



NATIONAL AIDS CONTROL COUNCIL

TENDER NO. NACC/T/017/2016/2017
FOR PROVISION OF CLEANING AND FUMIGATION SERVICES

CLOSING DATE: APRIL 13, 2017

National AIDS Control Council (NACC)
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INTRODUCTION

- 1.1 This standard tender document for the procurement services has been prepared for use by procuring entities in Kenya. It is to be used in the procurement of all types of services e.g.
- i. Security.
 - ii. Cleaning.
 - iii. Servicing and repairs.
 - iv. Transport.
 - v. Clearing and forwarding.
 - vi. Air ticketing and travel arrangements and all others where there is no specific standard tender document for procurement of that service.
- 1.2 The following general directions should be observed when using the document.
- a) Specific details should be finished in the invitation to tender and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
 - b) The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.
- 1.3 Information contained in the invitation to tenders shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements,
- 1.4 The invitation to tenders shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender documents should be modified to include;
- i. Tender number.
 - ii. Tender name.
 - iii. Name of procuring entity.

SECTION I- INVITATION TO TENDER

Date March 28, 2017

Tender REF No. NACC/T/017/2016/2017

Tender name: Provision of Cleaning and Fumigation Services

at the National AIDS Control Council HQ Offices for 2 years

- 1.1 The National AIDS Control Council invites sealed tenders from eligible candidates for the supply of **Provision of Cleaning and Fumigation Services**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at National AIDS Control Council Landmark Plaza Opposite the Nairobi Hospital, P. O. Box 61307 00200 Nairobi, 8th floor from Procurement Division Office
- 1.3 A complete tender document may be downloaded for free from NACC website www.nacc.or.ke under Tenders OR upon payment of a non-refundable fee of Kshs. 1,000 in cash or bankers cheque payable to the Director, NACC for hard copy documents
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenyan shillings and shall remain valid for a period of **(120) days** from the closing date of the tender.
- 1.5 Tenders must be accompanied by a Bid Securing Declaration.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at:
National AIDS Control Council (NACC)
Landmark Plaza, 9th Floor
Argwings Kodhek Road

Or be addressed and posted to;
P. O. Box 61307 - 00200
NAIROBI (KENYA)
TEL: +254-020-2715109/2711261/2715144
FAX: +254-20-2711072

To be received on or before **(April 13, 2017 at 10.00am)**

- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **National AIDS Control Council Landmark Plaza Opposite the Nairobi Hospital, 6th floor**

Clauder Musi
Head Procurement
For: Director

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SECTION III INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under of the Act.

2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurements shall not be eligible.

2.2 Cost of tendering

2.2.1. The Tenderers shall bear all costs associated with the preparation and submission of the tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2. The price to be charged for the tender document shall not exceed Kshs. 1,000/=

2.2.3. The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

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

- (i) 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) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire
- (xiv) Letter of Notification of Award
- (xv) Form RB 1
- (xvi) Tender Securing Declaration
- (xvii) Declaration not to engage in corruption
- (xviii) Bank Details Form

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

2.4 Clarification of Documents

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

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

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is disqualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

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

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

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

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

2.9.5 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

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

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

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

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

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

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

by the procuring entity.

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

2.12.7 The tender security may be forfeited:

- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) In the case of a successful tenderer, *if* the tenderer fails: (i) to sign the contract in accordance with paragraph 30
Or (ii) to furnish performance security in accordance with paragraph 31.
- (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for **120 days** or as specified in the invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderers shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The

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

(b) Bear, tender number and name in the invitation to tender and the words:
"DONOT OPEN BEFORE (April 13, 2017 at 10.00am)

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

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

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than (April 13, 2017 at 10.00am)

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

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

2.17 Modification and withdrawal of tenders

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

2.17.2 The Tenderer's modification or withdrawal notices shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by assigned

confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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

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

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

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at (April 13, 2017 at 10.00am) and in the locations specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 Clarification of tenders

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

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

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

2.20 Preliminary Examination and Responsiveness

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

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

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

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.3, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.21 Conversion to single currency

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

2.22 Evaluation and comparison of tenders.

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

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

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

- (a) Operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) *Operational Plan.*

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

(b) *Deviation in payments schedule.*

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

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

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

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

2.23. **Contacting the procuring entity**

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

2.23.2 Any effort by a tenderer to influence the procuring entity in its decision on

tender evaluation, tender comparison or contract award may result in the rejection of the tenderer's tender.

