



ADDENDUM

TENDER NO. NACC/T/012/ 2018-2019

PROVISION OF CLEANING AND FUMIGATION SERVICES FOR THE NATIONAL AIDS CONTROL COUNCIL

CLOSING DATE: MARCH 6, 2019 at 10.100AM

SECTIONV-SCHEDULEOF REQUIREMENTS

Services Required

A) SERVICES

NACC intends to contract a professional cleaning firm to provide comprehensive cleaning services as specified in the Description of Services for a contract period of one year

B) SCHEDULE OF CLEANING

Tentatively, the Contractor will be expected to engage in cleaning services from 6.30 a.m. in the morning to 4.00 p.m. in the evening during weekdays. General Cleaning will also be done on Saturdays as and when required between 7.00 a.m. to 1 p.m.

The actual timetable for weekly cleaning will however be agreed with the successful contractor. A roster of activities undertaken especially in the washroom should be kept.

C) **EQUIPMENT AND CLEANING MATERIAL**

The Contractor will be expected to use own equipment in providing the services and provide cleaning materials in quantities and of quality to ensure efficient and uninterrupted performance of duty.

D) **STAFF**

The Contractor will be expected to deploy a minimum of six (6) Cleaning staff and the head Office with not more than three (3) being of the same gender and **one (1) staff at each regional office (DELETED REGIONAL OFFICES REQUIREMENT)**

E) **UNIFORM AND BADGES**

The Contractor will provide the Cleaning staff with uniform and identification badges which they will be required to put on all the times when they are working for NACC.

F) **TERMS AND CONDITIONS OF EMPLOYMENT**

Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and all other terms and conditions of employment stipulated in the labour laws. NACC will be at liberty to confirm compliance to this from whatever source.

G) **GENERAL**

Age of employees

Aged between 18 and 45 years

Vetting

The successful contractor should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement

Adequate Personnel

The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.

SECTION VI - DESCRIPTION OF SERVICES

The National AIDS Control Council (NACC) occupies 6th, 8th and 9th floors of Landmark Plaza Building, Nairobi. The offices are mostly open space.

The offices are mostly open space and partitioned with glass, glazed aluminum casement and there is gypsum walling in some areas

1. Office floors on 6th and 9th floors have a mixture of carpets and floor tiles. Floors on the open working areas are occupied by workstations and corridors have tiles.
2. Offices on 8th floor are all tiled while the open working areas occupied by workstations

The three floors (6th, 8th and 9th) also each have:-

- a) conference rooms
- b) Tiled Kitchen
- c) General Washrooms (two each on 6th, 8th and 9th floors)
- d) Executive Washrooms 3 on 9th Floor and 2 on 8th floor

DETAILS OF SERVICES TO BE OFFERED ARE AS FOLLOWS

1) Carpeted Areas

- Vacuum cleaning of all carpeted floors twice weekly.
- Cleaning of offices and daily cleaning of corridors, waiting room, reception and conference room daily.
- Shampooing once every month OR as need arises
- Removal of stains when necessary

2) Areas with floor tiles

- Daily sweeping and mopping using necessary detergent
- Machine scrubbing and polishing weekly

3) Washrooms

Tiled floor, urinals, & hand washing basins

a) Floors

- Daily cleaning of floors & machine scrubbing at least four times a day OR “as and when required” whichever is most appropriate for the reigning circumstances using necessary detergent and materials.
- Polishing & stripping on weekly basis

- Ensure that floors are always dry
- b) Sinks, toilet bowls, & seat bidets:
 - Scrubbing with brush twice daily using necessary detergent and materials
 - Disinfecting twice daily including all hand touch facilities
 - Flush all soap dispensing units once weekly
 - Cisterns to be cleaned once a month with due care
 - Door handles, push plates (main doors/cubicles) to be cleaned daily and disinfected twice weekly
 - Any System failure causing leakage/spillage of water in any of the areas to be reported to the caretaker immediately

c) **Toiletries for 5No Executive Washrooms (DELETED)**

- Daily supply of hand washing soap as and when required.
- Supply of approximately **12 Rolls of Premium brand white toilet tissue paper (Premium brand Sheet Size 10 x 12.5 cm) per week** to be distributed as directed within Nairobi,
Monthly supply will therefore be approximately 60 Rolls.
- Supply of **a carton** of Toilet Seat Covers. A carton contains 20 packets each with 250 sheets. Approximated Monthly supply is therefore 5000 sheets. The Toilet Seat covers will have to fit in the toilet seat cover dispensers already installed.

Payment for tissue paper and Toilet Seat covers will be as per consumption.

4) **Reception Areas**

- Daily sweeping and mobbing as and when required using necessary detergent and materials
- Machine Scrubbing and polishing weekly

5) **Partition walls and ceilings**

Wipe with detergent to remove all marks and stains, remove cobwebs and wipe all fire extinguishers

6) **Windows, Window Latches and Grilles**

Accessible windows are dusted once daily and cleaned weekly. Latches are cleaned daily and lubricated once monthly. Grilles dusted daily and cleaned weekly. Where external windows are cleaned, they are done once monthly or as agreed with management.

7) **Kitchen**

- Daily sweeping and mopping using necessary detergent and materials
- Scrubbing with suitable brushes
- Stripping & polishing weekly

8) **Furniture –desks & tables**

- Dusting and damp wiping daily
- Polishing of tables & desks once weekly
- Dusting and damp wiping telephones & computers daily
- Disinfecting telephone handset daily

7) Air freshners

Provision of automatic Air-freshners and their dispensers and refilling them when necessary (DELETED)

10) Emptying of waste paper baskets.

To be done daily

11) Regular Monitoring & Evaluation

The successful bidder will sign a service level agreement with deliverables that will be evaluated monthly before invoicing.

12) Provision of adhoc manual labour as and when required to move furniture and other office equipment's within NACC facilities.

GENERAL FLOOR LAYOUT

Tenderers should visit the site to confirm details