

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/002/2020-2021

PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR TWO YEARS FOR THE EAST AFRICAN SCHOOL OF AVIATION (EASA)

(RESERVED FOR WOMEN OWNED ENTERPRISES UNDER AGPO)

DATE OF NOTICE: TUESDAY, 28TH JULY, 2020

**CLOSING DATE: WEDNESDAY, 12TH AUGUST, 2020 AT
11:00AM**

Notes:

1. All interested bidders with clarification requests to send to email address: **procurement@kaa.or.ke** before or on **Wednesday, 5th August, 2020 at 5.00pm.**
2. The tender is reserved for Women owned enterprises under AGPO category only.
3. The items are in TWO (2) LOTS and bidders **MUST** indicate which lot/s they are proposing.
4. All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process.

TABLE OF CONTENTS

	PAGE
	INTRODUCTION..... 3
SECTION I	INVITATION TO TENDER..... 4
SECTION II	INSTRUCTIONS TO TENDERERS..... 5
	APPENDIX TO INSTITUTIONS TO TENDER 19
SECTION III	GENERAL CONDITIONS OF CONTRACT..... 22
SECTION IV	SPECIAL CONDITIONS OF CONTRACT..... 29
SECTION V	SCHEDULE OF REQUIREMENTS..... 30
SECTION VI	PRICE SCHEDULE..... 33
SECTION VII	TECHNICAL SPECIFICATIONS..... 34
SECTION VIII	STANDARD FORMS..... 40

INTRODUCTION

Kenya Civil Aviation Authority herein referred to KCAA wishes to tender for provision of cleaning and environmental management services at EASA as specified in the tender document.

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

SECTION I – INVITATION TO TENDER

DATE OF NOTICE: TUESDAY 28TH JULY, 2020

TENDER REF. NO.KCAA/002/2020-2021

TENDER NAME: PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES AT THE EAST FRICAN SCHOOL OF AVIATION.

- 1.1 **KCAA** invites sealed bids from all interested candidates for **Provision of Cleaning and environmental management services** at EASA.
- 1.2 **The tender is reserved for Women owned enterprises under AGPO category only.**
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at **KCAA Procurement Office on Ground Floor, Aviation House Jomo Kenyatta International Airport** during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm). Bidders may also view and download the bidding document from KCAA website: **www.kcaa.or.ke** or IFMIS supplier portal: **supplier.treasury.go.ke** at no cost and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums **procurement@kcaa.or.ke**

- 1.4 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya Shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to **Director General**, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required to pay.

- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the Closing date of the tender.
- 1.5.1 **Any clarification requests by bidders to be sent to: procurement@kcaa.or.ke by close of business Wednesday, 5th August, 2020.**
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **Ground floor, Aviation House, Jomo Kenyatta International Airport** or be addressed to:
**The Director General,
Kenya Civil Aviation Authority,
P.O Box 30163-00100, Nairobi**

So as to be received on or **before Wednesday, 12th August, 2020 at 11.00 am.**

- 1.7 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi.**

**Manager Procurement
For: Director General**

SECTION II – INSTRUCTIONS TO TENDERERS

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

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

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

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

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

2.4 Clarification of Documents

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

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

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

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

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

(d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

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

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

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price

quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

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

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

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

- a) A bank guarantee.

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

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

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

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

2.12.7 The tender security may be forfeited:

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

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

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

or

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

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

2.13 Validity of Tenders

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

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

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

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

The inner and outer envelopes shall:

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

(b) Bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE **Wednesday, 12th August, 2020 at 11.00 a.m.**”

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

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

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Wednesday, 12th August, 2020 at 11.00 a.m.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in

which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 **Modification and withdrawal of tenders**

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

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

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

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

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

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

2.18 **Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at 11.00 a.m. On **Wednesday, 12th August, 2020 at 11.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 Clarification of tenders

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

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers 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 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.21 **Conversion to a single currency**

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

2.22 **Evaluation and comparison of tenders.**

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

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

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

(a) Operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 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 payment schedule.*

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

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

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

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

2.23. Contacting the procuring entity

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

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

2.24 Award of Contract

a) Post qualification

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

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

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

b) Award Criteria

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

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

procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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

2.25 Notification of award

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

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

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

2.26 Signing of Contract

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

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

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

2.27 Performance Security

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

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

2.28 Corrupt or Fraudulent Practices

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

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

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

APPENDIX TO INSTRUCTIONS TO TENDERERS

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

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderers Registered cleaning firms operating in Kenya
2.8	The Form of Tender must be filled and signed.
2.10	Particulars of other currencies allowed. Quotation should be in Kenya shillings only.
2.12	Duly filled and stamped Tender Securing declaration form valid for 120 days.
2.13.1	Tender shall remain valid for a period of 120 days from the date of opening
2.14.1	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope and tender title and number and closing date clearly written on top of the envelope
2.16	Deadline for Submission of Tenders /Closing date shall be Wednesday, 12th August, 2020 at 11.00 a.m.

EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following three categories of criteria to evaluate the tenders and consultants.

- a) Mandatory tender requirements
- b) Technical capability assessment
- c) Financial Evaluation.
- d) Due diligence where applicable

(a) MANDATORY REQUIREMENTS

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

No.	Mandatory Documents to be submitted
1.	Ineligibility: - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate. This shall be based on records within KCAA.
2.	Project commitment/plan - Bidders MUST attach a sample project plan/work program (Provide tentative details from the award date if awarded).
3.	Duly filled, signed and stamped Tender Securing declaration Form valid for 120 days.
4.	Duly filled, signed and stamped Form of Tender for EACH Lot proposed
5.	Certificate of Incorporation/Registration
6.	1 Original & 1 copy of bid document which MUST be serialized/paginated
7.	Attach a Valid Tax Compliance Certificate
8.	Attach a valid AGPO Certificate from the National Treasury/ authorized agency
9.	Must provide evidence of workers compensation insurance policy/ a copy of workers injuries benefit insurance cover/professional indemnity insurance policy - (WIBA/GPA
10.	Certified declaration that the service provider shall comply with minimum wage regulations
11.	Bidders MUST indicate which LOTS they are quoting for the two LOTS
12.	Duly filled, signed and stamped confidential business questionnaire
13.	Duly filled, signed and stamped sworn Anti-corruption affidavit by the Commissioner of Oaths
14.	Attach a valid NHIF Compliance Certificate - evidence of remittance of employees NHIF contributions (latest three months payment receipts))
15.	Attach a valid NSSF Compliance Certificate - employees NSSF contributions (attach the latest three months payment receipts)
16.	Attach a Valid Business License from the County of operation
17.	Compliance with labor minimum wages (Certificate of compliance from the Ministry of Labor)
18.	Must be a registered firm with at least three (3) years continuous experience in cleaning/ground management services (attach copy of certificate of registration)
19.	Work Experience: Proof of successfully completing at least two (2) similar projects and one running contract as follows; a) LOT 1 - For Cleaning Services worth Five (5) million and above on each contract (MUST attach copies of Contract/LSO/Completion certificates and respective corresponding recommendation letters). b) LOT 2 - For Ground Management Services aspects of environmental services worth Five (5) million and above on each contract (MUST attach copies of Contract/LSO/Completion certificates and respective corresponding recommendation letters.

(b) TECHNICAL EVALUATION CRITERIA

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

TECHNICAL EVALUATION CRITERIA

No	Parameters	scores	Remarks
1.	Give 3 companies' references of similar size to KCAA that you have successfully provided similar services (for cleaning and environmental services)- (Do not include KCAA & EASA as a reference site) in the last 3 years with a value of Kshs 5 million and above on each contract . Provide contracts/LSOs/completion certificates and corresponding current and authentic recommendation letters from the clients with details of contact persons and contract price of each contract. 10 Marks for each contract	30	
2.	Give the number of qualified staff currently employed by your firm. Please attach your organizational /company structure . Provide number of qualified staff currently employed by your firm (i)Management Staff –at least two (2 No.)-1marks each (ii)Other staff –at least two (2 No.)-1 Marks each (iii) organizational /company structure indicating designations, names and responsibilities of respective office holders – 1mark	5	
3.	Provide Certified CV's and certified professional certificates for at least 4 supervisory staff that you intend to attach for the execution of the lot being proposed if successful. Attach respective relevant professional certificates. 5 marks for each staff	20	
4.	List equipment that you own both for cleaning and environmental management e.g. Hoofing machine, Scrubbing Machine, Sucker Vehicles etc. (attach ownership evidence and photos), If leased attach lease agreement signed by both parties). 2 Marks for each equipment listed with proof of ownership or lease agreement up to a max of 20 marks	20	
5.	Attach a commitment letter of being capable of providing and handling the human resource capacity required by EASA and also (5 marks) Provide relevant documentation to demonstrate that your employees' salaries are as per or above Government minimum wage guidelines (GMWG). Attach Certified Copy of the payroll or permanently employed staff members for the last 3 months (5 marks)	10	
6.	Attach a Membership of a local or International Association or any other association relevant to Cleaning Services	5	
7.	Financial Resources: Financial capability of the firm based on documented information to be provided by the bidder. This will include i) Attach certified bank statement for two months May & June 2020- 4 marks ii) letters from potential financiers, -4 marks iii) Any other proof (self-commitment) of having adequate capital for this project. – 2 marks	10	
	TOTAL MARKS	100	

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

c) **FINANCIAL EVALUATION:**

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

d) Due diligence will be done where necessary

SECTION III: GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

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

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of

infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

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

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

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

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

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

3.7 Inspections and Tests

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

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

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the

rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

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

3.8 Payment

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

3.9 Prices

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

3.10 Assignment

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

3.10 Termination for Default

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

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

services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

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

3.13 Termination for convenience

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

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

3.14 Resolution of disputes

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

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

3.15 Governing Language

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

3.16 Force Majeure

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

3.17 Applicable Law.

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

3.18 Notices

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

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

SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

General conditions of contract reference	Special conditions of contract
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder.
3.8	Payment shall be made on a monthly basis and payment process shall commence upon submission of invoice.
3.9	Prices shall be maintained for a period of two years.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO. Suppliers contact to be furnished.

