



KENYA METHODIST UNIVERSITY

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TENDER DOCUMENT FOR PROVISION OF CLEANING, SANITARY AND FUMIGATION SERVICES.

TENDER NUMBER: KeMU/OT/002/2025

**CLOSING DATE: TUESDAY 11th MARCH, 2025
AT 11.00 AM**

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INVITATION TO TENDER

PROCURING ENTITY	KENYA METHODIST UNIVERSITY
TENDER NAME :	PROVISION OF CLEANING, SANITARY AND FUMIGATION SERVICES.
TENDER NO:	KeMU/OT/001/2025

1. KeMU invites sealed tenders for the Provision of Cleaning, Sanitary & Fumigation Services at KeMU Meru, Nairobi & Mombasa Campus for a period of twelve months subject to renewal upon delivery of satisfactory services.
2. Tendering will be conducted under open competitive tendering method and is open to all qualified and interested Tenderers.
3. Tender documents may be viewed and downloaded for free from the KeMU website www.kemu.ac.ke Those who download the tender document and intend to submit a bid are required to register their details at the Procurement Officers Office, 1st Floor so as to be able to facilitate for any further clarifications or addendum/addenda vide supplies@kemu.ac.ke.
4. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
5. Completed tenders must be delivered to the address below on or before **Tuesday 11th March, 2025, at 11.00am**. Electronic tenders **WILL NOT** be permitted. Tender documents will be deposited in the tender box situated at the entrance of the Procurement office Administration block Building, Meru. Tenders that do not fit in the tender box shall be deposited at the Procurement office, first floor KeMU Main Campus Meru.

6. There shall be a **COMPULSORY SITE VISIT** scheduled as follows:

S/No.	DATE	VENUE
1.	Wednesday 19 th February,2025 at 10:00 AM	Mombasa Campus Mombasa Campus Boardroom Along Buxton Narok Road
2.	Friday 21 st February,2025 at 11:00 AM	Nairobi Campus Executive Boardroom 7 th Floor KeMU Towers
3.	Monday 24 th February,2025 at 11:00 AM	ADH Boardroom Administration Block 1 st Floor

7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

Deposit in the Tender Box at:

A. Address for obtaining further information :

Kenya Methodist University,
Meru-Maua Road,
P.O BOX 267-60200
Meru, Kenya.
E-Mail Address:
supplies.kemu.ac.ke

B. Address for Submission of Tenders.

The Vice Chancellor
Kenya Methodist University
P.O BOX 267-60200 Meru, Kenya

SECTION I -INSTRUCTIONS TO TENDERERS

A. GENERAL

2 Scope of Tender

1.1 This tendering document is for the delivery of Non-Consulting Services,

3 Throughout this Tendering Document:

2.1 The terms:

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

2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided

4 Fraud and Corruption

4.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015 (the Act), Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

4.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

4.3 **Unfair Competitive Advantage** - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific

assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate make available to all the firms together with this tender document all Information that would in that respect gives such firm any unfair competitive advantage over competing firms.

4.4 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender.

5 Eligible Tenderers

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

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

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

- a) Directly or indirectly controls, is controlled by or is under common control with another Tenderer
- b) Receives or has received any direct or indirect subsidy from another Tenderer

- c) has the same legal representative as another Tenderer
- d) has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
- e) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation.
- f) has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency.

5.4A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

5.5A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

6 Qualification of the Tenderer

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

6.2 In the event that pre-qualification of Tenderers has been undertaken the provisions on qualifications Evaluation and Qualification Criteria shall not apply.

B. CONTENTS OF TENDERING DOCUMENT

7 Sections of Tendering Document

7.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below.

PART 1: Tendering Procedures

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

PART 2: Procuring Entity's Requirements

- v. Section V-Procuring Entity's Requirements

PART 3: Contract

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

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

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

8 Clarification of Tender Documents

8.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's email. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the the deadline

for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents including a description of the inquiry but without identifying its source. The Procuring Entity shall also promptly publish its response at the webpage. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately.

9 Amendment of Tender Documents

9.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity website shall also promptly publish the addendum on the Procuring Entity's website.

C. PREPARATION OF TENDERS

10 Documents Comprising the Tender

The Tender shall comprise the following:

- a. **Form of Tender**
- b. Price Schedule
- c. Tender Security or Tender Securing Declaration
- d. Authorization
- e. Qualifications
- f. Tenderers Eligibility
- g. Conformity

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

11 Form of Tender and Activity Schedule

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

12 Currencies of Tender and Payment

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

13 Documents Establishing Conformity of Services

13.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified.

13.2 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

14 Period of Validity of Tenders

14.1 Tenders shall remain valid for 180 days. The Tender Validity period starts from the date fixed for the Tender submission deadline date.

15 Format and Signing of Tender

15.1 The Tenderer shall prepare one original and one copy of the tender documents as described.

15.2 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer.

D. SUBMISSION AND OPENING OF TENDERS

16 Sealing and Marking of Tenders

16.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed

package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a. in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender
- b. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

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

17 Deadline for Submission of Tenders

17.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified.

17.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

18 Late Tenders

18.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned un opened to the Tenderer.

19 Tender Opening

19.1 The Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place in the presence of Tenderers' designated representatives and anyone who choose to attend.

E. EVALUATION AND COMPARISON OF TENDERS

20 Confidentiality

20.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderer.