2.24 Award of Contract

a) Post qualification

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

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

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

b) Award Criteria

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

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

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

2.25 Notification of award

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

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

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

2.26 Signing of Contract

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

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

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

2.27 Performance Security

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

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

2.28 Corrupt or Fraudulent Practices

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

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

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks

beingdebarredfrom participatinginpublicprocurementin Kenya.

APPENDIXTOINSTRUCTIONSTOTHETENDERERS

Noteson theappendixto instruction toTenderers

1. Theappendixtoinstructionstotenderersisintendedtoassisttheprocurring entityinprovidingspecificinformationinrelationtocorrespondingclauses in theinstructionsto tenderers included insectionIIandtheappendixhasto be preparedfor each specificprocurement
2. Theprocurringentityshouldspecifyintheappendixinformationand requirementspecifictothe circumstances of the procuringentity,the processing of the procurementandthe tenderevaluationcriteria thatwill applytothetenderers
3. Inpreparingtheappendixthefollowingaspectsshouldbetakeninto consideration
 - a. Theinformationthatspecifiesandcomplementsprovisionsofsection III to beincorporated
 - b. AmendmentsofsectionIIasnecessitatedbythecircumstancesofthe specificprocurement tobe alsoincorporated.
4. SectionIIshouldremain intactandonlybeamendedthroughtheappendix.

Appendix to instruction to tenderers

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

Instruction to tenderers	Particulars of appendix to instruction to tenderers
2.1	Particulars of eligible tenderers: RESERVED FOR AGPO REGISTERED FIRMS (WOMEN, YOUTH AND PERSONS LIVING DISABILITIES- PWD)
2.10	Particulars of other currencies Allowed: ONLY KENYA SHILLINGS APPLICABLE
2.11	Particulars of eligibility and qualifications documents of evidence required: Certificate of registration, AGPO CERTIFICATE; COPY OF IDS OF OWNERS/DIRECTORS
2.12	Particulars of tender security if Applicable: BID SECURING DECLARATION
2.14	Format for Signing of Tender: SIGNED POWER OF ATTORNEY- AUTHORITY FOR PERSON SIGNING TO BIND THE TENDERER ON THE TENDER AND INITIALING OF ALL PAGES
2.24	Particulars of post-qualification if Applicable; site verification, confirmation of personnel etc
2.30	Particulars of performance security if applicable: 1% OF CONTRACT SUM

SECTION III GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.5 Patent Right's

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

3.6 Performance Security

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

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

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

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

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

3.7 Inspections and Tests

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

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

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

Procuring entity.

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

3.8 Payment

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

3.9 Prices

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

3.10 Assignment

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

3.10 Termination for Default

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

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

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

3.12 Termination of insolvency

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

3.13 Termination for convenience

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

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

3.14 Resolution of disputes

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

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

3.15 Governing Language

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

3.16 Force Majeure

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

3.17 Applicable Law.

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

3.18 Notices

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

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

SECTION IV SPECIAL CONDITIONS OF CONTRACT Notes on

Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of Services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

General conditions of contract	Special conditions of contract
3.6	Specify performance security if applicable: 1% OF CONTRACT SUM
3.8	Specify method and conditions of performance; A BANK GUARANTEE OR SUCH INSURANCE GUARANTEE APPROVED BY THE AUTHORITY. FORFEITURE ON NON PERFORMAMNCE
3.9	Specify price adjustments Allowed; N/A
23.14	Specify resolution of disputes: Negotiation, Arbitration
3.17	Specify applicable law: Kenyan Law
3.18	Indicate addresses of both Parties; National AIDS Control Council (NACC) Landmark Plaza, 9th Floor Argwings Kodhek Road P. O. Box 61307 - 00200 NAIROBI (KENYA) TEL: +254-020-2715109/2711261/2715144 FAX: +254-20- 2711072