SECTION V – SCHEDULE OF REQUIREMENTS

1. SCOPE OF WORKS AND SPECIFICATIONS & SERVICES REQUIRED FOR LOT 1: CLEANING SERVICES

1. AREAS COVERED

The contract shall cover the two campuses operated by the East African School of Aviation i.e. Embakasi (Main) and Wilson (Satellite). The buildings and facilities covered include the following:

No	Building/Facility	Approx. Area (m²)	Min. No. of Stewards
1.	New Library	4,150m²	6
2.	Central Workshop	1,100m	2
3.	Wilson Campus	950m²	2
4.	ILS & VOR Equipment Rooms	800m²	1
5.	Sino hydro Project Site	1,500m²	3
6.	Procurement & Old Library Block	1071m²	2
7.	Engineering Block	4,100m	5
8.	Administration Block & Gate House (A)	2,500m²	6
9.	Hostel Block	10,000M²	9
10.	Kitchen Block		
11.	Laundry House		
12.	Executive Hostel Suites		
13.	Sickbay & Dispensary		
14.	Sports Pavilion	382m²	
15.	Swimming Pool & Poolside Restaurant	791m²	2
16.	Chapel and Gate House C	1444m²	2
	Total		40

2. SCOPE OF CLEANING SERVICES

The contractor shall be required to maintain the highest standards of cleanliness and decorum as is applicable to International Centers of Excellence

A. Receptions Lobbies, Offices, Meeting Halls and Classroom

1. Mop floors at least twice daily with approved detergents, as often as necessary in the wet season. Scrub them once a week. The entire floor should always be clean and free from dust stain and litter.
2. Wipe walls daily with approved detergents to remove all marks and stains and clean the wall skirting (both interior and exterior).
3. Maintain door mats & mud scrappers free from mud and dust and be sweep at least twice a day or as often as necessary in the wet season
4. Empty dustbins twice daily and wash them twice a week.
5. Keep the reception desks and chairs always clean & shinny. Arrange the reception and lobby areas in a professional manner to meet international standards.
6. Maintain sockets and switches free from dust and cobwebs
7. Mop and scrub all the offices, /Meeting Rooms/Boardroom and floors thing in the morning using approved detergents, disinfectant and polished them once a week. (Offices will be cleaned where directed)
8. Clean, polish and buff surfaces frequently as is necessary and rub off any stains with an appropriate cleaner.
9. Vacuum-clean all carpeted surfaces daily and shampoo them.
10. Dust all desks, chairs and storage units (wooden or metal) every morning. Polish and clean furniture using high quality sheen. Clean and disinfect all telephone headsets daily.
11. Dust computers, printers and photocopiers and keep them free from dust and fluff. All accessories and equipment should be left in correct positions.
12. Shampoo all office furniture covered with fabric once a month.
13. Clean carpeted floors daily using vacuum cleaners/dry Hoover machines and shampoo them once a month and whenever need arises (i.e. will depend on usage).
 - Take care to ensure that the carpets are not damaged by machines used.
 - Maintain carpets free from pins, stains, debris and dust
 - Spot clean and shampoo the carpets as need arises.
 - Mend the carpets before shampooing to avoid further tears.
 - Remove stains and chewing gums.
14. PVC, Ceramic, Terrazzo and Concrete floors should be swept and wiped daily using a suitable detergent. They should be scrubbed once a week as appropriate using Rotary Machine once a week with, disinfectant and or stain removing detergent.

- Apply polish/wax on the floors after scrubbing and buffing to shine.
- Where appropriate, mop daily using care free 3-floor maintainer or similar and buffing using rotary scrubbing machine or other machine of similar nature
- Always ensure there are no polish debris

Tools for use will be provided by the Contractor

15. Sweep and wipe parquet floors daily and wash with suitable detergents and polish. Always ensure there are no polish debris, do floor sanding biannually

NB: Tools for use will be provided by the Contractor

16. Clean and disinfect all doors and doors handles twice daily, polished them at least once a week. Grease all door hinges regularly and whenever need arises. Door handles and locks should be free from marks, fluff and should be shinny
17. Doors that do not close easily and hinges that make noise should be brought to the attention of the administrative Office
18. Dust all office partitions daily and wiped them once a week
19. Maintain doors and door frames free from soapy water stains and dust
20. Remove all stains on the walls and ceilings should be removed with an appropriate spot cleaner. The walls should be dry, shiny and free from stains
21. Report any signs of dampness on the ceiling to the Administration.
22. Wipe Mirrors daily and kept clean. Keep top edges free from dust and entire mirror free from stains, fluff and streak marks.
23. Remove all cobwebs, birds' nests and wasp nests immediately. Clean all roof tops of buildings once a month. Clean thoroughly without removing (peeling) of original paint
24. Remove rubbish and clean the rooftops of the main buildings and all interior booths and offices.
25. Remove litter from gully traps and down pipes ensuring no litter enters into them.
26. Remove rubbish and clean the canopy and car park tents.
27. All corridors and staircases in common areas should be swept and mopped at least 3 times a day and the floor must be dry throughout the day. They should always be free from dust, stains, mud and debris (floors and Walls)
28. Windows should be clean leaving no steak marks or spots using windowlene or equivalent provided by the contractor and should also be free from dust and oily stains
29. All curtains shall be laundered/ dry cleaned and pressed as necessary
30. Blinds shall be cleaned once every two weeks
31. All notice boards with glass sliding doors and metal frames should be wiped daily.
32. Soft board notice boards should be dusted daily and removal of cobwebs, birds' nests and wasp nests should be constantly.

B. Lift Cars and Lift Areas

1. Clean lift floors and walls to manufacturers' specification. All doors must also be cleaned daily.
2. Clean and disinfect call buttons daily using a disinfectant to manufacturer's specification.
3. Keep the light tube compartment and the air conditioning systems dust free.
4. Clean mirrors cleaned with appropriate detergent.

C. Simulators/Equipment Room

1. These must be cleaned daily early in the morning before classes
2. General cleaning shall be done at least once every two weeks preferably during the weekends.

D. Stores and Workshops

1. Sweep and clean all stores and workshops every day and scrub them once a month under the supervision of the EASA staff.
2. Mop and scrub them twice a week using approved detergents once a month. Apply polish /wax on the scrubbed floors.

E. Main Kitchen/Office Kitchens/Restaurants

1. Sweep and mop all floors and kept them dry throughout the day
2. Scrub floors and cabinets once a week and where applicable wax/polish applied.
3. Clean Restaurants and dining areas daily before their opening time and as and when requested by the restaurant staffs.
4. During morning time open the drapes and blinds to allow the natural light.
5. Sweep and mop the entire dinning floor area and upholstery.
6. If any food spills are found on the floor, then follow the do the spot cleaning as per the standard procedure.
7. Clear the garbage from the service station after every meal.
8. Dust all the furniture in the Restaurant daily.
9. Polish the furniture daily and if required.
10. With a feather duster, dust all the high ceiling, niches, pictures/artwork, and corners daily.
11. Clean and disinfect telephones daily.
12. Wipe the side stations and host stations daily.

13. Dust the Point of sales terminals with appropriate cleaning supplies daily.
14. Polish brass/copper items whichever is present with the proper cleaning supplies daily.
15. Clean the mirrors/windows, daily.
16. All maintenance should be immediately given to Engineering Department/ control desk.
17. If any lost and found items are found then inform the Housekeeping.
18. Replenish cleaning linen supplies on a daily basis.
19. Fill the cleaning report / register and submit to the housekeeping control desk.

F. Hostel

1. Clean, deodorize and sanitize furniture in rooms
2. Clean mattresses after client leaves or quarterly for the long stay sanitize and deodorize.
3. Treat and clean beds to get rid of stains and bed bugs.
4. Daily dust carpets and clean monthly to remove spills and dirt.
5. Clean curtains and drapes monthly
6. Clean bathrooms once a daily and maintain cleanliness throughout the day.
7. Mop floor daily and whenever dirt and scrub floor weekly.
8. Clean, sanitize, disinfect and TV room and indoor games rooms daily and whenever soiled.

G. Swimming Pool

1. Mop changing rooms, showers and washrooms should be mopped thoroughly and disinfected twice a day.
2. Clean and scrub swimming pool tiles and concrete areas should be cleaned daily.
3. Dust and wipe swimming Pool equipment daily and wiped with a wet cloth.
4. Collect and dispose garbage and waste paper at agreed sites daily.

H. Library

1. Clean and shampoo upholstered furniture on monthly basis or when necessary
2. Clean and polish upholstered furniture using recommended leather polish
3. Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
4. Care for books as will be directed by Librarian.
5. Clean, dust and polish wooden tables and counters on daily basis
6. Arrange all furniture in an orderly manner.
7. Remove unused and broken furniture, collect and move it to designated areas
8. Transfer furniture to different location as advised
9. Mend minor tears on fabrics like curtains to avoid further damage before washing.