20.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract Award decisions may result in the rejection of its Tender

20.3 From the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

21 Clarification of Tenders

21.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders.

22 Deviations, Reservations, and Omissions

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

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

24 Determination of Responsiveness

24.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself

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

25 Arithmetical Errors

25.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity

25.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a. Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b. Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail

25.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

26 Evaluation of Tenders

26.1 The Procuring Entity shall use the criteria and methodologies listed in the Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a. Substantially responsive to the tendering document and

b. The lowest evaluated cost

27 Abnormally Low Tenders and Abnormally High Tenders

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

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

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

Abnormally High Tenders

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

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

28 Qualification of the Tenderer

28.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and

substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria

F. AWARD OF CONTRACT

29 Award Criteria

29.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

30 Notice of Intention to enter in to a Contract

30.1 Upon award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Entering to a Contract /Notification of award to all tenderers which shall contain, at a minimum, the following information:

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

31 Stand still Period

31.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

31.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has Transmitted to each Tenderer the Notification of Intention to enter in to a Contract with the successful Tenderer.

32 Notification of Award

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer.

The letter of award shall request the successful tenderer to furnish the Performance Security within 14 days of the date of the letter.

33 Signing of Contract

33.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

33.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity

33.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

34 Performance Security

2.1.1. Within fourteen (14) days of the receipt of notification of award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security (**2.5% of the tender value**) in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to Kenya Methodist University.

SECTION II - TENDER DATA SHEET (TDS)

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

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The Tender reference number (ITT) is: KeMU/OT/002/2025 The Procuring Entity is: Kenya Methodist University The name of the ITT is: Provision of Cleaning ,Sanitary and Fumigation Services .
ITT 2.2	The Intended Completion Date is one year after signing the contract subject to satisfactory services rendered.
	B. Contents of Tendering Document
ITT 3.1	(a) A pre-arranged pretender visit of the site of the works <u>will be held as indicated above</u>
ITT 3.2	The questions in writing, to reach the Procuring Entity not later than 7 days before closing of the tenders
	C. Preparation of Tenders
ITT 4.1	Alternative Tenders <i>shall not be</i> considered.
ITT 4.2	Alternative times for completion <i>shall not be</i> permitted.
ITT 4.3	The prices quoted by the Tenderer <i>shall not</i> be subject to adjustment during the performance of the Contract.
ITT 4.4	The Tender validity period shall be 180 days from the date of closing the tender.
ITT 4.5	The Contract price shall NOT be adjusted.
ITT 4.6	In addition to the original of the Tender, the number of copies is: One (1)Original & One(1) copy
	D. Submission and Opening of Tenders
ITT 5.1	For tender submission purposes only, the address to be used shall as follows;

	The Vice Chancellor Kenya Methodist University P O Box 267-60200, Meru.
ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 5.2	The deadline for Tender submission is: Date:11 th March ,2025 Time: 11.00AM Tenderers <i>shall not</i> have the option of submitting their Tenders electronically. Late tenders will be rejected.
ITT 5.3	The Tender opening shall take place at: Small Board room, Administration Block Building 1 st Floor Kenya Methodist University P O Box 267-60200, MERU, Kenya Date: 11 th March, 2025 Time: 11.00AM
ITT 27.6	The Form of Tender and priced Activity Schedule shall be initialed by the three representatives of the Procuring Entity conducting Tender opening. Each Tender shall be initialed by all representatives and shall be numbered; any modification to the unit or total price shall be initialed by the Representative of the Procuring Entity.

Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

MANDATORY REQUIREMENTS		
Particulars of appendix to instructions to tenderers		
<p>Particulars of eligible tenderer The tenderer shall provide the following MANDATORY REQUIREMENTS (failure to submit the mandatory requirements will lead to disqualification from the tender process– preliminary evaluation)</p> <ol style="list-style-type: none"> 1. Copy of certificate of registration/Incorporation 2. Copy of valid tax compliance certificate 3. Copy of audited accounts for last 2 years 4. Copy of NSSF Compliance Certificate 5. Copy of NHIF Compliance Certificate 6. Copy of CR12 showing the company’s Directors 7. Duly filled and signed Confidential Business Questionnaire 8. Duly filled and signed Bidder’s Declaration and Integrity Pact 9. Copy of Bid bond 10. Must provide Letter of no objection to carry out Cleaning Services and Fumigation from National Environment Management Authority (NEMA) 11. Must provide Host certificate for flat form ladder for the purpose of cleaning extended canopies and ground floor lights (DOSHS 106) 12. Must provide both Certificate of Registration of a workplace (DOSHS) and abstract of occupational Safety and health Act, 2007. <p style="text-align: center;"><i>Other Requirements</i></p> <ol style="list-style-type: none"> i. The tenderers Authority Letter to KeMU to seek references from the tenderers clients and banks. ii. Written references in similar and/or other assignments. iii. Is not limited or debarred under any of the provisions of the Kenya’s Public procurement and asset disposal act,2015 and the Public Procurement and Disposal Regulation, 2006 to enter into a Contract; 		
<i>Evaluation and comparison of tenders</i>		
In addition to the tenderers presentation of their profile, the evaluation Criteria below will be used:		
TECHNICAL EVALUATION		
DESCRIPTION OF CRITERIA	REQUIREMENT	Max Points
1. Physical facilities and operational tools		