1. LIST OF ATTACHMENTS FOR PRELIMINARY EVALUATION (CRITERIA) - MANDATORY

The following attachments are essential for appraisal and bidder are required to ensure that they are all attached, failure to which your application shall be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance
5. Original Bank Statement/Bank reference of not more than six months
6. Copy of certificate of registration with relevant regulatory bodies; where applicable
7. Names of Bank Signatories and bank A/C details
8. Certificate of Registration - AGPO Certificate - Valid Certificate
9. All pages MUST be initialed and paginated (Mandatory)
10. Filling of Anti-corruption declaration form
11. Filling of power of attorney for authorized signatories
12. Prices quoted must be inclusive of all applicable taxes (Quotation for Year 1 and 2 Mandatory)

SECTION V – 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 the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tender 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 basis 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).

CLEANING SERVICES- DETAILED EVALUATION CRITERIA

The bid document must be properly paginated and consistent with the table of content for ease of reference during evaluation.

	Serialization of the bid document from the top page to the last page in numerical format	Document Reference and Page Number
1.	Proof of compliance with prevailing labor laws in respect to minimum wage, statutory remittances (to attach the latest payroll certified by a Professional Accountant registered with ICPAK)	
2.	NSSF compliance certificate. Evidence of Remittance of Employees latest Contributions.	
3.	NHIF compliance certificate. Evidence of Remittance of Employees latest Contributions.	
4.	To Provide a certified copy of current workers injuries benefit insurance cover by the issuing company	
5.	Applicants must provide three (3) completed reference forms duly signed by three (3) different firms in the last three (3) years. Each recommendation letter should describe in detail the qualities of the firm	
6.	Duly signed SITE VISIT form/certificate by NACC	
7.	Provide number of qualified staff currently employed by your firm. Attach evidence	
	Access to Government Procurement Opportunities (AGPO) Certificate and Certificate from National Council for persons with disabilities.(NCPWD) in case of bidders registered in PWD categories	
8.	Proof of at least 3 years continuous experience in cleaning with an annual turnover of at least Kshs.1,000,000.00 (Attach Audited Accounts certified by Qualified Accountant- CPA-K)	

9.	Certified copy of current workers injuries benefit insurance cover by the issuing company	
10.	Evidence/Proof of Professional Indemnity Cover	
11.	Current Certified NSSF Compliance Certificate	
12.	Certified NHIF Compliance Certificate	
13.	Firm must have a physical address and copy of lease agreement from Landlord or ownership title	
14.	List of detergents, chemicals, other appropriate consumables related to the services offered. Indicate the description and trade names of each consumable	
15.	A breakdown of machines, equipment and tools related to the services to be Provided , Scrubbing Machine etc.	
16.	Safety measures including emergency or contingency measures in terms	
17.	NACC may inquire validity of the submitted document from relevant issuing authority.	
18.	Employees Qualifications	

FORMAT OF RESPONSE/ARRANGEMENT OF DOCUMENTS BY BIDDERS- MANDATORY

The bid document must be properly paginated and consistent with the table of content for ease of reference during evaluation.

s/No.	Table of Content	Indicate Page No	Remarks
1.	Cover Letter		
2.	Registration Certificate		Mandatory
3.	VAT Certificate		Mandatory
4.	Tax Compliance Certificate		Mandatory
5.	Access to Government Procurement Opportunities (AGPO)		Mandatory
6.	Power of Attorney		Mandatory
7.	Form of Tender & Tender Validity Period		Mandatory
8.	Confidential Business Questionnaire		Mandatory
9.	Tender Securing Declaration		Mandatory
10.	Price Schedule		Mandatory
11.	Bid Securing Declaration		Mandatory
12.	Self-Declaration Not to Engage in Corruption		Mandatory
13.	Bank Signatories, Bank A/c No.		Mandatory
14.	Bank Statement/Reference		Mandatory
15.	Company Profile/Past experience/References		Mandatory
16.	Declaration whether the equipment/tools offered comply with each specified requirement.		
17.	Self-declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal ACT 2015.		Mandatory

Meetings

The suppliers' meeting shall be held quarterly and attended by the Employer's Representative. Its business shall be to evaluate periodic performance of the Work.