I. Chapel

1. Clean and maintain the pews at very high standards and appearance
2. Remove and Dry-clean curtains, towels, mats and upholstery monthly.
3. Water the flowers and potted plants and remove dried one's daily
4. Provide Automated Air fresheners
5. Provide portable recommended air fresheners
6. Provide Foam Hand cream
7. Clean and polish furniture daily
8. Clean and shampoo upholstered furniture on monthly basis or when necessary
9. Hove the carpets and remove stains and chewing gums daily
10. Shampoo the carpet weekly when necessary
11. Dust all wall hangings daily

J. Restricted Areas

Access to following offices is restricted. They shall be cleaned in the presence/supervision of a designated EASA employee

- Directors Office
- Simulators
- ICT Control Rooms
- Fuel Storage Areas
- Computer Rooms
- Water Treatment Plants
- Generator Rooms

K. Washrooms

Toilet being high risk area, the contractor's obligation shall include the following

1. Clean/mop all toilet floors hourly, keep them dry and disinfected using approved disinfectants as per EASA Standard specification.
2. Report any system failures such as leakages for prompt repair.
3. Ensure that seats and enclosure piping are clean and shiny with no stains
4. Keep the inside of toilet bowls free of marks and stains. Ensure water seal levels are not marked by stains
5. Keep toilet brush holder clean and free from marks, stains and fluff
6. Keep the toilet Paper dispenser and inlet should always be clean
7. Keep the pipe leading to the toilet bowls should always be clean

8. Toilet papers shall be supplied by the cleaning firm shall be available and suitably positioned.
9. Avail a cleaner in the washrooms to ensure cleaning throughout the day.
10. Report any broken toilet paper dispensers and replace broken soap dispensers and installation of missing Toilet paper and soap dispensers
11. Clean toilets and control cross contamination.
12. Polish taps using recommended chrome shiner
13. Clean toilet bowls and retain them sparkling clean, free from unpleasant odors and stain free at all times
14. Toilet walls and Floors; Toilet walls and stain removal shall be cleaned as often as possible. Mop the toilet floors using recommended disinfectant. Floors shall remain dry and free of stains and dirt.
15. Dispose of waste materials, refuse to the central collection point
16. Dust and wipe toilet cubicle fixtures
17. Handle minor plumbing problems and address minor toilet blockages.
18. All the equipment's, tools and containers shall be arranged neatly

L. Basins, Sinks and Urinals

1. Clean basins, sinks, and urinals with an approved disinfectant throughout the day. Such cleaning must include the flush handles.
2. Supply moth balls, sanitary blocks, air freshener, disinfectant and high-quality toilet paper throughout the day. Toilet balls supply by the contractor should always be correctly placed.
3. Ensure adequate supply of liquid soap in the soap dispensers and liquid hand washing soap for areas without soap dispensers. Any faulty soap dispensers and/or hand dryers hold be reported immediately.
4. Maintain urinals free from debris, soap build-up & stains. Unblock and clean them free from free from bad odour.

M. Washroom Suppliers

5. Provide white plastic dustbins with transparent linings
6. Provide urinal mats in urinals
7. Provide Hand Paper Towels
8. Provide sufficient high-quality white jumbo toilet papers, white hand paper towels, Foam hand wash soap of high quality.
9. Provide Automated Air fresheners.
10. Supply and provide step on sanitary bins manufactured by an approved sanitary bin company. Replacement of the bins shall be done at least twice per week.

N. Refuse Management

1. Provide high quality paper basket and transparent liners in the entire School Complex
2. Collect and manage all refuse in the entire school complex and dispose in designate areas
3. Empty and clean all dustbins and immediately clean and disinfect them daily

O. Fumigation Services

The area to be fumigated covers buildings, facilities as shown on the Table on Page 1.

1. Fumigation services, for offices, corridors, washrooms, Kitchen,
2. Office equipment and furniture, i.e. computers, telephone heads, copiers, fax machines and filing cabinets.
3. The frequency of fumigation during the twelve months of the contract every three months.
4. However, if pests are found in any area before the scheduled date minor fumigations shall be carried out by the cleaning firm
5. Must use environmental and user friendly chemicals certified by Pharmacy and Poisons Board.
6. All pesticides to be used have been approved by Government under the Control of Pesticides Regulations, for safety, effectiveness and humanness in use.
7. These pesticides have also been assessed for suitability and safety in accordance with the Control of Substances Hazardous to Health Regulations.
8. All pesticides should be used without risk to the health, safety and welfare of the service provider and the client staff.
9. The service provider should provide adequate protective clothing to their staff during the fumigation exercise.
10. The service provider shall be required to fumigate during off working hours (i.e. weekends, public holidays, etc.) to avoid any reactions with the chemicals used if done during working hours.

P. Handling Services

The cleaning firm will be required to provide 4 handlers during the contract period for activities like;

1. Movement of Assets which includes furniture's, equipment's, machines etc.
2. Arrangement and relocation of offices/officers
3. Putting disposable items in a central and organized manner
4. Setting up and dismantling of dais and tents during corporate events, arranging of furniture and clearing once the events are over

3. GENERAL REQUIREMENTS

A. Compliance with Security, Occupational Safety and Health Regulations & Practices.

1. The contactor will be required to ensure strict adherence to EASA security and current Occupational Safety and Health regulations in the workplace.
2. Provide Caution Signs alerting Airport users of impending danger where appropriate for example, Slippery, Wet Floors, or Cleaning in Progress. The signage shall be clean, neat and presentable, marked and painted in corporate colors.

B. Additional information to Tenderers.

The tenderer is required to visit the site prior to submission of the quotation in respect of the tender to establish the magnitude of the job. The attached site visit form should be duly signed and attached to the tender document.

Schedule of Services

The actual timetable for daily, weekly, monthly and periodic cleaning for EASA is as detailed below and is subject to change. General Cleaning will also be done on Saturdays as and when required.

	TASKS	AREAS OF OPERATION	DELIVERABLES
1.	Remove from all areas specified in the contract rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that they are free of any blemish	All areas	Clean, washed, dustless, polished & rubbish free area throughout
2.	Ensure that all areas are free from any foul or unpleasant odours by maintaining their cleanliness	All areas	Cleaning, wash, dust & use air fresheners
3.	Ensure that all polished or smooth surfaces retain their shining gloss by regularly polishing them with the right quality polish	All required areas	Polish by use of high quality polish (well-polished smooth surfaces throughout)
4.	a) Provide all toilets accessories including: -		
	<ul style="list-style-type: none"> • High quality white tissue paper jumbo per toilet 	Daily	Ensure supply throughout the contractual period

	unit		
	<ul style="list-style-type: none"> • Hand wash soap / shampoo in a dispenser 	Daily	Ensure supply throughout the contractual period
	<ul style="list-style-type: none"> • Disinfectants 	daily	Ensure supply throughout the contractual period
	<ul style="list-style-type: none"> • Air freshener in the offices and toilets • Provide peddle bins 	Daily	Ensure supply throughout the contractual period
	<ul style="list-style-type: none"> • Step on sanitary bin in ladies washrooms changeable weekly 	weekly	Ensure supply throughout the contractual period
5.	<p>Ensure all sanitary facilities are:</p> <ul style="list-style-type: none"> • Distained • Degreased • Disinfected • Cleaned 	Daily	Ensure compliance
6.	Collect and dispose all rubbish, dirt ,waste materials or refuse from the building to places designated for the purpose (solid waste transfer station)	All areas daily	Provide waste baskets & ensure they are emptied regularly
7.	Fumigate the buildings once every three (3) months for insects, rodents and pests	All areas	Fumigate with recommended chemicals
8.	Check the working conditions of drainpipes, main sanitary apparatus, water pipes and drain and to report to the EASA any fault for rectification	All relevant areas daily	Ensure cleanliness and report defects
9.	Thoroughly scrub and polish the floors once a week	All areas	To be done every Saturday
10.	Wipe, dust or clean all desktops, workstations, computers surfaces, shelves etc. with recommended cleaning agents	All offices daily	Ensure all surfaces are free from dust throughout
11.	Hoover all carpeted areas daily	Carpeted areas	To be done every morning
12.	Thoroughly wash all carpets	Carpeted areas	Provide a signed report from the

	once a month		EASA supervisor
13.	Keep all walls clean at all times by dusting and cleaning and disinfecting.	All areas daily	Cleaned and dustless walls
14.	Compound cleaning, grass cutting and maintenance of flower gardens, watering of grounds and plants.	All relevant areas	Dirty free compound, well cut grass & weed free flower gardens all the time
15.	Cleaning and polishing of all glass areas	Weekly	Dirt and dust free glass areas
16.	Windows	Daily	Cleaning, removal of cobwebs, dusting and polishing
17.	Doors	Daily	Cleaning removal of cobwebs, dusting, disinfection of common hand reach areas
18.	Ceiling and ceiling fixtures	Daily	Cleaning, removal of cobwebs and dusting
19.	Glass walls and metal frames	Daily	Dusting and cleaning and polishing were necessary
20.	Lighting units	Daily	Removal of cobwebs and dusting
21.	Grills	Daily	Cleaning, dusting and washing
22.	Wall fixtures	Daily	Dusting and removals of cobwebs
23.	Curtains	once every month	Washing
24.	Common hand each areas in walls, doors, desks, pillars	Daily	Disinfection
25.	Metal roof rails	Daily	Dusting, removal of cobwebs and disinfection
26.	Building Eaves and Sun breakers	Weekly	Dusting, cleaning, removal of cobwebs and disinfection
27.	Building Pillars	Daily	Dusting, cleaning and disinfection
28.	Staircases	Daily	Cleaning and polishing
29.	Corridors	Daily	Cleaning daily and weekly scrubbing.
30.	Generator Room	Weekly	Cleaning, removal of cob webs, degreasing and disinfection
31.	Toilets/washrooms	Daily	Degreasing, distaining and provide peddle bins
32.	Swimming Pool shower rooms	Daily	Cleaning, removal of cob webs, scrubbing and disinfection