a. Evidence of physical address attach copies of title, valid lease or rental agreement	Authentic copy of title / lease agreement	10 MARKS
b. Proof of fleet capacity – marked motor vehicles dedicated to Cleaning ,Sanitary & Fumigation (attach copies of log books and areas Operations where such vehicles are deployed minimum 5 vehicles 5 vehicles and above (10 marks) 3 vehicles (6 Marks) 2 vehicles (2 Marks)	Attach copies of authentic logbooks owned by the company or leased (with lease agreement)	10 MARKS
c. Give a list of tools to be used and provide evidence that materials used will be environmental friendly	1 Attach list of tools to be used in the assignment 2 Statement undertaking to use Environmental Friendly products	10 MARKS
2. Company profile		
a. Number of years that the firm has been providing security services 1. Between 5 -10 years (10 marks) 2. Between 5-3 years (6 marks) 3. Below 2 years (2marks)	Attach Certificate of Incorporation	10 MARKS
b. Proof of financial stability and ability to pay salaries in advance without depending on procuring entity ' s payment (working capital) (5Mks)	Attach a Statement for the same/Bank letter to confirm the same	5 MARKS
c. State with relevant evidence any two (2) social welfare programs provided for / or any other allowances paid to the Cleaners on monthly basis etc.	Attach payroll	5 MARKS
d. Provide Insurance cover for your Employees WIBA and Contractual Liability	Attach certified copies of the policies	10 MARKS

e. Proof of compliance with prevailing labor laws in respect to minimum wage	Attach a current certified labor letter from the local labor office	5MARKS
4. Personnel competency profiles		
a. Submit your firms organizational chart indicating competencies of key contract supervisory personnel in your company (5marks)	Attach organizational chart	5 MARKS
b. Provide valid evidence of availability and appropriate qualification of key personnel 1. Operations manager –Diploma level (5marks) 2. Supervisor –Diploma in any Field (5marks)	Attach Cvs and certificates	10 MARKS
c. Provide Principal of Work Statement and details of how work shall be performed managed and reported	Attach principal of work statement to demonstrate 1. How work will be performed managed and reported (4marks) 2. Supervision Plan and Frequency (3marks) 3. Operational and Solid Waste Management (3marks)	10 MARKS
d. Reputation		
a) Clearly Indicate the current principal assignments of similar	Attach copies of contract assignments of similar magnitude.	10 MARKS

service with other institutions/Corporate /organizations except Kenya Methodist University b) 5 and above (10marks) c) 3 and above (7marks) d) 2 and above (5marks) e) 1 assignment (2marks)		
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- Kenya Methodist University will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the best responsive evaluated tender as per the evaluation criteria and pricing.
- In addition to the ethics as described below will apply: Ethics
It is a requirement that both Kenya Methodist University and prospective suppliers of goods, services and works observe the highest standards of ethics during the procurement and execution of contracts.
- In pursuance of this policy, KeMU requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to officials of KeMU and/or procurement/management staff with decision making responsibility or influence occurs. In this regard, KeMU will require all tenderers to sign, as part of the tender documents, an integrity Pact (section vii–Standard forms). Non-delivery of the bidders Declaration and integrity pact (Standard forms) duly undersigned by the chief executive.

NOTE

1. Only Bidders who attain 70% of the total marks will proceed to financial evaluation.
2. Any bidder not providing any of the following shall be disqualified
 - a) Required documents in Mandatory section
 - b) Documents in technical section

FINANCIAL EVALUATION

Only bidders who score 70 points and above at the technical evaluation stage will be subjected to financial evaluation.

Stage 1: Financials

- 1) This will include the following: -
 - a) Confirmation of and considering price schedules duly completed and signed.
 - b) Conducting a financial comparison for the firms that passed technical evaluation
- 2) Tenders shall also be checked for errors and inconsistencies.

Stage 2: Due diligence

Kenya Methodist University shall carry out due diligence on the successful bidder prior to tender award.

Any bidder who shall be found to have supplied false or misleading information shall be disqualified and the next lowest evaluated responsive bidder shall be considered.

SECTION IV – TENDERING FORMS

FORM OF TENDER

TO: The Vice Chancellor,
Kenya Methodist University
P.O Box 267-60200
MERU

Date

TenderNo: KeMU/OT /001/2025

Gentlemen and/or Ladies

1. Having examined the tender documents including Addenda No.....(Insert number). The receipt of which is hereby duly acknowledged, we the undersigned, offer to provide medical insurance services in conformity with the tender documents at a total annual sum of Kshs.

(Total tender amount in words and figures, Quotation to include all charges and taxes and be in Kenya shillings)

Or such other sum as may be ascertained with the schedule of prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide medical insurance services in accordance with the delivery schedule specified in the schedule of requirements.
3. We agree to abide by this Tender for a period of 180 days from the date fixed for tender opening as per the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. 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.
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 and on behalf of

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2

(a), 2

(b) or 2

(c) Whichever applies to your type of business.

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

Part 1- General:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Email address.....

Postal Address.....

Tel No.....

Nature of Business.....

Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time:
Ksh.....

Name of Your
Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....

Nationality.....

Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details
Shares		
.....
.....
.....
.....
.....
.....
.....

Part 2 (c) Registered Company

- i. Private or public Company
.....

ii. **State the nominal and issued capital of the Company-**

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii. Give details of Directors as follows.