An informal meeting between the supervisor of the contract and NACC representative shall be held when deemed necessary. Any results from this meeting shall be reflected on the monthly evaluation and performance assessment.

Communication between parties shall be effective **ONLY** when in writing

PERFORMANCE APPRAISAL

On a monthly basis the employer's representative(s) and the contractor shall on an agreed date and time conduct a comprehensive assessment/appraisal and record the findings in format as derived from the SCHEDULE OF REQUIREMENTS. Such records shall form part of performance evaluation during and at the end of the probation period, subsequent deliberations and or action.

NON PERFORMANCE PENALTY

In the event that the Contractor does not administer the contract in whole or in part, NACC **shall** procure, upon such terms and in such manner as it deems appropriate, and without reference to the contractor, services similar to those undelivered, and the contractor **shall** be liable to NACC for the actual costs incurred for such procured services. These costs shall be offset from the invoices provided by the contractor.

Nonperformance shall also include:

- a) Failure by the contractor to manage their affairs hence occasioning their staff to result to industrial action.
- b) Where the contractor fails to comply with the minimum wage as prescribed by the Ministry of Labour from time to time.
- c) Failure by the contractor to provide protective clothing to their staff as prescribed.
- d) Failure by the contractor to perform services of acceptable standards set by NACC.

For cleaning services;

- i. Number of staff to be deployed in each specific areas of service as provided in the SCHEDULE OF REQUIREMENTS i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
- ii. Safe use training and hospitality Schedule
- iii. A Supervisor daily checklist
- iv. Equipment, Tools and Machines to be used to achieve intended purpose in all areas.
- v. Emergency or contingency measures in terms of staffing for any eventuality.
- vi. Type of chemicals and detergents to be used.

STAFF QUALIFICATIONS

The contract supervisor(s) on the ground **MUST** have the under listed qualifications:

- (a) At least a C- or its equivalent.
- (b) Certificates in housekeeping, knowledge in hospitality from a recognized institution.
- (c) Minimum work experience for three (3) years in supervisory position
- (d) Good communication
- (e) Managerial skills for management staff and supervisors
- (f) Certificate of Good Conduct for management and staff.

(g) Certificates of competence in the respective areas

The contractor shall undertake basic training of his staff on Environmental Management, Occupational Safety and Health, Fire Fighting, First Aid, Handling of hazardous Chemicals and any other relevant training as prescribed by existing laws once contracted.

NACC shall verify these qualifications and those below these qualifications **shall** not be accepted.

STAFF IDENTIFICATION AND PROTECTIVE WEAR

The contractor shall provide branded uniforms and name tags which shall be worn all the time and protective gear as shall be appropriate. Uniforms refer to shirt/blouse, pair of trouser/skirt or dress, and shoes/gumboots. The brand name/label **MUST** be conspicuously displayed on the uniforms for easy identification. Branded T-shirts is optional for weekend dress down.

The contractor shall provide to NACC a list of staff and the copies of their National Identity Cards and Certificates of Good Conduct for each staff. Where there are changes in staffing NACC should be notified prior to deployment of the new staff.

PROBATION PERIOD

The contractor shall provide the services to NACC on a probationary three (3) months basis before confirmation to proceed with services upon satisfactory performance as shall be evaluated by the NACC

The contractor shall within ten (10) days upon acceptance of the Award of the contract and/or before commencement date avail the following:-

- i. Professional Indemnity Insurance Cover
- ii. Workers Injuries Benefit Policy
- iii. Organizational Environmental Safety and Health Policy
- iv. License to transport waste.
- v. Staff Certificates of Good Conduct
- vi. Work Plan
- vii. List of Chemicals, Detergents and other consumables to be used
- viii. Certified copies of CVs, certificates Good Conduct and academic qualifications of the proposed supervisors and managers for the contract.
- ix. Staff certificates as proof of competency in their respective areas
- x. Licenses to engage in cleaning, sanitation service provision

TECHNICAL SPECIFICATIONS

SPECIFICATIONS AND SCOPE OF CLEANING WORKS

The objective of the specifications is to provide sufficient information to enable the Tenderer prepare their tenders accurately, especially the Price Schedules, for which a form is prepared.