4. STAFF

1. **Supervision:** There shall also be a Site Housekeepers Must have a minimum of Three (3) years' relevant work experience in Housekeeping. (Recommendation Letter from at least one Employer and Must provide a signed CV by the proposed personnel and the Authorized representative submitting the tender) Relevant work experience (three years) Recommendation Letter from at least one employer.
2. **Vetting;** The successful contractor should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement
3. **Adequate Personnel;** the contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
4. **Wages;** Wages paid to employees to be deployed must conform to the Ministry of Labor Guidelines on Minimum wages and EASA will be at liberty to confirm this from whatever source to ensure this is complied with. This may include requesting the contractor to provide its payroll.
5. **Uniform and badges:** The contractor shall provide cleaning staff with uniform and identification badges which they will be required to put on all the time.
 - Contractor shall provide and maintain a high standard of cleanliness to all Uniforms (including safety shoes, gumboots, rain coats and any other that may be required in the course of this contract), plus provide name tag to be worn by Contractor personnel in performance of their respective duties under this Contract.
 - Uniforms to be replaced at a minimum of an annual basis or earlier if deemed necessary by the EASA representatives.
 - All uniforms shall be subject to regular inspection by the EASA representatives. Contractor's personnel shall ensure that the uniform is clean and its appearance is neat and tidy at all time while providing the services.
 - All costs related to uniforms and safety shoes shall be borne by Contractor.
 - Personal protective equipment for cleaning ;Appropriate PPE for the cleaning staff for all cleaning procedures should always be available and used appropriately to reduce risk of infection.
6. **PPE** is required to prevent exposure to microorganisms; cleaning chemicals (e.g., disinfectants) and reduce the spread of microorganisms from one patient care area to another within the facility (when used correctly)
7. The PPE required should be visibly marked and/or verbally communicated to cleaning staff via cleaning supervisors, prior to starting contract.
8. Clean staff shall be trained on appropriate use, application, and removal of required PPE for all environmental cleaning procedures and tasks for which they are responsible.
9. Put on all required PPE before entering a cleaning area and remove it (for disposal or reprocessing, if reusable) before leaving that area.

10. PPE requirements shall be included in the in standard operating procedures and other visual job aids (e.g., signage for isolation areas, preparation of solutions).
11. All PPE (reusable and disposable) should be in good supply, well maintained (good quality, appropriately stored stocks), cleaned before use, and in good repair.
12. Reprocess (i.e., clean and disinfect) all reusable PPE at least once a day (see the Care and storage of supplies, equipment, and personal protective equipment section).

5. MINIMUM REQUIREMENTS FOR MATERIALS AND EQUIPMENT

- a) The materials and equipment provided must be adequate to provide the service required to the required standard and must be available and in use on site for the duration of the contract.
- b) Where not indicated the contractor shall be expected to specify and list equipment to be used to achieve the required standards.
- c) The equipment must be maintained in good working condition at all times. Tools and equipment shall include but not limited to the following:
- d) This is covered in details within the requirements and consumables however this will be supplied monthly and kept at EASA administrator's office.

Daily quantities and specifications is as indicated;

- i. Automated Air fresheners 250mls in every toilet (Consistent scent approved by the EASA)
 - Supply and Installation of automatic Air fresheners in all EASA toilets, servicing and maintenance of the air freshener all through the period of the contract.
 - The dispenser is set to spray at intervals of eight minutes keeping the room fresh throughout the month.
 - Air scent function fully applied to 60 cubic meters of space, each one import perfume box can use 4 weeks continuously.
 - Refilling the air fresheners when necessary.
 - The air fresheners shall be as per the Kenyan standard specifications
- ii. Carpet Shampoo As advised by the EASA
 - Shampoo (Neutral). Contains non- ionic solvents, foam stabilizers and perfume.
 - Fully miscible with water.
 - Carpets and heavy fabric.
- iii. Degreasers 10liters daily – Approved by the EASA
- iv. Detergents 20 liters – Approved by the EASA)
- v. Disinfectants 20liters – Approved by the EASA
- vi. Foam Hand Wash Soap 20liters Daily– Approved by EASA
- vii. Glass cleaner 700mls 20 weekly
- viii. Hand Paper Towels (White in color and approved by the EASA)

- Premium Embossed disposable 1 Ply hand paper towels.
- Each sheet is 210mm by 200mm.
- 3 per day and refill when it finished.

This will be installed in washrooms only at the Administration Wing toilets

- Supply and installation of hand cleaning sanitizer without the need to use water. The capacity has to be 1 liter.
- Refilling of the hand cleaning sanitizer.
 - ix. Housekeepers Trolley with a detergent basket (one unit per toilet and well stocked)
 - x. Leather Seats Polishes -Approved by the EASA
 - xi. Methylated spirit 5liters per week – Approved by the EASA
 - xii. Mops and buckets per steward and replaced when worn out
 - xiii. Piston pumps for unblocking.
 - xiv. Wooden furniture Polishes 275mls 10 weekly – Approved by the EASA
 - xv. Portable Air fresheners– (Consistent scent approved by the EASA)
 - xvi. Premium Quality Toilet Papers (White in color and approved by the EASA)
 - ✓ Small two (2) bales per day
 - ✓ Jumbo Toilet Paper Approximately thirty (30 pcs) 200M per day
 - xvii. Scouring Pad one per steward per week -Approved by the EASA
 - xviii. Scouring powder 5kgs daily -Approved by the EASA
 - xix. Soap Dispenser
 - The dispensers shall always be clean
 - Supply and installation of Soap dispenser and when faulty
 - Refilling of the soap dispenser with environmental friendly soap approved by EASA
 - xx. Stain Removers 10 liters – Approved by the EASA
 - xxi. Step-on sanitary bins in each female toilet cubicle
 - xxii. Steel Wool 1 roll of 750m per week
 - xxiii. Toilet cleaner and disinfectant 20 liters per day -Approved by the EASA's representative
 - xxiv. Toilets brushes and holders (white) for Each cubicle
 - xxv. Urinal mats for all urinals– As advised by EASA
 - xxvi. Window cleaners minimum 20 per week– Approved by EASA
 - xxvii. Yellow Dusters and white cleaning cloths for all cleaners (always be in good working condition)

1. Tools and Equipment

- i. Blower machine (minimum 2 in number) with a corresponding extension cable
- ii. Brooms – (Hand, Soft, Hard, Makuti etc.)
- iii. Caution Signs for each block and floor
- iv. Chamois Leather
- v. Deck Scrubbers
- vi. Dispensers – Jumbo Tissue
- vii. Dust pans/Dust brooms
- viii. Floor shining mops
- ix. Helmets, and gloves
- x. Housekeepers Trolley and Detergent Basket
- xi. Household Dust Cleaning Reusable Microfiber Pad
- xii. Ladders Aluminum (4 in number)
- xiii. Mop Buckets (1 per steward and replaced immediately its worn out)
- xiv. Ordinary dusters (2 per steward and replaced immediately its worn out)
- xv. Peddle sanitary bins in white for each female toilet cubicle
- xvi. Safety Belts
- xvii. Safety belts and dust/ear masks
- xviii. Scrubbing/ Buffing machines (minimum 3 in number) with corresponding number of extension cable
- xix. Squeezers (Minimum 10 in number)
- xx. Two (2) sets of well fitted uniforms, reflective jackets, rain coats and a pair of safety flat black shoes, gumboots
- xxi. Wet and Dry Vacuum Cleaner/Hoover with a corresponding extension cable (minimum 3 in number)
- xxii. Wheeled Refuse collection Trolleys (minimum 4 in number)
- xxiii. White cleaning cloths (2 per steward and replaced immediately its worn out)
- xxiv. Yellow Dusters (2 per steward and replaced immediately its worn out)

2. Operations Plan

The Tenderer is required to provide an operational plan showing the following: -

- a) Deployment of staff to cover 8 hours and emergencies and a shift to remain until 8pm
- b) Deployment of staff showing allocation of duties on daily, weekly and monthly basis,
- c) A detailed work plan showing allocation of duties
- d) Distribution of equipment to achieve intended purpose in all areas.
- e) Emergency or contingency measures in terms of staffing for any eventuality like water shortage, EASA functions etc.
- f) Supervision Policies and Job Description for each personnel as per the proposed position

- g) Manpower strength of the personnel proposed for the contract
- h) Organization Structure
- i) Staff qualifications and experiences relevant to housekeeping
- j) The Contractor shall ensure to deploy minimum of one personnel per each toilet unit taking into account on the Gender issues whereby Ladies Washrooms shall be attended to/cleaned by a Lady cleaner while Gents Washrooms shall be attended to/cleaned by a Male cleaner.