Names of Director	Nationality	Citizenship	% Shares owned

LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT CURRENT VALUE, KSHS. EQUIVALENT)

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company) _____ declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name

Signature

Date

Company Seal/ Business Stamp

NON - DEBARMENT DECLARATION

We (insert the name of the company)_____declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name_____

Signature_

Date_

Company Seal/ Business Stamp

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the_____

_____ *[Name of Procuring Entity]*

for:_____

(Name and number of tender)

in response to the request for tenders made by:

[Name of Tenderer]

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of

_____ *[Name of Tenderer]*

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a. Has been requested to submit a Tender in response to this request for tenders;
 - b. could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a. The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b. the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. methods, factors or formulas used to calculate prices;
 - c. the intention or decision to submit, or not to submit, a tender; or
 - d. the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, which ever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name

Title &

Date

[Name, title and signature of authorized agent

SECTION V– DESCRIPTION OF SERVICES

WORK PRICE SCHEDULES AND SPECIFICATIONS

All prices are inclusive of VAT and all taxes:

The tender is for the calendar year namely, 2025 & 2026, subject to satisfactory performance and thus prices quoted should have this factored in.

LOT 1 - CLEANING SERVICES

Proposed Cleaners for Kenya Methodist University are expected to work as a team. No specific cleaner can be attached to a certain area. The university and its campus compound are expected to be clean at all times.

MAIN CAMPUS MERU, GREENLAND AND TVET INSTITUTE

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
1	Administration Block 2nd floor <ul style="list-style-type: none"> - VC - DVC- APF - Executive Boardroom - Small Boardroom - Chancellor 's office - CFO - Director marketing office - Ladies & Gents washrooms - Veranda - stairs 	Carpeted, PVC tiles, ceramic tiles and Terrazzo.		
2	Administration Block 1st Floor <ul style="list-style-type: none"> - Registrar APD - Registrar AA - Procurement office - Student Records - ADH-Boardroom - Small boardroom 	Ceramic tiles, PVC tiles and Terrazzo		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	<ul style="list-style-type: none"> - Examinations, - HR Offices - Veranda - Ladies & Gents - ICT-offices - Audit offices - Legal office/admin offices - Student finance offices - Audit Department offices - Ladies & Gents - Stairs 			
3	<p>Administration Block Ground floor Wing 1</p> <ul style="list-style-type: none"> - Marketing office - Admissions offices - Reception area - Digital offices - Registry, Operations, CSO, Cashier, CCTV Control room <p>Wing 2</p> <ul style="list-style-type: none"> - Innovation Centre, lecture halls AD 1,AD 2,AD 3 - Ladies & Gents - Corridor - Veranda - Auditorium - Ladies& Gents 	PVC tiles, terrazzo and timber floor		
4	<p>Science Block Basement Offices</p> <ul style="list-style-type: none"> - Technicians, medical lab - Information Technology - Histology lab & preparation room - Human anatomy lab - Technicians office - Chemical store - Ladies & Gents 	Terrazzo, ceramic tiles		
5	<p>Science Block Ground floor offices</p> <ul style="list-style-type: none"> - Pure & applied - Pathology - Pharmaceutical chemistry - Microbiology & parasitology - Computer labs CL1,CL2,CL3 - Lecture halls G1,G2 	Tiles		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	- Ladies & Gents			
6	Science Block 1st Floor <ul style="list-style-type: none"> - Lecturers offices - Physiology lab & preparation room - Biochemistry lab & preparation room - Microbiology lab - Chemical store - Stairs - verandah - Ladies & Gents 	Tiles		
7	Science Block 2nd Floor <ul style="list-style-type: none"> - Lecturers offices - Dean of school - MBCHB Program office - Deputy C.O.D Clinical medicine - Medical biology - Skills lab store - Skills lab class - Preparation room - Pathology lab - Boardroom - Ladies & Gents - Lecture halls F1,F2 	Tiles		
7	Medical Centre <ul style="list-style-type: none"> - Consultation rooms - Triage of clinical services - Laboratory stores - Dental room - Acute - Head of Clinical services room - Staff room - Minor theatre - Treatment room - Gynae exam room - Sluice room - Staff room - Pharmacy - Laboratory - Ladies & Gents 	Tiles		
8	Chapel <ul style="list-style-type: none"> - Chaplains office - Assistant office 	PVC tiles, Terrazzo		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	<ul style="list-style-type: none"> - Vestry - HOD Agriculture - Prayer room - Library - Lecture halls CBR1,CBR2 - Upper & lower hall floors - Stairs - Ladies & Gents 			
9	Library Ground floor <ul style="list-style-type: none"> - Offices - Head of usher - Luggage bay - Collection development - Digital information service - Data entry unit - Cataloging classification store - University librarian office - Verandah - Ladies & Gents 	PVC tiles, Terrazzo		
10	Library 1st floor <ul style="list-style-type: none"> - Bindery office - Post graduate office - Book shelves area - Ladies & Gents 	PVC tiles, terrazzo		
11.	Library 2nd floor <ul style="list-style-type: none"> - Directorate Quality Assurance offices-2 - Lecturers office -1 - KeMU Wesley Institute-3 - Theology library - Library shelves area - Ladies & Gents 	PVC tiles, terrazzo		
12.	Lecture Halls 1st Floor <ul style="list-style-type: none"> - Lecture halls -2 - Ladies & Gents 	PVC tiles, terrazzo		
13.	2nd Floor <ul style="list-style-type: none"> - Lecture hall -2 - Ladies & Gents - Audiovisuals office 	PVC tiles, terrazzo		
13.	Business Administration Department <ul style="list-style-type: none"> - Lectures offices 1-10 rooms 	Tiles		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	- Ladies & Gents			
14.	Education Department - Lecturers offices 1-19 rooms - Boardroom - Ladies & Gents	Tiles		
15.	Student welfare Block - Dean of student office - Reception - Boardroom - Counseling offices - Student counseling room - Reception - Group counselling office - Games tutor office - Sports office - Kemuso chair office - Store - Gym - Lounge museum - KeMuso office - Taekwondo creative hall - CIS lecturers office - Ladies & Gents - Multipurpose hall - Ladies & Gents - Catering unit - Offices - Restaurant area - Ladies & Gents	Tiles		
16.	Thomas lecture hall - TH 1& TH 2	Cement sand floor screed		
17.	Kaaga Hostel - Rooms 1-12 - Washrooms	Cement sand floor screed and Tiles		
18.	Postgraduate - Dean post graduate office - Dean science and technology office - Agriculture staff offices - Ladies & Gents	Cement sand floor screed		
19.	GYM - Rooms 1-6 - Ladies & Gents	Carpeted and cement concrete floor		
20	Housekeeping offices - Rooms 1-6 - Wash rooms	Cement sand floor screed		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
21.	Guest houses <ul style="list-style-type: none"> - 4 houses - 3 bedrooms each - Kitchen - Stair case - Washrooms 	Cement sand floor screed		
22.	Maria hostel <ul style="list-style-type: none"> - Self-contained Rooms 1-32 	PVC tiles and Terrazzo		
23.	New ladies hostel <ul style="list-style-type: none"> - rooms 1-50 - TV lounge - Cyber - Prayer room - Stair cases - Corridors - Verandah - Balcony area - Washroom - Paved areas - Washing area 	Tiles		
24.	New men hostel <ul style="list-style-type: none"> - Rooms 1-50 - TV lounge - Cyber - Prayer room - Stair cases - Corridors - Veranda - Washrooms - Urinals - Washing area - Paved areas - Balcony area 	Tiles		
25.	Green land hostel <ul style="list-style-type: none"> - Rooms 1-12 self-contained cottages - Paved areas - Verandahs - Paved areas - washrooms - athletes cubicles 1-9 rooms - common washrooms - washing area - TV lounge 	Tiles and Terrazzo		
26.	TVET INSTITUTE <ul style="list-style-type: none"> - Offices 1-12 rooms - Lecture halls-7 - Library 1 - Dinning room 1 - Computer lab 1 	Tiles		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	<ul style="list-style-type: none"> - Housekeeping room-1 - Ladies & Gents 			
27.	STAFF PLAZA 1st floor <ul style="list-style-type: none"> - Classrooms-3 - Offices-2 - ladies & Gents 	Tiles		
28	2nd floor <ul style="list-style-type: none"> - Classrooms-3 - Offices-2 - ladies & Gents 	Tiles		
29	Student Center <ul style="list-style-type: none"> - Lounge area 	Tiles		
	Grand Total			