TERMS OF REFERENCE FOR CLEANING SERVICES PROVISION AND STANDARD OF SERVICE

NACC requires effective provision of cleaning services by six (6) cleaners for its office premises covering **24,480 square feet** on 6th, 8th and 9th floors of Landmark Plaza.

The Contractor shall provide services of acceptable standards as set by NACC in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement without any notice at the sole discretion of NACC.

If at any time during the performance of this Agreement the Contractor encounters conditions affecting timely provision of services, the Contractor shall immediately and without any delay notify NACC in writing of the condition, its cause and duration and possible solution

The Contractor shall provide a work plan containing daily checklist and cleaning schedules which will form part of evaluation. Thorough supervision and adhere to the check list is highly expected from the supervisor in charge.

Quarterly meetings shall be held with the contractor to evaluate periodic performance of the cleaning.

Deliverables

The scope of the Contract shall include:

- ☐☐ Windows – internal and external
- ☐☐ Entrance, reception area, common/path areas and general office space.

SECTION VI DESCRIPTION OF SERVICES Notes for

preparing technical specifications

A set of precise and clear description of the services required is a prerequisite for tenderers to respond realistically and competitively to requirements of the procuring entity without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract.

Samples of specifications from previous similar procurements are useful in their respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the descriptions should state the services that meet other authoritative standards and which ensure at least as substantially equal quality than other standards mentioned will also be acceptable.

This part will include any deliverables under the service contract.

SECTION VI-DESCRIPTION OF SERVICES

STAFF IDENTIFICATION AND PROTECTIVE WEAR

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

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

CLEANING SERVICES METHODS

STRIPPING

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

Put warning signs when cleaning and remove after cleaning (Supplier to provide).

- (b) Staff must be in protective gear such as gloves, gumboots etc.
- (c) Open all windows in the room
- (d) Cleaning of light fixtures with a damp cloth to remove dust and stains
- (e) Wiping and cleaning of all curtain boxes with a wet cloth and water and drying them
- (f) Cleaning of all wooden partitions with a wooden cleaner and polishing it with a wood polish
- (g) Cleaning of all window grills, window panes and windows frames with a window cleaner
- (h) Cleaning of walls to remove stains
- (i) Move the furniture from the rooms to allow cleaning
- (j) Clean the furniture with furniture polish before returning to the room
- (k) Sweep the floor to remove all litter and dust on the floor
- (l) Remove any visible stain on the floor
- (m) Soak the floor with a mixture of water and super stripper
- (n) Leave it for 10 minutes to soak
- (o) Scrub the floor with a scrubbing machine and a black pad
- (p) Use steel wool to scrub the corners, skirting and along the wall where the machine can't reach
- (q) Remove the water using a sucking machine

- (r) First rinse with clean water and remove the water using a sucking machine
- (s) Check and confirm that there are no stains on the floor, if there are, scrub again to ensure stains are removed
- (t) Rinse the floor a second time and remove the water using a sucking machine
- (u) Confirm that there are no stains and if any remove by hand scrubbing using steel wool and stripper
- (v) Clean the skirting to remove the stripper that split during cleaning
- (w) Rinse the floor the third and final time, remove the water using a sucking machine and leave it for thirty minutes to dry
- (x) Return and arrange the furniture in the room
- (y) Empty and clean the dustbins and dress the bins with a liner bag

DAILY DUTIES

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

- (q) Clean all the reception areas
- (r) Clean all leather seats using leather polish and fabric seats using appropriate detergent and method
- (s) Remove dirt from all the walls
- (t) Clean all direction signs, notice boards, with soap and a clean damp cloth
- (u) Empty, clean and dress/line dustbins

Restricted Areas

To be cleaned in the presence/supervision of a designated NACC employee.