3. Summary of Main Tasks & deliverables under this contract

1.	Fumigation
2.	Provision of Air fresheners
3.	Provision of Cleaning Services
4.	Provision of disinfectants
5.	Provision of carpet shampoo 5lit
6.	Provision of foam hand wash soap and dispenser
7.	Provision of Hand towels dispenser
8.	Provision of Hand towels
9.	Provision of Insect ides
10.	Provision of Mats and door mats
11.	Provision of Multipurpose soap
12.	Provision of sanitary bins- All female toilet cubicles
13.	Provision of stainless steel peddle bins for;
14.	Provision of Toilet Papers
15.	Provision of Toilet Papers Dispenser
16.	Provision of Sanitary Bins Waste Management
17.	Provision of stain Remover;1kg
18.	Provision of Scouring Powder
19.	Provision of 5 liter stainless steel peddle bins for;
20.	Provision of white 20 lit sanitary bins
21.	Provision of Sanitary Bin Liners (30 pack)
22.	Provision of white plastic waste paper bins
23.	Provision of Wood Polish
24.	Sanitizer Urinal Mats

Cost of Contract based on monthly requirements:

S No	Service	Quantity
1.	Provision of Cleaning Services Stewards	40
	Supervisor	3
2.	Fumigation(Quarterly) <ul style="list-style-type: none"> ✓ Crawling pest (bed bug, roaches, ants, spider, flea) ✓ Flying pest(mosquitoes, bees, bats, wasp, flies, moth) ✓ Rodents (rats, mice, squirrels, moles, snakes) ✓ Bait stations set up at kitchen and stores. 	8
3.	Provision of Air fresheners ✓ Portable Air fresheners	4
	✓ Air-freshener dispenser (one off) and monthly Refill	10
4.	Provision of Insect ides 600mls	20
5.	Provision of Toilet Papers ✓ Premium 100 meters length 2 Ply Jumbo tissue, color white.(12 pcs Bale) – "Hanan" or equivalent	40 bales
	✓ Premium Tissue, Virgin Pulp, 200 Sheets, Colour White(40 pcs Bale)	100
6.	Provision of white 20 lit sanitary bins All female toilet cubicles	80
7.	Provision of Sanitary Bin Liners (30 pack)	15
8.	Provision of 12 liter stainless steel peddle bins – one off	5
9.	Provision of white plastic waste paper bins	140
10.	Provision of Multipurpose soap that has Active germ liquidation formula to meet cleanliness standards (20 litres per tin)	50
11.	Provision of Toilet Disinfectant - 5L (Harpic or equivalent)	46
12.	Provision of Antiseptic Disinfectant - (Jik) - Litres	100
13.	Provision of anti-bacterial hand wash soap (5L) - Litres	100
14.	Provision of stain Remover;5l	30
15.	Provision of anti-microbial Urinal (Pack of ten)	440
16.	Provision of Scouring Powder (1kg)	20
17.	Provision of carpet shampoo 5lit	20
18.	Provision of Wood Polish – cans – pledge or equivalent	65
19.	Hand wash Dispensers for all the Toilets	45
20.	Provision of Hand towels dispenser	10
	Provision of Hand towels 240 Sheets Premium Embossed disposable 1 Ply hand paper towels (Box of 12)	10
21.	Provision of Sanitary Bins Waste Management	54

4. Detailed Layout and recommended Stewards
ENGINEERING BLOCK (A) Approximately 4,100m²

LOCATION	Surface
Reception	Tiles
18 Offices	Tiles
ICT office	Tiles
ICT LAB	Tiles
10 Labs	Tiles
Classes 15	Tiles
Corridors	Tiles
2 Utility Stores	Tiles
3 sets of Washrooms	Tiles
Library ; reception, reading Hall & office	Tiles
Radar maintenance Room	Tiles
Consumables Store	Tiles
Mechanical Store	Terrazo
Heavy duty Workshop	Terazzo
Procurement Office	Tiles
Stewards	5

ADMINISTRATION BLOCK (B) 2,500m²

LOCATION	Surface
Ground Floor	
Reception & Telephone Exchange	Tiles
Sankara Hall	Tiles
ATC B24	Tiles
Registry	Tiles
13 Offices and 3 stores	Tiles
Curriculum development Office	Carpet
Board Room	Carpet
Aerodrome simulator AO6	Tiles
Language lab AO8	Tiles
Student research center AO7	Tiles
Search & rescue room	Tiles
APC SIM1/6	Tiles
2 Simulators	Tiles
1ST FLOOR	
Four halls and an Auditorium	Carpet
Photocopy Room	Tiles
RAD & Secretary's Office	Carpet
ATALIS Class Room	Tiles
REASA & Secretary's Office	Carpet
DEASA & Secretary's Office	Carpet
Conference Officer's Office	Tiles
Marketing Officer's Office	Tiles
Cash Office	Tiles
Accounts Office	Tiles
Server Room	Tiles
ICT Support Room	Tiles
Kitchenette	Tiles
ADM/F57 CINEMA	Tiles
Store Office	Tiles
3 Sets of Washrooms both 2 male and 3 female washroom cubicle	Tiles
Handles for moving furniture and organising halls, rooms ,offices and classrooms	3 Attendants
Stewards	6
Total	9

HOSTELS BLOCK C Approximately 110,000M²

LOCATION	Surface
GROUND FLOOR ❖ Housekeepers Office ❖ Tea Room ❖ Linen Store ❖ Washrooms	Terrazzo
4 floors of 2 wings (left and Right) with washrooms and showers on each wing at every floor and a total of 162 rooms	All floors have PVC Tiles 1 st & 2 nd Floor have Floor Rugs too
17 Washrooms	Tiles
Top roof Laundry Area	Terrazzo
TV Room	Terrazzo
Indoor Games Room	Terrazzo
Old canteen	Terrazzo
Washrooms	Tiles
Dining area	Tiles
2 Stores at loading bay	Terrazzo
2 Laundry Areas	Terrazzo
Water Treatment Plant	Tiles
Executive Hostels(8,2 room units)	Tiles
2 sets of Emergency Stairs	Terrazzo
Dispensary(Reception, 2 Offices, Treatment Room and Meeting Room& washrooms)	Tiles
Stewards	9

CENTRAL WORKSHOP BLOCK D Approximately 1,100m²

LOCATION	Surface
Reception	Tiles
6 offices	Tiles
3 classes	Tiles
CU Room	Terrazzo
2 Lab	Tiles
Kitchen	Tiles
Work shop / welding	Tiles
Washroom	Tiles
2 Rear workshop	Tiles
New Workshop/Shed	Tiles
Stewards	2

NEW LIBRARY Approximately

Location	Surface
Ground Floor-Offices, Receiving Area and Reception	Tiles
Mezzanine – Restaurant	Tiles
First Floor- Reading Hall	Tiles
Second Floor-Circulating Office	Tiles
Third Floor-Stores	Tiles
Fourth Floor-	Tiles
Stewards	6

Other Areas

ILS, VOR Classroom BLOCK	
Location	Surface
2 Class Rooms	Tiles
Ablution Washrooms(4 and changing rooms)	Tiles
Incinerator	Tiles
Steward	1
Swimming Pool	
Pool Side	Tiles
Male and Female Changing Rooms	Terrazo
Pavillion	Red Oxide
2 Squash Rooms	Wood
Steward	1
New Pool Side Restaurant	
Ground Floor- Service Area	Tiles
1 st Floor- Service Area	Tiles
Food Production	Tiles
Stewards	1
2 Security Gate Houses and Shed	Tiles/Terrazo
Stewards	
Chapel	
Stores & Computer Lab	2
WECO -Wilson	2
Stecol	3
Total Number of stewards required	40

**APPENDIX
KEY PERFORMANCE INDICATORS**

KPI's for Cleaning Contractor	Excellent	Good	Average(Fair)	Poor	Very Poor
Cleaning Standard	The standard of clean as observed on regular inspection this month is excellent, no issues to rectify. Always the same high standard.	The standard of clean as observed on regular inspection this month is very good, few issues to action. Usually a consistent high standard.	The standard of clean as observed on regular inspection this month is acceptable, few issues to action. Consistently to an acceptable standard.	The standard of clean as observed on regular inspection this month is below standard, numerous issues to rectify. Inconsistent, often a lot of issues to deal with.	The standard of clean as observed on regular inspection this month is very poor standard, building was noticeably unclean. Very inconsistent usually a poor standard.
Complaints	We receive compliments from public and tenants but no complaints.	Very few complaints or none, from the public or tenants.	Few complaints from the public or tenants and promptly attended to.	Some complaints from the public or tenants.	Constant complaints from public or tenants.
Customer Service	Individual cleaners go above and beyond the call of duty. High standard verified by Head (If relevant).	Cleaners are proactive in offering service. High standard verified by Head (If relevant).	Acceptable. Cleaners are polite and helpful. High standard verified by Head (If relevant).	Needs improvement cleaners polite, but not very helpful. Poor results verified by Head (Where relevant).	Poor or none. Cleaners are impolite. Poor results verified by Head (Where relevant).
Waste Management	Waste bins are spotless. Waste system is optimized; cleaners make proactive contribution.	Waste bins are excellent; waste management is excellent.	Waste bins are acceptable, Waste management is acceptable.	Some problems in docks.	Waste bins are unacceptable; waste system is disorganized Recycling is not effective.

