEDIATRICS	1	
10	AMENITY	1	

11	IN-PATIENT WASHROOMS	2	
12	LAUNDRY	1	
13	MATERNITY	3	1
14	NYAYO WARDS WALK WAY	1	
15	MATERNITY NEWBORN UNIT	1	1
16	MATERNITY THEATRE	1	
17	NEW CASUALTY	2	1
18	GROUNDSMEN	4	
19	CCC/VCT UNIT	1	
20	CEMETRY SECTION(BUSH CLEARING AND MAINTENANCE 3 ACRES	1	
	<b>TOTAL NUMBER</b>	<b>27</b>	<b>3</b>

**NOTE:**

1. The cleaning company to provide its own sodium Hydrochloride (JIK) 240 Litres per month and liquid soap 200litres per month
2. The type and the quality of the detergent and consumable items must be approved by the Hospital Quality improvement team. The supplier is also required to bring the sample together with the tender document
3. The cleaning company will be providing cleaning gears e.g heavy duty gloves,gumboots,Aprons,2 pairs of uniforms ,moppers,sweezers,wheelbarrows,jembes,brooms,slashers,grass cutting machine, secateurs and other tools necessary for service delivery
4. The company must maintain a tree and flower nursery at all times
5. The clients will be expected to do any other duties pertaining to the casual worker

**The final tender cost should include the following items:**

- 1) Supply of cleansing material
- 2) Unblocking of sewerage system and clearing of drainage system
- 3) Garbage Collection and dumping at approved sites from the areas mentioned above

## **SIGOWET SUB COUNTY HOSPITAL**

### **Annex 1**

### **PROVISION FOR CLEANSING SERVICES, ENVIROMENTAL MANAGEMENT AND LAUNDRY SERVICES**

### **TENDER FOR THE ABOVE**

Tenders for cleaning services at Sigowet Sub County Hospital

Contractors are advised to make prior arrangement visit to Sigowet Sub County Hospital to establish the extent of work required before submitting their tenders.

### **AREAS OF WORK**

The work will involve comprehensive cleaning of the following areas:- Floors, Pavements, walkways, furniture, lockers, counters, windows/window panes, ceiling, walls, doors, cobwebs, corridors, dusting, sanitary bins in female and maternity washrooms, Standard routine washrooms cleaning, Provision of waste bins in all departments ,General drainage of wastes, General gardening, grass cutting and landscaping, collection and disposal of litter, trimming of hedges(including removal of

weeds and algae on pavements, grass cutting walkways, and walls, Guard and report any hospital property/ loss, Safeguard hospital linen, mattresses, uniform, curtains, hooks, mosquito nets curtain lines, provide a laundry cleaner who maintains linen/uniform inventory, provide a mortuary attendant(holding room), cleaning of parking areas, clean out patient, clean isolation rooms, and assist on day-to-day matters arising within the hospital.

N/B; The hospital Administrator and Public Health Officer works closely with the ward cleaners and the laundry cleaner.

The following are the areas to be cleaned.

1. Maternity and Nursery block, walkways and their respective washrooms.
2. Labourward
3. Wards 1,2 and 3
4. Offices in the administration block
5. Theatre
6. Parking Area
7. TB Clinic
8. Haart Clinic
  
9. Doctors Clinics
10. Ground Maintenance
11. Laundry/CSSD
11. Outpatient Block (OPD)
12. MCH Block
13. Diagnostic department: Laboratory and X-ray unit
14. Mortuary/ Maintenance offices
15. Cleaning of outpatient department washrooms (Provide a sanitary bin for female washrooms) and toilet paper (washrooms)
16. Ground maintenance (Hospital compound grass cutting, hedges trimming (fence), compound litter collection and burning of non –infectious refuse in the pit).



## **SCOPE OF WORK**

### **WARDS 1, 2, AND 3**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc.
- Removal of cobwebs, insect/birds nests, etc.
- Sluicing of dirty linen
- Disposal of safety boxes and frequent emptying of waste bins.
- Maintain clean and unblocking drainage system and sinks.
- Routinely clean patients/staff washrooms and bathrooms in wards
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors at least once in a day and whenever necessary.
  
- Plant, trim and weed flowerbeds all round the wards.
- Remove weeds, algae, etc. on walkways, pavements, drainage system, etc.
- Maintain infection prevention and control

### **MATERNITY AND NURSERY BLOCK**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dump dusting of lockers, etc.
- Removal of cobwebs, insect, birds nests, etc.
- Disposal of safety boxes and frequent emptying of waste bins
- Sluicing of dirty linen
- Maintain, clean and unblocking drainage system and sinks.