MOMBASA CAMPUS

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
1	Administration block one Ground floor <ul style="list-style-type: none"> - Reception - Finance - Offices - Library - Lecture rooms - Washrooms, - Stairs - Pedestrian gate entrance corridor 	Ceramic tiles and Terrazzo		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
	<ul style="list-style-type: none"> - Corridors <p>First Floor</p> <ul style="list-style-type: none"> - ICT Offices - ICT LABS - ICT Workshops - Lecturer rooms - Corridors - Washrooms 	Terrazzo		
2	<p>Administration block two</p> <p>Ground Floor</p> <ul style="list-style-type: none"> - Offices - Kitchenette - Washrooms - Hall two(Chapel) - Corridors - Stairs - stores <p>First Floor</p> <ul style="list-style-type: none"> - VC's Office - Directors Office - Faculty Centre - Server Room - Hall one - Boardroom - Stairs - Corridor - Lecture rooms - Washrooms 	Ceramic tiles and Terrazzo, Cement sand floor screed.		
Grand Total				

KEMU HUB

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
1	(Offices & Tenancy) 5TH	Wool carpet		
2	(Offices & Tenancy) 4TH	Ceramic tiles		
3	(Lab 1, Lab 2 & Offices)3RD	Ceramic tiles		
4	(BIT/CIS Lab, Lab 3 & 4)2ND	Ceramic tiles		
5	(Digital library, Information Computer Lab Control room & Offices) 1ST	Ceramic tiles		
6	(Tenancy) MEZZANINE	Ceramic tiles		
7	(Finance, Marketing, Admissions Visits longue) GROUND	Ceramic tiles		
8	(Fuel room, UPS room , Generator room, Stores & Offices) BASEMENT	Ceramic tiles		
9	Stair Case, Lift Lobby, Corridors, Washrooms	Ceramic tiles		
	Grand Total			

KEMU TOWERS

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
1	KEMUSO Offices, Machine room, lift shaft, kitchen -18 TH	Ceramic tiles		
2	Office and stores -17TH	Timber floor		
3	School of Health sciences Labs -16 TH	Ceramic tiles		
4	School of Business Administration offices -15 TH	Ceramic tiles		
5	Lecture rooms, Counseling Lab, offices & Special need skill Lab-14TH	Ceramic tiles		
6	(School of Health science Administration, school of Education and social science Administration & ICT offices) 13 TH	Ceramic tiles		
7	(Lecture rooms, Switch board, offices & Tenancy) 12 TH	Ceramic tiles		