EAST AFRICAN SCHOOL OF AVIATION

MONTHLY CLEANINESS MANAGEMENT PERFORMANCE SUMMARY

MONTH _____ PREPARED BY _____

SIGN _____ DATE _____

	OFFICES	CORRIDORS & STAIRCASES	TOILETS	DINNING	HOSTEL	LAUNDRY	STORES	CONFERENCE HALLS	LIBRARY	WORKSHOP	CLASSES	RECEPTION	DISPENSARY	PAVILLION
NIL PERFORMANCE (N)														
PERFORMED POORLY (PP)														
PERFORMED FAIRLY GOOD (PFG)														
PERFORMED EXCELLENT (PE)														
TOTAL MARKS														

NOTES	GENERAL REMARKS ON OVERALL PERFORMANCE: _____ _____
NP =0 MARKS	
PP=1 MARK	
PFG=2 MARKS	CHECKED BY _____ DESIGNATION _____ SIGN _____ DATE _____
PE=3 MARKS	COUNTERSIGNED BY (NOOR CONSULT LTD) _____ DESIGNATION _____ SIGN _____ DATE _____ PASSED FOR PAYMENT BY EASA: _____ DESIGNATION _____ SIGN _____ DATE _____

2. SCOPE OF WORKS, SPECIFICATIONS & SERVICES REQUIRED FOR LOT 2: ENVIRONMENTAL MANAGEMENT SERVICES:

PROVISION OF ENVIRONMENTAL MANAGEMENT SERVICES FOR EASA EMBAKASI- CAMPUS, NAIROBI

1. Areas to be covered:

The contractor shall provide environment management services for all existing landscaped and lawned areas within EASA. The areas covered begin at the property line, and the landscape edge of the property, and continue throughout the property covering to the furthest extremity of landscaped areas, and the property line. Maintenance services will extend to landscaping, existing maintained mulch beds, maintenance of woods and other non-maintained natural areas would fall under the scope of work. The physical areas encompassing the following developed areas are covered within this contract

1. New Library
2. Events Garden
3. Sino hydro project site
4. Central Workshop including ILS, VOR Classroom
5. Engineering Block
6. Administration Block
7. Hostel Block
8. Kitchen Block
9. Executive Hostel
10. Sports Pavilion
11. Sickbay
12. Chapel,
13. Swimming Pool, Poolside Restaurant
14. Sports fields, playgrounds, Basketball and Tennis courts
15. Swimming Pool & Poolside Restaurant
16. Lawns, Flowerbeds, Quadrants, Potted plans and paved walkways
17. Storm water drainage systems
18. All parking areas,
19. Sewerage System
20. Estate Fences and Common Areas
21. Access Road up to the first intersection
22. Garbage and Solid waste Disposal for (School and Estate)

2. Scope of Work

a. Drainages

- i. Maintain Side drains and open storm water drains free of debris, silt, vegetation and any other movable obstacle at all times throughout the year.
- ii. Maintain closed slotted storm water drains free of debris, silt and any other obstacles at all times throughout the year.
- iii. Flush closed slotted storm water drains using high-pressure water jetting equipment at least once every three months to remove accumulated debris and maintain the drains in good working order; rodding the slots.
- iv. Replace broken slabs on the closed slotted storm water drains within 24 hours of receiving a report of or identifying a broken slab. Provide a warning sign immediately at the position of any broken slab to warn motorists of the danger posed by the broken slab.
- v. Dispose all debris, silt, vegetation, and any other obstacles removed from the drains at approved disposal sites.
- vi. Unclog blocked drainages whenever it's reported or noted.
- vii. Clean storm waterways and clear them of rainwater pools

b. Pruning & Cutting of Trees and Grass

- i. Prune and/or cut trees and shrubs in the areas detailed in the contract or as required and as directed by the School Administration
- ii. Trim grass along the pathways, roadsides, and parking edges daily.
- iii. Cut grass regularly to ensure it is always trimmed and raked. Grass in all the areas as detailed in the contract shall not be allowed to exceed 5 cm in height at any time.
- iv. Cut grass around light fixtures and other essential equipment using slashers to ensure that there are no obstructions at any time.
- v. Collect stones from all areas where grass is cut to ensure effective grass cutting with machines.
- vi. Rid the grounds of pests, anthills, and other destructive organisms
- vii. Spray weed killer on the weeds (especially grass growing on the pavements of pathways, roadsides, and parking areas.
- viii. Weed and water all flower gardens, trees, and shrubs in all areas daily.
- ix. Always maintain all gardens and grass lawns free of litter Collect and dispose litter daily.
- x. Rake and tidy up flower gardens shall be done daily.
- xi. Maintain potted plants and flowers daily i.e. watering, pruning and removal of litter.
- xii. Maintain trees free of weeds by spot weeding a diameter of one (1) meter around the tree.
- xiii. Plant extra trees and gardens on instructions of the School Administration.
- xiv. Plant new sets of flowers in the gardens and replace old ones whenever the weather allows (or whenever required to maintain well-kept gardens)
- xv. Replace dead and unsuitable plants, repair the supporting framework in the flowerbeds and hedges whenever they are destroyed or damaged

c. Garbage Collection and Disposal (Cleanup)

- i. Ensure compliance with NEMA guidelines on collection and disposal of garbage; the contractor shall provide a NEMA disposal certificate to EASA administration.
- ii. Collect garbage daily and hold it designated area before disposal by the contractor. Collection points should always be kept neat, free from odour and foul smell.
- iii. Install garbage containers in a manner that will not be vulnerable to dogs, cats etc.
- iv. Clean up and when necessary washing with water of parking lots, basketball courts, and other non-landscaped areas, beyond cleaning up of debris generated during the performance of this contract

NB The contractor shall be expected to have a garbage collection van to enable disposal at the appropriate dumping sites.

d. Manuring and Fertilization

- i. Manure flower gardens, trees, shrubs and grass lawns once every quarter
- ii. Apply organic manure and red soil in new flower beds
- iii. Add inorganic fertilizer six times using fertilizer formulated to meet specific lawns and seasonal requirements as follows:

- February - Lawns fertilization w/ 24-0-10 75% slow release and 6% iron.
- March - Lawns weeds treatment with fertilizer approved by EASA.
- May -Lawns fertilization w/ 20-0-10 100% slow release and 6% iron
- Application of Arena for insects and spot treat weeds with fertilizer approved by EASA
- August - Lawns fertilization w/ 20-0-10 100% slow release and 6% iron
- Spot treat for insects and weeds in lawns.
- Nov. - Lawns fertilization w/ 20-2-10 75% slow release and 6% iron
- Plant material will be fertilized four (4) times per year by Contractor.
- Upon request, Contractor will conduct soils tests with lawns each year before fertilizer is applied. Any corrective applications needed for adjustment of soil ph will be subject to additional cost

e. Pesticides, Insecticides

- i. Spraying weed killer on the weeds (especially grass) growing on the road pavements and removing the same manually.
- ii. Pests and herbs control by eradicating ants and ant hills, clearing and Leveling ground, application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.
- iii. Spraying of pesticides and herbicides on gardens, trees and shrubs shall be done on a quarterly basis and whenever the plants are affected.

f. Weed Control

- i. Contractor will be responsible for broadleaf weed control, including spot treatment, in EASA lawns and beds. Spot treatment shall be conducted at least every other week.
- ii. All landscape areas covered by these specifications will be kept weed free through hand weeding and the use of post and pre-emergent herbicides.

- iii. Weeds germinating in paved areas, covered by these specifications, will be chemically controlled.
- iv. Lawns areas that have already been overtaken with weeds to the point where re-establishing lawns is beyond practicality are not covered under these specifications.

g. Edging

- i. All lawn areas adjacent to paved surfaces or structural edges such as sidewalks, walkways, driveways, parking lots, curbing, headers, and retaining walls, will be edged with a "blade edger" in order to maintain clean, crisp, and consistent edge lines.
- ii. Bed edges will be kept clean and well defined around color beds, shrub beds, open beds, and tree trunks, so as to prevent encroachment from lawn and other adjacent materials.
- iii. Edging will be performed on a regular basis so as to conform to the mowing schedule. All sidewalks and curbs will be edged every time the turf is mowed. Plant beds will be edged as often as required to prevent turf encroachment into the plant beds.

h. Fences

- i. Trimming of internal estate fences and disposal of the cuttings.
- ii. Maintenance of perimeter fence by caring for flowers and vegetation along the fence and clearing of litter along fences.
- iii. Minor repair of fallen fences and reporting of broken / damaged perimeter fence.
- iv. Cutting down unwanted trees and plants and disposing to designated areas as shall be instructed.

i. Signage

- i. Provision and placement of environmental protection notices in sensitive/designated areas (e.g. do not step on the grass) as shall be instructed.
- j. EASA Security, Occupational Safety and Health regulations & practices.

- i. The contactor will be required to ensure strict adherence to EASA security and current Occupational Safety and Health regulations in the workplace.
- ii. Provide Caution Signs alerting users of impending danger where appropriate for example, Slippery, Wet Floors, or Cleaning in Progress. The signage shall be clean, neat and presentable, marked and painted in corporate colors.

k. Refuse Management

- i. Provide high quality litter bins within the entire school
 - Estate 12 120 l capacity bins
 - Kitchen 4 120l capacity bins
 - Swimming Pool 2 120l capacity bins
 - Sports Field and blocks 10 60l capacity bins
- ii. Collect and manage all refuse in the entire school complex.
- iii. Seal and transfer to designate refuse trolley area.
- iv. Empty and clean all dustbins and immediately clean and disinfect them daily
- v. Empty bins daily

3. Schedule Description of Services

The actual timetable for daily, weekly, monthly and periodic cleaning for EASA is as detailed below and is subject to change. General Cleaning will also be done on Saturdays as and when required.

Area Description

1. Lawns

- i. Cut grass to the standard level and dispose as shall be instructed.
- ii. Cutting and trimming lawn edges.
- iii. Cut to the standard level as shall be instructed and dispose.
- iv. Planting new flowers and trees.