- Routinely clean patients/staff washrooms and bathrooms in Maternity
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors at least once in a day
- Plant, trim and weed flowerbeds all round the wards including along the perimeter fence.
- Remove weeds, algae, etc. on walkways, pavements, drainage system, etc.
- Maintain infection prevention and control
- Allocate a night cleaner to clean, prepare and serve staff night tea.
- Maintain infection prevention and control

### **LABOUR WARD.**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc
- Cleaning of working area, mackintosh and the floor after every delivery
- Disposal of the placenta and product to the placenta pit/Macerator
- Daily Scrubbing and cleaning the pavements around the ward
- Assisting in carrying supplies from the stores and pharmacy
- Removal of cobwebs
- Disposal of safety boxes and frequent emptying of waste bins

- Decontaminate and sluice dirty linen, gowns, green towels and gumboots.
- Maintain clean and unblocking drainage system and sinks.
- Folding of gauze and preparing delivery packs then take for autoclaving in theatre
- Collect, store and distribute laundry, with clear inventory, in liaison with the hospital housekeeper and staff.
- Taking of patients files to billing office along with the delivery book
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Taking specimen to laboratory
- Segregate wastes accordingly.
- Making of patients beds
- Maintain infection prevention and control

## **THEATRE**

- Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc.
- Cleaning of working area, mackintosh and the floor after operation
- Cleaning of hand basins
- Daily Scrubbing and cleaning the pavements around the ward
- Assisting in carrying supplies from the stores and pharmacy
- Removal of cobwebs

- Disposal of safety boxes and frequent emptying of waste bins
- Decontaminate and sluice dirty linen, gowns, green towels and gumboots.
- Dusting tables and chairs
- Maintain clean and unblocking drainage system and sinks.
- Folding of gauze and preparing theatre packs then take for autoclaving
- Allocate a cleaner to routinely clean patients/staff washrooms and bathrooms in the unit
- Segregate wastes accordingly.
- Maintain infection prevention and control

### **LAUNDRY / CSSD**

- Cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, etc.
- Removal of cobwebs and insect/birds nests, etc.
- Disposal of wastes.
- Wash linen
- Collect, store and distribute laundry, with clear inventory, in liaison with the hospital matron.
- Maintain clean and unblocking drainage system and sinks.
- Ensure rooms are locked always.
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Report any linen loss on time
- Segregate wastes accordingly.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways and corridors

- Plant, trim and weed flowerbeds all-round the laundry.
- Remove weeds, algae, etc. on walkways, pavements, drainage system, etc.
- Maintain infection prevention and control

**OPDBLOCK/ ADMINISTRATION BLOCK/ LAB/ X-RAY/ MCHBLOCK/ MORTUARY/MAINTENANCE OFFICES/ TB CLINICS /STORES /HAART CLINICS/DOCTORS CLINIC**

Daily Scrubbing and cleaning of the floor, walls, windows, wipe window panes, ceiling, dump dusting of walls, counter, windows, dumb dusting of lockers, cupboards, etc.

- Removal of cobwebs, insect/birds nests, etc.
  - Disposal of safety boxes and frequent emptying of waste bins
  - Maintain clean and unblocking drainage system and sinks.
  - Allocate a cleaner to routinely clean the casualty at night.
  - Identify and report any damages/ loss, etc. in your respective departments.
  - Key holder must be known for respective departments and proper handing over must be done.
  - Provide security to respective department inventory and liaise accordingly with the hospital management.
  - Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
  - Segregate wastes accordingly.
  - Burn 24/7/365 wastes in the waste disposal site.
- 
- Wash pavements, walkways and corridors at least once in a day
  - Plant, trim and weed flowerbeds all-round the wards including along the perimeter fence.
  - Remove weeds, algae, litter, etc. on walkways, pavements, drainage system, etc
  - Maintain infection prevention and control

## **GROUNDS MAINTENANCE**

- Removal of litter, etc. within the hospital compound and along the hospital perimeter fence and burn the same litter.
- Lawn mowing the hospital grass.
- Planting of trees and kei apple along specified fences.
- Planting, weeding and trimming of flowers.
- Nurturing tree/flower bed nurseries for replenishing old flowers.
- Disposal of segregated wastes and burning accordingly.
- Maintain clean drainage system and sinks.
- Ensure electrical, plumbing, etc. pipes are clearly labelled and not interfered with while weeding/ lawn mowing.
- Identify and report any damages/ loss, etc. in your respective departments.
- Provide security to hospital perimeter fence while reporting areas that need re-enforcements, etc.
- Report plumbing, electrical or building defects to respective HMU department. Don't interfere with the above.
- Burn 24/7/365 wastes in the waste disposal site.
- Wash pavements, walkways, car parks and corridors at least once in a day and whenever necessary
- Plant, trim and weed flowerbeds all round the compound including along the perimeter fence.
- Remove weeds, algae, litter, etc. on walkways, pavements, drainage system, etc.
- Maintain infection prevention and control
- Provide any assistance to the hospital from time to time, say loading, offloading, etc.