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
8	(Administration offices, supplies/procurement office boardroom marketing office) 11 TH	Wool carpet		
9	(Main Library) 10 TH	Ceramic tiles		
10	(PHD Lab & Lecture rooms) 9 TH	Ceramic tiles		
11	(Chapel, seminar rooms, Post graduate computer Lab & Dean of science and Technology office) 8 TH	Ceramic tiles		
12	(Administration offices, Principal, Executive Boardroom, Vice Chancellor office, senior management offices) 7 TH	Ceramic tiles		
13	(Lecture rooms & Reading area) 6 TH	PVC tiles		
14	(Offices, Boardroom & Tenancy) 5 TH	Ceramic tiles		
15	(Lecture rooms & Tenancy) 4 TH	Ceramic tiles		
16	(Registrar AA Offices, Admission office Records strong room & Lecture rooms) 3 RD	Ceramic tiles		
17	Demonstration kitchen & Restaurant, HND skill Lab) 2 ND	Ceramic tiles		
18	(Empty space open to sky) PODIUM	Rubber		
19	(Principal Auditorium, stores & Tenancy MEZZANINE	Ceramic tiles		
20	(Auditorium & Tenancy) GROUND	Terrazzo		
21	(Parking slots and stores) UPPER BASEMENT	Concrete screed		
22	(Parking slots and stores) MIDDLE BASEMENT	Concrete screed		
23	(Parking slots and stores) LOWER BASEMENT	Concrete screed		
24	Stair Case, Lift Lobby, Corridors, Washrooms	Terrazzo		
	Grand Total			

WORK SCHEDULES AND SPECIFICATIONS

Kenya Methodist University intends to engage a professional firm to provide comprehensive cleaning & fumigation services in the main campus and all other campuses managed by the University.

1. The cleaning service will require the contractor firm to undertake the following tasks;

- Put warning signs when cleaning and remove after cleaning (Supplier to provide).
- Remove rubbish, dirt, stains cobwebs, spills, or foreign objects and generally ensure that all areas are clean.
- Ensure that all areas are free from any foul or unpleasant odors.
- Ensure that all polished retain their shining gloss.
- Collect and dispose all rubbish or refuse from the buildings to places designated for the purpose for the disposing.
- Cleaning of all the dustbins and having them dressed with liner bags.
- Thoroughly scrub floors and keep them dry always.
- Wipe; dust and clean all furniture in offices, workstations, computers and computer services shelves in offices, labs and library and all furniture in lecture halls.
- Keep all walls clean at all times.
- Cleaning of windows and mirrors.
- Arrangement of furniture in a professional manner reception, lobby areas, offices, boardrooms and other meeting venues and lecture halls.

2. STAFFING FOR CLEANING SERVICES

- Ensure
 - Two supervisors for main campus, Greenland and Tvet Institute
 - Two supervisor for Nairobi campus
 - One supervisor at Mombasa campus
- Ensure a clear reporting structure and clear communication with contact information for the supervisor.
- All staff should be fluent in English or Kiswahili.
- The staff should be of high moral integrity and with the relevant testimonials e.g. Certificate of Good Conduct.
- All staff should at all times be in branded uniforms and identification badges. all required protective gear must be provided.
- The contractor should provide adequate staff to offer the cleaning service and enough reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
- The university reserves the right of sending away any contractors staff who

behaves in a manner not acceptable by the university.

- Staff should be in flat black leather shoes or gumboots when necessary.
- Personal hygiene of staff is very important; they should be clean and presentable all the time.
- The contractor is expected to provide adequate equipment's, *cleaning detergents for use during cleaning.*

3. WORK SCHEDULE

The actual timetable for daily cleaning, weekly and monthly will be agreed on with each workstation. General cleaning will be done on Saturdays as and when required. A checklist of cleaning activities especially in the washrooms must be provided by the service provider. Thorough supervision and adherence to the check list is highly expected from the supervisor in charge.

WORKING HOURS

- Monday to Friday's 6.00 am. to 6.00 p.m.
- Saturday's 6.00 am. to 6.00 p.m.
- Sunday and public holidays 6.00 am. to 6.00 p.m.
- A shift schedule as may be required e.g. during examination period.

4. EQUIPMENT AND MATERIALS

The contractor is expected to provide adequate and working equipment and materials for use during the duration of the contract.

The Service Provider shall provide cleaners with all required materials and have a store of the cleaning materials in the university to ensure efficient and uninterrupted performance of duty.

5. PROVISION OF TOILET PAPERS, HAND WASHING SOAPS AND AIR FRESHENERS

The University shall provide urinal balls, air fresheners, antibacterial liquid hand washing soaps and quality white toilet papers. These will be distributed to specific washrooms as directed by the university housekeeping department.

6. OBSERVATION OF OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND PRACTICES

The contractor will be required to ensure strict adherence to current occupational safety and health regulations in the workplace.

- a) All workers to be engaged in the provision of services must be of high

integrity and must have a valid certificate of Good Conduct obtained from CID, Kenya Police.

- b) Tenderer must give a copy of a Valid Insurance Cover for all workers to be engaged in the provision of the cleaning services to KeMU.
- c) Statement of occupational, safety and health policy of the tenderer.
- d) Statement by tenderer on adherence to the Labour laws and evidence of (b), (c) and (d)

7. UNIVERSITY MAJOR EVENTS

The contractor will be required to do a thorough clean up; arrange venues and clearance after University major events such as graduation ceremony, examinations, pitching of tents during events or functions among others.