2. Garbage Collection

- i. Supply 20 litre disposal bags daily.
- ii. Collection and disposal of garbage from the compound and litter bins on daily basis.

3. Fences

- i. Trimming and maintaining of perimeter and estate fences on regular basis to the standard level as shall be agreed with the winning bidder.
- ii. Disposal of cuttings.

4. Landscaping

Landscaping shall be undertaken in liaison with the administrator of the project.

5. Flower beds

- i. Weeding, Tilling and Watering.
- ii. Applying Red Soil.
- iii. Applying Farm Manure.
- iv. Removing dead flowers.
- v. Acquiring and planting new flowers.

6. Trees and other plants

- i. Till, water and tend existing trees.
- ii. Cutting down unwanted trees and plants.
7. Pollution Control Management of the incinerator at the school.
8. Management of litter
 - i. Maintain litter bins in strategic locations.
- ii. Sweeping car parks, pathways and pavements.
- iii. Provide and put environmental protection notices in sensitive areas e.g. do not step on grass

9. Drainage

- i. Clean storm waterways.
- ii. Clearing of water pools.
- ii. Unblocking drainages

10. Sewerage

- i. Unblock, flash, clean sewer lines regularly to be always in working condition.
- ii. Fumigate sewer lines once a month.

11. Cabro Walk ways Sweeping daily and scrubbing once in a week.

12. Pests and Herbs Control

- i. Clearing Anti- hills if any and leveling grounds.
- ii. Eradicating the ants and plant pests by applying pesticides.
- iii. Application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.

13. Manure Top dressing with animal dried quarterly.

14. Fertilizers Adding fertilizer to plants and flowers during planting and quarterly.

15. Drainage

i. Storm water structures excluding culverts are deemed to be clean when the waterway area is clear of detritus throughout the length of the structure, and this standard shall be maintained wherever practicable throughout the Contract.

ii. Culverts including access way culverts are deemed to be clean when the depth of the culvert inlet, outlet or barrel, along its entire length, have no detritus.

iii. Storm water structures shall be cleaned, where possible, in conjunction with each inspection.

iv. Detritus shall be removed from storm water structures so that the nominal water flow is maintained.

v. Damage drainages and storm water should be report immediately it's noted.

vi. Culvert inlet and outlet structures, such as headwalls, and the areas immediately adjacent to these, shall also be cleaned. The inverts of sumps and manholes, their gratings, covers, seating and outlet pipes (first 150mm) shall be cleaned. Care shall be taken during cleaning not to push any detritus into outlet pipes.

vii. Routine drainage system maintenance includes regular inspections, defect reporting, blockage and fault clearing and maintaining, notification of damaged and missing culvert markers and culvert numbers and subsoil drain markers.

16. FLOWERS

i. Water lawns and flowers regularly.

ii. Apply fertilizers quarterly.

iii. Remove weeds from the flower garden immediately they start sprouting.

iv. Mulch the flowers gardens.

v. Provide them with enough sunlight.

vi. Prevent and control pests quarterly.

vii. Prevent and control diseases quarterly.

viii. Protect the flower plants from animals.

ix. Water the beds during dry seasons

x. Edge the beds.

17. PARKING

- i. Keep the parking lot clear of all trash, litter, dirt, and debris. Debris can also cause water and salt to become trapped on your lot, which will lead to further damage.
- ii. The parking lot should have a catch basin, which helps drain water. Catch basins can become clogged with leaves, dirt, and debris, rendering them useless. Clean your catch basin and avoid costlier repairs.
- iii. Remove any oil stains as soon as possible.
- iv. Daily sweep the parking lot to get rid of any excess debris such as leaves, small rocks, broken glass, litter, and other types of waste that could get caught in your drainage system.
- v. Trim trees, plant flowers and trees.
- vi. Maintain and improve landscaped areas.

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

4. Staffing

- a. The team shall be led by a trained and Qualified Site Manager
- b. Assistant will be a trained and Qualified Site Supervisors.
- c. Age of employees; Aged between 21 and 45 years
- d. The successful contractor should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement
- e. The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
- f. Wages paid to employees to be deployed must conform to the Ministry of Labor Guidelines on Minimum wages and EASA will be at liberty to confirm this from whatever source to ensure this is complied with. This may include requesting the contractor to provide its payroll.
- g. The contractor shall provide cleaning staff with uniform and identification badges which they will be required to put on all the time.
- h. Contractor shall provide and maintain a high standard of cleanliness to all Uniforms (including safety shoes, gumboots, rain coats and any other that may be required in the course of this contract), plus provide name tag to be worn by Contractor personnel in performance of their respective duties under this Contract.
- i. Uniforms to be replaced at a minimum of an annual basis or earlier if deemed necessary by the EASA representatives.
- j. All uniforms shall be subject to regular inspection by the EASA representatives. Contractor's personnel shall ensure that the uniform is clean and its appearance is neat and tidy at all time while providing the services. All costs related to uniforms and safety shoes shall be borne by Contractor.
- k. Appropriate PPE for the cleaning staff for all cleaning procedures should always be available and used appropriately to reduce risk of infection. PPE is required to prevent:
 - Exposure to microorganisms
 - Exposure to cleaning chemicals (e.g., disinfectants)

- Reduce the spread of microorganisms from one patient care area to another within the facility (when used correctly)
- l. The PPE required should be visibly marked and/or verbally communicated to cleaning staff via cleaning supervisors, prior to starting contract.

5. Material & Equipment

- a. Materials and equipment provided must be adequate to provide the service required to the required standard and must be available and in use on site for the duration of the contract.
- b. Where not indicated, the contractor shall be expected to specify and list equipment to be used to achieve the required standards.
- c. Equipment must be maintained in good working condition at all times. Tools and equipment shall include but not limited to the following:

d. Gardening tools that we shall expect on ground are listed below but not limited to;

- i. 3 Axe
- ii. 1 Chainsaws
- iii. 1 Cultivators
- iv. 15 Digging Shovel
- v. 2 Edger
- vi. 5 Fork
- vii. 10 Garden Hoe
- viii. 15 Garden Spade
- ix. 10 Hand Trowel
- x. 5 Hedge trimmers
- xi. 5 Hose (10mts)
- xii. 5 Spray Nozzles
- xiii. 10 Irrigation sprinklers
- xiv. 3 Lawn aerators
- xv. 3 Lawn Mower
- xvi. 3 Leaf blowers
- xvii. 3 Leaf sweepers
- xviii. 2 Loppers
- xix. 1 Mini-tractors
- xx. 5 Pitchfork
- xxi. 5 Pruning Saw
- xxii. 5 Pruning Shears
- xxiii. 20 Rake
- xxiv. 5 Pruner
- xxv. 10 Shovel
- xxvi. 4 Sickle
- xxvii. 5 Spade
- xxviii. 5 Spading Fork
- xxix. 5 String trimmer
- xxx. 5 Trenchers

- xxxi. 5 Trowel
- xxxii. 10 Weeder
- xxxiii. 5 Watering Can
- xxxiv. 10 Wheelbarrow
- xxxv. Twenty(20) 120 liters capacity concept Trash bins with wheels and lids made of High density polyethylene (HDPE) , suitable for storing all sort of trash.

6. Operational Plan

The Tenderer is required to provide an operational plan showing the following:-

- a. Deployment of staff to cover 8 hours and emergencies and a shift to remain until 8pm
- b. Deployment of staff showing allocation of duties on daily, weekly and monthly basis,
- c. A detailed work plan showing allocation of duties
- d. Distribution of equipment to achieve intended purpose in all areas.
- e. Emergency or contingency measures in terms of staffing for any eventuality like water shortage, EASA functions etc.
- f. Reliable staff transport.
- g. Supervision Policies and Job Description for each personnel as per the proposed position
- h. Manpower strength of the personnel proposed for the contract
- i. Organization Structure
- j. Staff qualifications and experiences relevant to housekeeping
- k. The Contractor shall ensure to deploy minimum of one personnel per each toilet unit taking into account on the Gender issues whereby Ladies Washrooms shall be attended to/cleaned by a Lady cleaner while Gents Washrooms shall be attended to/cleaned by a Male cleaner.

7. Summary of Main Tasks & deliverables under this contract

- 1. Provision of Environmental Management Services
- 2. Quarterly Fumigation
- 3. Quarterly Provision of Manure and Red Soil
- 4. Provision of Insectides, Pesticides and Broad leaf
- 5. Provision of 60 liters capacity trash bins (with lids and wheels)
- 6. Planting New Flowers replacing dead ones
- 7. Planting trees and replacing dead ones
- 8. Provision of Waste Management 100lt capacity trash bins (with lids and wheels)

APPENDIX

KEY PERFORMANCE INDICATORS

KPI's	Excellent	Good	Average(Fair)	Poor	Very Poor
Cleaning Standard	The standard of clean as observed on regular inspection this month is excellent, no issues to rectify. Always the same high standard.	The standard of clean as observed on regular inspection this month is very good, few issues to action. Usually a consistent high standard.	The standard of clean as observed on regular inspection this month is acceptable, few issues to action. Consistently to an acceptable standard.	The standard of clean as observed on regular inspection this month is below standard, numerous issues to rectify. Inconsistent, often a lot of issues to deal with.	The standard of clean as observed on regular inspection this month is very poor standard, building was noticeably unclean. Very inconsistent usually a poor standard.
Complaints	We receive compliments from public and tenants but no complaints.	Very few complaints or none, from the public or tenants.	Few complaints from the public or tenants and promptly attended to.	Some complaints from the public or tenants.	Constant complaints from public or tenants.
Customer Service	Individual cleaners go above and beyond the call of duty. High standard verified by Head (If	Cleaners are proactive in offering service. High	Acceptable. Cleaners are polite and helpful. High	Needs improvement cleaners polite, but not very helpful. Poor results verified by	Poor or none. Cleaners are impolite. Poor results verified by Head (Where

	relevant).	standard verified by Head (If relevant)	standard verified by Head (If relevant)	Head (Where relevant).	relevant).
WasteManagement	Waste bins are spotless. Waste system is optimized; cleaners make pro-active contribution.	Waste bins are excellent ; waste management is excellent.	Waste bins are acceptable, Waste management is acceptable.	Some problems in docks.	Waste bins are unacceptable ; waste system is disorganized Recycling is not effective.