## **ANNEX 2**

### **HOURS OF OPERATION**

Monday –Sunday

Some departments will require 24hour service

**CLEANING FREQUENCIES**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**CLEANING SPECIFICATION CHECKLIST**

**State the frequency of maintenance**

- 1. Once**
- 2. Twice**
- 3. Thrice**
- 4. Frequently**
- 5. As necessary**
- 6. Occasional**

<b>DUTIES</b>	<b>FREQUENCY MAINTAINANCE</b>		
	<b>DAILY</b>	<b>WEEKLY</b>	<b>OTHERS</b>

<p><b>OPD AND MCH BLOCK</b></p> <ol style="list-style-type: none"> <li>1. Wiping, Dusting, and Scrubbing.</li> <li>2.Empting of waste baskets</li> <li>3.Reporting of defects</li> </ol>			
<p><b>FLOORS, PAVEMENTS, CABRO PAVED ROADS &amp; CORRIDORS(all departments)</b></p> <ol style="list-style-type: none"> <li>1.Scrubbing and Cleansing</li> <li>2.Dusting</li> <li>3.Spot cleaning</li> <li>4.Mopping</li> </ol>			
<p><b>TOILETS AND WASHROOMS(all departments)</b></p> <ol style="list-style-type: none"> <li>1.Scrubbing clean and sanitize all toilets</li> <li>2.Clean or Sanitize</li> <li>3. Clean and sanitize all toilet bowls.</li> <li>4.Spot cleaning</li> </ol>			
<p><b>WALLS AND CEILINGS(all departments)</b></p> <ol style="list-style-type: none"> <li>1.Dusting high areas</li> <li>2.Spot cleaning</li> </ol>			
<p><b>DISPOSAL OF WASTES(all departments)</b></p> <ol style="list-style-type: none"> <li>1.Emptying</li> </ol>			
<p><b>WARDS (1-3), MATERNITY/NURSERYAND LABOURWARD.</b></p> <ol style="list-style-type: none"> <li>1.Mopping</li> </ol>			



<ul style="list-style-type: none"> <li>2.Scrubbing and Cleaning</li> <li>3.Spot cleaning</li> <li>4.Emptying of baskets</li> </ul>			
<p><b>LAUNDRY/ CSSD/ MORTUARY/MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>1.Mopping</li> <li>2.Scrubbing &amp; Cleaning</li> <li>3.Spot Cleaning</li> <li>4.Wiping, Dusting scrubbing</li> <li>5.Emptying of waste baskets</li> </ul>			
<p><b>ADMINSTRATION BLOCK,LABORATORY/X-RAY/HAART CLINIC AND TB CLINIC</b></p> <ul style="list-style-type: none"> <li>1.Mopping</li> <li>2.Scrubbing &amp; Cleaning</li> <li>3.Spot Cleaning</li> <li>4.Wiping, Dusting scrubbing</li> <li>5.Dusting &amp; Wiping</li> <li>6.Emptying of waste baskets</li> </ul>			
<p><b>DISPOSAL &amp; BURNING OF WASTES</b></p> <ul style="list-style-type: none"> <li>1.Frequency</li> <li>2.Emptying of waste baskets</li> </ul>			
<p><b>HOSPITAL COMPOUND</b></p> <ul style="list-style-type: none"> <li>1.Maintaining of flowers</li> <li>2.Planting kaiapple in specified locations</li> <li>3.Tree and flower nurseries</li> <li>4.Collection and burning of litter</li> </ul>			

5. Removal of weeds (Within & without)  
 6. Burning of wastes 24/7/365.  
 7. Repairing any damage, etc fence  
 8. Assist in any other duty arising from  
 time to time.  
 9. Grass cutting

--	--	--	--

**ANNEX 3**

**STATE THE TOTAL WORK FORCE REQUIRED TO PERFORM THE JOB**

<b>JOB TITLE</b>	<b>NUMBER</b>

**NOTE: The type and the quality of the detergent and consumable items must be approved by the Hospital Quality improvement team. The supplier is also required to bring the sample together with the tender document**

➤ **The final tender cost should include the following items:**

- 1) Supply of cleansing material
- 2) Unblocking of sewerage system and clearing of drainage system
- 3) Garbage Collection and dumping at approved sites from the areas mentioned

*Note: Transfer the total cost for each facility to the respective form of tender*

- **Please quote as per our unit of issue to avoid inconveniences.**
- **Prices quoted must be inclusive of delivery costs, all applicable taxes/levies e.t.c**