8. MOVING OF FURNITURE

The service provider shall be required arrange the furniture and move the furniture to other areas if need be.

The service provider shall ensure that all furniture abandoned within the compound is returned to its right place.

9. INSPECTION AND EVALUATION OF THE SERVICE

Quarterly meetings shall be held with the contractor to evaluate periodic performance of the cleaning. The service provider in liaison with the University Housekeeping Department will ensure that:

- The scope of work is adhered to.
- Daily work plan is availed to housekeeping department.
- A checklist will be provided for all washrooms.
- The housekeeping will conduct a monthly stock taking for cleaning materials and equipment.

DESCRIPTIONS /SCOPE OF CLEANING SERVICE

Administration, academic/lecture halls and Library areas

- a) Buffing machines and pad should be used when cleaning and maintaining offices, rooms, classrooms, and library to remove stains and give the floor a shiny finish
- b) Cleaning and sweeping of the pavements and storm water drainage within the university buildings to be done daily.
- c) Cleaning and Collection of litter and other rubbish from dust bins to central areas for disposal.

d) Cleaning of all windows, dusting and arrangement of furniture shall be done daily

Receptions Entrance Area

- Floors should be mopped twice a day and scrubbed as necessary and more often in the wet season.
- Walls and skirting should be wiped daily with approved detergents to remove marks and stains.
- Door mats and mud scrappers must be free from mud and dust.
- Reception desks and chairs always clean and neatly arranged.
- Sockets and switches free from dust and cobwebs.

Offices / Meeting Venues/ Boardrooms

- All offices / meeting venues/ boardrooms must be moped and scrubbed appropriately.
- Polishing and buffing must be done as frequently as necessary.
- Vacuum cleaning of all carpeted surfaces must be done daily and shampooing be done fortnightly.
- Telephone receivers, computer keyboards and mouse should be disinfected as frequently as necessary.
- Office furniture always clean, free from dust and neatly arranged.
- Meeting venues should be ready thirty (30) minutes before beginning of a meeting (confirm details from housekeeping)

Washrooms

- Keep toilets and urinals clean, dry and disinfected at all times.
- Scrub sinks and toilet bowls with detergent and disinfectant.
- Any system failures such as leakages should be reported for prompt repair.
- Seats and enclosure piping and water closets should be shiny with no stains.
- Toilet bowls should be free of marks and stains.
- Toilet papers supplied by contractors shall be available and suitably positioned as agreed.
- Basins, sinks and urinals must be cleaned with an approved disinfectant throughout the day.
- Provide adequate urinal sanitizers/toilet balls to prevent the buildup of uric acid and remove bad odor at all times.
- Underneath basins/sinks fittings free from stains, dust and streak marks.
- Hand washing soap to be supplied daily.
- Ensure that in all WCs an air freshening block is always available.
- Wipe mirrors and remove marks.
- Disinfect all hand touch facilities i.e. door handles, flush & tap handles.
- Washrooms cleaning and freshening should be done after every thirty minutes especially student

washrooms.

Cleaning of catering premises

- Thorough cleaning of catering premises after every semester.
- Thorough cleaning of catering premises in preparation of university major events.

Corridors and staircases

- All Corridors and staircases in common areas should be cleaned as appropriately and always dry.
- Dust bins free from dirt and properly positioned.
- Sockets and switches free from dust and cobwebs.

FLOORS

Carpeted floors

- These floors should be cleaned using vacuum cleaners and shampooed as appropriately depending on usage.
- Care should be taken to ensure that the carpets are not damaged by detergents or machines used.

P.V.C. Tiles, Screed, Ceramic, Terrazzo and Concrete

- These floors should be cleaned as appropriately. Machine scrubbing should be done once in a month using suitable detergent or stain remover. Relevant polish /wax should be applied on the floors after scrubbing and buffing to shine.

Ceilings, Windows and Grills

- Ceilings must always be clean and cobweb free.
- All windows, panes and grills must be cleaned and dusted every day. All efforts should be put to reach high windows.

Pavement and Verandahs

- Pavements should be swept daily and thoroughly cleaned at least twice a week or as necessary.
- Paper and litter should be collected and disposed of appropriately.
- All verandas and corridors should be cleaned daily and kept dry at all times.

Laboratories and Medical Centre

- Cleaning and sweeping of pavements and verandas including cleaning of storm water drainage to be done daily.
- All pavements around these areas to be cleaned daily
- Cleaning of drainages to be done three days a week
- All bins should be emptied as per the directive of the labs, workshop and hospital staff.

- Enough liner bags to be provided for all dustbins in offices and litter bins.
- Cleaning of floor surface areas should be on a daily basis morning and afternoon scrubbing with hot water, soap, hand brush and machine if need be.
- Table surfaces must be disinfected after cleaning with a disinfectant approved by the university.