EAST AFRICAN SCHOOL OF AVIATION

MONTHLY ENVIRONMENTAL MANAGEMENT PERFORMANCE SUMMARY

MONTH _____ **PREPARED BY** _____ **SIGN** _____ **DATE** _____

	PARKING	FLOWERS	DRAINAGE	HOSTEL/DINNING/HALL	FENCE	FIELD	ESTATE	AVERAGE SCORE%
NIL PERFORMANACE (N)								
PERFORMED POORLY (PP)								
PERFORMED FAIRLY GOOD (PFG)								
PERFORMED EXCELLENT (PE)								
TOTAL MARKS								

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

DURATION OF THE CONTRACT:-

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

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

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

SECTION VII: PRICE SCHEDULE FOR CLEANING SERVICES AT THE EAST AFRICAN SCHOOL OF AVIATION: LOT NUMBER 1 - (CLEANING SERVICES ONLY)

Name of Tenderer:

INSTRUCTIONS

(1) Please fill in the charges taking into account the scope of works as defined

(2) The tenderer should indicate the costs that are necessary to meet the requirements of EASA. The price quotation shall include inter alia direct and indirect wages, overheads, cost of transport, cost of materials, vat and all other applicable taxes.

Tender Number: KCAA/001/2020-2021 – LOT NUMBER 1:

Item	Description	Price per month Kshs.	Total Price for 12 months Kshs 2020-2021	Total Price for 24 months 2021-2022
1.	LOT 1 - PROVISION OF CLEANING SERVICES AT THE EAST AFRICAN SCHOOL OF AVIATION FOR TWO YEARS (2020-2021/2021-2022 FY) <i>(As per the terms of reference/specifications including the various number of operational items and human resource (40 stewards plus three supervisors) required for this assignment specified in the tender document.)</i>			
TOTAL AMOUNTS INCLUSIVE OF ALL APPLICABLE TAXES FOR LOT 1 FOR THE TWO YEARS (24 MONTHS)- IN KENYA SHILLINGS TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 1				

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- i. Bidders to note that the tender award will be in EACH lot (LOT 1- Cleaning services while LOT 2 is Environmental management services)
- ii. The winning bidder shall be required to pay to **EASA an amount of Ksh. 200 per steward/supervisors for security passes.**
- iii. The winning bidder before contract execution, is expected to provide certificates of good conduct for the stewards and will have sensitized the staff while providing proof of basic training in the assigned roles and Occupational Health and Safety inclusive of COVID -19 sensitization.
- iv. Each lot **MUST** have it's own **form of tender**
- v. All prices to be inclusive of all applicable taxes.
- vi. Price quoted shall be **for two years (24 months)**
- vii. In case of any discrepancy the unit price shall be used.

Authorized Official of the tenderer:

Name

Signature and date

Official Rubberstamp

**SECTION VIII: PRICE SCHEDULE FOR ENVIRONMENTAL SERVICES
AT THE EAST AFRICAN SCHOOL OF AVIATION:**

**TITLE OF TENDER: PROVISION OF ENVIRONMENTAL SERVICES AT EASA: LOT NUMBER
2 (ENVIROMENTAL MANAGEMENT SERVICES ONLY)**

Name of Tenderer:

INSTRUCTIONS

(1) Please fill in the charges taking into account the scope of works as defined

(2) The tenderer should indicate the costs that are necessary to meet the requirements of EASA. The price quotation shall include inter alia direct and indirect wages, overheads, cost of transport, cost of materials, vat and all other applicable taxes.

Tender Number: KCAA/001/2020-2021 – LOT 2

Item	Description	Price per month Kshs.	Total Price for 12 months Kshs 2020-2021	Total Price for 24 months 2021-2022
1.	LOT 2 - PROVISION OF ENVIRONMENTAL MANAGEMENT SERVICES AT THE EAST AFRICAN SCHOOL OF AVIATION FOR TWO YEARS (2020-2021/2021-2022 FYS) <i>(As per the terms of reference/specifications including the various number of operational items and human resource (15 stewards plus two supervisors) required for this assignment specified in the tender document.)</i>			
TOTAL AMOUNTS INCLUSIVE OF ALL APPLICABLE TAXES FOR LOT 2 FOR THE TWO YEARS (24 MONTHS)- IN KENYA SHILLINGS TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 2				

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- i. Bidders to note that the tender award will be in EACH lot (LOT 1- Cleaning services while LOT 2 is Environmental management services)
- ii. The winning bidder shall be required to pay to **EASA an amount of Ksh. 200 per steward/supervisors for security passes.**
- iii. The winning bidder before contract execution, is expected to provide certificates of good conduct for the stewards and will have sensitized the staff while providing proof of basic training in the assigned roles and Occupational Health and Safety inclusive of COVID -19 sensitization.
- iv. Each lot **MUST** have it's own **form of tender as provided in the tender**
- v. All prices to be inclusive of all applicable taxes.
- vi. Price quoted shall be **for two years (24 months)**
- vii. In case of any discrepancy the unit price shall be used.

Authorized Official of the tenderer:

Name Signature and date Official Rubberstamp

SECTION VIII: STANDARD FORMS

Notes on standard forms

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

SECTION VI - STANDARD FORMS

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

FORM OF TENDER ON LOT 1

Date _____

Tender No. _____

To: Kenya Civil Aviation Authority

P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....
[insert numbers] of which is hereby duly acknowledged, we the undersigned, offer **Provision of Cleaning Services for EASA for two (2) years – 2020 -2021 & 2021-2022** in conformity with the said tender under **LOI 1** documents for the sum of
.....*[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 2020

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of

FORM OF TENDER ON LOT 2

Date _____

Tender No. _____

To: Kenya Civil Aviation Authority

P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda Nos.....

[insert numbers] of which is hereby duly acknowledged, we the undersigned, offer

Provision of Environmental Management Services for EASA for two (2) years – 2020 -2021 & 2021-2022 in conformity with the said tender under **LOI 2** 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.

- 6. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
- 7. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
- 8. We agree to abide by this Tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 9. 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 _____ 2020

[signature] *[In the capacity of]*

Duly authorized to sign tender for and on behalf of

CONTRACT FORM

THIS AGREEMENT made the ___day of ____20___between..... [Name of procurement entity] of [Country of Procurement entity](Hereinafter called "the Procuring entity") of the one part and [Name of tenderer] of [City and country of tenderer](Hereinafter called "the tenderer") of the other part.

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

In the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,..... Street/Road.....</p> <p>Postal address Tel No. Fax Email.....</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch</p>																												
<p>Part 2 (a) – Sole Proprietor</p>																												
<p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																												
<p>Part 2 (b) – Partnership</p>																												
<p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																								
1.																								
2.																								
3.																								
4.																								
<p>Part 2 (c) – Registered Company</p>																												
<p>Private or Public:</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs... ..</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																								
1.																								
2.																								
3.																								
4.																								
<p>Date.....Signature of Candidate.....</p>																												

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

Tender-Securing Declaration (Mandatory)

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

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

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

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
 - (i). Fail or refuse to execute the Contract, if required, or
 - (ii). Fail or refuse to furnish the Performance Security, in accordance with the ITT.

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

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

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

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

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

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

Corporate Seal (where appropriate)

PERFORMANCE SECURITY FORM

To: Kenya Civil Aviation Authority

WHEREAS..... [Name of tenderer]

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20____ to

Supply.....

[Description services](Hereinafter called "the contract")

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

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

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

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

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[Name of tender].....

Gentlemen and/or Ladies:

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

.....

[Name and address of tenderer][hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of.....
[Amount of guarantee in figures and words].

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 LAWS OF KENYA

AND

IN THE MATTER OF

THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015

I, holder of Identity card no.....and care of
P. O. Box and being a resident of in the
Republic of Kenya do hereby make oath and state as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of (name of the Candidate) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Kenya Civil Aviation Authority and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority.
4. **THAT** the aforesaid candidate has not committed any offence under the Laws of Kenya or the Procurement Laws or been debarred from participating in any tenders by virtue of non-performance/poor-performance or any other legal reason and is not undergoing any adverse disciplinary action/claim before the Public Procurement and Disposal Authority.
5. **THAT** the aforesaid candidate, its directors and shareholders have not been convicted of corrupt or fraudulent practices in any court of competent jurisdiction within the Republic of Kenya.

6. **THAT** the aforesaid candidate has not defaulted in his/her/their/its tax obligations per the tax laws of the Republic of Kenya.
7. **THAT** the aforesaid candidate has not been in breach of the employment laws of the Republic of Kenya.
8. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said }

..... }

Name of Chief Executive/Managing Director/ }

Principal Officer/Director }

on this day of 2020 }

}

}

DEPONENT

Before me }

}

Commissioner for Oaths