**SECTION VII - STANDARD DOCUMENTS**

**FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

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

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... [insert numbers].the receipt of which is hereby duly acknowledged, we, the undersigned, offer **to provide cleaning services** in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. We agree to abide by this Tender for a period of 120 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.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<i>Part 1 – General:</i>				
Business Name .....				
Location of business premises. ....				Plot
No. ....	Street/Road .....		Postal	
Address .....	Tel No. ....	Fax .....	Email	
.....				
Nature of Business, .....				
Registration Certificate No. ....		VAT Reg. No .....		
Maximum value of business which you can handle at any one time – Kshs. ....				
Name of your bankers .....		Branch .....	Bank Account .....	
<b>Part 2 (a) – Sole Proprietor</b>				
Your name in full .....				Age .....
Nationality .....		Country of origin .....		
No. of employees .....		ID/Passport No. ....		
• Citizenship details .....				
<b>Part 2 (b) Partnership</b> Given details of partners as follows:				
Name	Nationality	Citizenship Details	Shares%	ID/Passport No.
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
No. of employees .....				
<b>Part 2 (c) – Registered Company</b>				
Private or Public .....				
State the nominal and issued capital of company-				
Nominal Kshs. ....				
Issued Kshs. ....				
Given details of all Chief Executive Officers as follows;				
Name	Nationality	Citizenship Details	Shares%	ID/Passport No.
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
No. of employees .....				
Date .....				
Signature of Candidate .....				

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**8.3 TENDER QUESTIONNAIRE**

Please fill in block letters

1. Full names of tenderer

.....  
.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....  
.....

3. Telephone numbers of tenderer

.....  
.....

4. Official Email Address

.....  
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....  
.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone and fax)

.....  
.....

**Signature and stamp/seal of tenderer**

## 8.4 TENDER SECURITY FORM

Whereas ..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated ..... [date of submission of tender] for  
the supply, installation and commissioning of ..... [name and/or description of the  
equipment]  
(hereinafter called "the Tender") ..... KNOW ALL PEOPLE by these  
presents that WE ..... of  
..... having our registered office at ..... (hereinafter called  
"the Bank"), are bound unto ..... [name of Procuring entity} (hereinafter called "the Procuring  
entity") in the sum of ..... for which payment well and truly to be made to the  
said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the  
Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:-

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

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

This tender 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)

## 8.5. TENDER-SECURING DECLARATION FORM

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

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

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

To: .....  
*[insert complete name of Purchaser]*

We, .....the undersigned, declare that:-

1. We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for tendering in any public procurement tenders with any public entity for the period of time determined by the Public Procurement Oversight Authority, if we are in breach of our obligation(s) under the tendering conditions, because we:
  - a) have withdrawn our tender during the period of tender validity specified in the Tender Data Sheet; or
  - b) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity fail or refuse to execute the contract; or fail or refuse to furnish the performance security, if so required.
3. We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon our receipt of your notification or regret of the tender award letter; or thirty-eight days after the expiration of our Tender, whichever is earlier.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and if the Joint Venture has not been legally constituted at the time of tendering, the Tender Securing Declaration shall be in the names of all envisaged partners as named in the letter of intent.

Signed: .....  
*[insert signature of person whose name and capacity are shown]*

In the capacity of .....  
*[insert legal capacity of person signing the Tender Securing Declaration]*

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_*[insert date of signing]*

## 8.6 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 goods ] and has accepted a tender by the tenderer  
for the supply of those goods in the sum of ..... [contract price in words and figures]  
(hereinafter called “the Contract Price).

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 tender hereby covenants with the Procuring entity to provide the goods 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 provisions of the goods 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 ..  
\_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*



**8.7 PERFORMANCE SECURITY FORM**

To ..... [*name of Procuring entity*]

WHEREAS ..... [*name of tenderer*] (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. .... [*reference number of the contract*] dated \_\_\_\_\_ 20 \_\_\_\_\_ to \_\_\_\_\_ supply ..... [*description of goods*] (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 figure*] 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 you 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 \_\_\_\_\_

Signed and seal of the Guarantors

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

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

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

**8.8 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Procuring entity]

[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 institutions], 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 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]

**8.9 MANUFACTURER'S AUTHORIZATION FORM**

To [name of the Procuring entity] .....

WHEREAS .....[ name of the manufacturer] who are established and reputable manufacturers of ..... [name and/or description of the goods] having factories at ..... [address of factory] do hereby authorize ..... [Name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... [Reference of the Tender] for the above goods manufactured by us.\

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

\_\_\_\_\_  
[Signature for and on behalf of manufacturer]

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a competent person