HOSTELS

- The common areas should be cleaned by 10.00am
- All surfaces shall be free from litter, debris, dust and any foreign matter.
- All surfaces shall have a uniform appearance, shiny, dry, and free from spillages, removable stains, superficial marks and loose debris.
- The surfaces shall be dry and free from stubborn stains and spillages.
- The surface shall be free from visible loose debris, dust and cobwebs.
- Wiping and washing fixtures and fittings shall be shiny, free from debris, dust and cobwebs and removable stains/marks, have a uniform appearance and be dry.
- Polishing, the surfaces shall be dry and free from stubborn stains/marks, spillage, debris and shall have a bright even sheen.
- Damp wiping and washing all sanitary fittings surface shall be free from debris, dust removable stains/marks, oils, fluids and dry odour free and shall have a uniform appearance.
- Drainages shall be free of silt, debris, blockages, algae, bad odour and stagnant water,
- The pavements and corridors shall be a litter free zone.
- Louvers, windows and window panes and grills shall be free of dust and stains/marks.
- Floor corners, door frames, socket covers, walls, rails, skirting, shall be free from debris, dust, cobwebs
- Dustbins shall be empty and cleaned.
- Cleaning all washrooms shall be dry, clean, free of foul smell, stainless, dust free
- All washrooms to be cleaned continuously.
- General cleaning of all student's rooms shall be done twice a semester (opening and closing of the semester). This shall include fumigation
- Cleaning, wiping and polishing all furniture the surface shall have a clean, dry, shiny uniform appearance, free from dust and stains/marks.
- All electrical appliances, electronics and cables shall be clean, dry and free from dust and stains/marks.
- Telephone sets shall be disinfected, clean, dry and free from dust, stains/marks.

IMPORTANT

- Do not use metal scrapers, blades or steel wool on either surface of the glass
- Do not allow water or cleaning fluids to remain in contact with the glass, frame, sealants or gaskets for long periods
- Do not use abrasive cleaning solutions or materials.
- There shall be no breakages and/or damages to the company assets and in the event of any breakages/damages, the service provider shall be surcharged.

CLEANING PERFORMANCE STANDARDS OF ALL AREAS IN THE UNIVERSITY

Lobby Entrance and Cleaning should be ready by 7:30am

A. Sweeping and Dusting

- Lobby and entrance floors to be clean and free of dirt and there should be no dirt remaining in corners, behind doors, or where the dirt is picked up with the dustpan after the sweeping operation.
- Gums and other sticky substance should be removed from the area.
- Grills and woodwork should be dust-free after dusting.
- There will not be any spots or smudges on the wall surfaces, caused by touching the wall with the treated dust cloth.

B. Polishing and Wall Spotting

- Doorknobs push bars, kick plates, railings, doors and other surfaces should be cleaned and polished to an acceptable luster.
- Wall surfaces up to a standing height will be free of finger marks, smudges, and other dirt spots of any kinds.

C. Mopping

- Lobby and entrance doors should be free of loose and/or caked dirt
- Particles should not be present on overall appearance of cleanliness after the mopping operation.
- Walls, baseboards, and other surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- All surfaces should be dry and the corners clean after mopping and

D. Trash Removal

- All wastepaper baskets will be empty and in place, clean and ready for use.

Liners will be inserted as required.

- Waste/paper baskets and shredders shall be empty and clean.

E. Sweeping or Vacuum Cleaning

- There will not be any dirt left in corners, under furniture, or behind doors.
- Baseboards, furniture, and equipment will not be disfigured or damaged during the cleaning operation.
- There will not be any dirt left where sweepings were picked up.
- Furniture and equipment moved during sweeping will be replaced.
- There will be no trash or foreign matter under desks, tables, or chairs.

F. Dusting

- There will not be any dust streaks on desks or other office equipment.
- Woodwork, after being properly dusted, will appear bright.
- Corners and crevices will be free from any dust.
- There will not be any oily spots or smudges on walls, caused by touching
- Windowsills, door ledges, doorframes, door louvers, window frames, wainscoting, baseboards, columns, and partitions will be free of dust.

CLEANING SERVICES, AREAS, FREQUENCY

- Stripping- to be done once a month or when need arises
- Cleaning of carpeted rooms- to be shampoo cleaned once a week
- Intense cleaning of all washrooms in the University and manned throughout the day
- Stripping, scrubbing washing, drying and polishing all floored corridors – all corridors will be stripped and polished every weekend or as need arise
- Washing all floors, windows, glass partitions, doors, rails, pillars and walls in the stairwells of the university
– daily
- All drainages in the university to be cleaned daily
- Garbage management – garbage to be collected and disposed daily by 8:00am.

LOT 2 - SANITARY BINS

(Supply and servicing of sanitary bins in all the female washrooms)

	SPECIFICATIONS (Location)	SERVICE DELIVERY	No. of Bins	UNIT COST (INCL. VAT)	Total Cost (Kshs)
1.	Main Campus	Twice a Month	85		
2.	KeMU Tvet Institute-Town Campus	Twice a Month	6		
3.	KeMU Towers	Twice a Month	42		
4.	KeMU Hub	Twice a Month	9		
5.	Mombasa Campus	Twice a Month	12		
	Grand Total				

LOT 3 FUMIGATION SERVICES

(Done Quarterly)

NO:	DESCRIPTION	NO. OF ROOMS	UNIT PRICE (KSHS) INC VAT	TOTAL PRICE (KSHS) INC VAT
1.	New Men Hostel	50		
2.	New Ladies Hostel	50		
3.	Maria Hostel	33		
4.	Kaaga Hostel	13		
5.	Greenland	21		
6.	Cafeteria/Kitchen area	14		
7.	KeMU Tvet Institute-Town Campus	2		
8.	KeMU Towers	24		
9.	KeMU Hub	2		
10.	Mombasa Campus	2		
	Grand total			