- (a) Server Rooms
- (b) Kitchen
- (c) Registries
- (d) Cash office
- (e) Executive /CEO Office
- (f) Stores

SPECIAL INSTRUCTIONS

STAFFING FOR CLEANING SERVICES

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

SECTION VII- STANDARD FORMS Notes on

standard forms

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

SECTION VI- STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract Form
4. Confidential Questionnaire Form
5. Tender security Form
6. Performance security form
7. Bank guarantee for advance payment
8. Manufacturer Authorization Form
9. Letter of Notification
10. Form RB1
11. Tender Securing Declaration
12. Bank Details Form
13. Form SD2
14. Self-Declaration Form

FORM OF TENDER

Date
Tender No.

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

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

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

PRICESCHEDULE- CLEANING SERVICES

Name of Tenderer

Tender Number_ .Page of .

Year 1

1	2	3	4	5	6	7
Item	Description	Quantity	Duration	Unit Price	Total Price	Unit Price of other incidental services payable
		6 No				

Year 2

1	2	3	4	5	6	7
Item	Description	Quantity	Duration	Unit Price	Total Price	Unit Price of other incidental services payable
		6 No				

NB:

1. The contract shall be for one year contract renewable once subject to satisfactory performance in the first year.
2. The bidder must quote for year 1 and 2.

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

PRICESCHEDULE- FUMIGATION SERVICES- QUARTERLY FOR 2 YEARS

Name of Tenderer
 Tender Number_ . Page of .
 Year 1

1	2	3	4	5	6	7
Item	Description	Quantity	Duration	Unit Price	Total Price	Unit Price of other incidental services payable

Year 2

1	2	3	4	5	6	7
Item	Description	Quantity	Duration	Unit Price	Total Price	Unit Price of other incidental services payable

NB:

3. The contract shall be for one year contract renewable once subject to satisfactory performance in the first year.
4. The bidder must quote for year 1 and 2.

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

CONTRACT FORM

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

WHEREAS the Procuring entity invited tenders for certain 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)

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

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No. Maximum value of business which you can handle at any one time - Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.			

Date..... Signature of Candidate

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

TENDER SECURITY FORM

Whereas [name of the tenderer] (Hereinafter called "the tenderer") has submitted its tender dated [Date of submission of tender] for the 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)

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]

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]

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 person competent.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1
REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

1.

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

1.

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary

TENDER-SECURING DECLARATION FORM- MANDATORY (r.22)

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

Date: _____ of Bid Submission] Tender No. _____

To: Name of Procuring Entity _____

We, the undersigned, declare that:

- We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
- We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **12 months** - starting date of notification of award if we are in breach of our obligation(s) under the bid conditions, because we –

(a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or

(b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) Fail or refuse to execute the Contract, if required, or

(ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.

- We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) Our receipt of a copy of your notification of the name of the successful Bidder; or

(ii) twenty-eight days after the expiration of our Tender.

- We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed by : _____ Signature _____

Position _____ Duly authorized to sign the bid for and on behalf of:

Dated: _____]

BANK DETAILS FORM- MANDATORY

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed.....date.....

FORM SD2

SELF DECLARATION FORMS (r 62) **MANDATORY**

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**
for (insert tender title/description) for(insert name of the Procuring entity)
and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp

SELF DECLARATION FORMS (r 62) **MANADATORY**

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

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

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

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

.....

(Title) (Signature) (Date)

Bidder Official Stamp

TENDER-SECURING DECLARATION FORM- MANDATORY (r.22)

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

Date: _____ of Bid Submission] Tender No. _____

To: Name of Procuring Entity _____

We, the undersigned, declare that:

- We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
- We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of 12 months - starting date of notification of award if we are in breach of our obligation(s) under the bid conditions, because we -

(a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or

(b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) Fail or refuse to execute the Contract, if required, or

(ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.

- We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) Our receipt of a copy of your notification of the name of the successful Bidder; or

(ii) twenty-eight days after the expiration of our Tender.

- We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed by: _____ Signature _____

Position _____ Duly authorized to sign the bid for and on behalf of:

Dated: _____]