

KENYA POST OFFICE SAVINGS BANK



My Bank, My Choice, My Future

TENDER FOR PROVISION OF OUTSOURCED TEA, CLEANING AND MESSENGERIAL SERVICES AT POSTBANK.

TENDER REF NO.KPOSB/013/2020

Release Date

15TH December, 2020

Closing Date

5th January, at 10.00 a.m.

REGISTRATION FORM FOR ONLINE BIDDERS

Tender No. KPOSB/013/2020

NOTE: Please provide your details below for purposes of communication in case you download this tender document from Postbank website.

Name of the Firm:.....

Postal Address:.....

Telephone Contacts:.....

Company email address:.....

Contact Person:.....

Once completed please submit this form to the email below;

Procurement@postbank.co.ke

N/B: Your bid will be considered non-responsive if you download the tender and fail to submit this form as directed.

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INTRODUCTION

SECTION I – INVITATION TO TENDER

Tender REF No: KPOSB/013/2020

Tender Name: Tender for Provision of Tea, Cleaning and Messengerial Services at various Postbank branches

- 1.1 The invites sealed tenders from eligible candidates for Provision of Tea, Cleaning and Messengerial services.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement Office Located on 4th floor, South Wing Postbank House, Nairobi during normal working hours.
- 1.3 Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at Ground Floor, Postbank House or be addressed to:

**The Managing Director,
Kenya Post Office Savings Bank,
P.o Box 30311-00100,
Nairobi**
So as to be received on or before 5th January 2020 at 10.00 a.m.
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the 5th Floor Conference Room South Wing Postbank House Nairobi.

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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. Postbank employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 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 Postbank 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 Postbank, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 Postbank 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-Securing Declaration Form
- xi) Performance security form
- xii) Non-Debarment Form
- xiii) Integrity 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 Postbank in writing or by post, fax or email at the entity's address indicated in the Invitation to Tender document. Postbank 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 Postbank 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. Postbank 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, Postbank, 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, Postbank, 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 Postbank, 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;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

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 15% of the original contract price.

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the 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 Postbank satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Validity of Tenders

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

2.13.2 In exceptional circumstances, the Postbank 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.

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. **All pages of the tender shall be well serialized and 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 Postbank 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 5th January 2020 at 10.00 a.m.**

2.15.2 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”. —

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.4, Postbank 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 Postbank at the address specified under paragraph 2.15.2 no later **DO NOT OPEN BEFORE 5th January 2020 at 10.00 a.m.**

2.16.2 Postbank 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 Postbank 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 Postbank 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 Postbank may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 Postbank 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 Postbank will open all tenders in the presence of tenderers' representatives who choose to attend, **DO NOT OPEN BEFORE 5th January 2020 at 10.00 a.m. Conference Room 5th Floor** 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 Postbank, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.4 Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 Postbank 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 2.23 the following evaluation methods will be applied:

(a) ***Operational Plan.***

Postbank 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 have 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. Postbank 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 Postbank 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 Postbank 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 Postbank will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender and 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 Postbank will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

Award Criteria

2.24.3 Subject to paragraph 2.29 Postbank 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 Postbank 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 Postbank determines that none of the tenderers is responsive; Postbank shall notify each tenderer who submitted a tender.

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

2.25 Notification of award

2.25.1 Prior to the expiration of the period of tender validity, Postbank 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 Postbank 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, Postbank 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 Postbank 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.

2.28 Corrupt or Fraudulent Practices

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

- 2.28.2 Postbank will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SPECIFICATIONS FOR THE PROVISION OF OUTSOURCED TEA, CLEANING AND MESSENGERIAL SERVICES AT POSTBANK HEAD OFFICE AND BRANCHES

1.0 Background

Kenya post office savings bank (Postbank) invites sealed tenders from eligible candidates for the supply of Tea, Cleaning and Massengerial services at Postbank house and its branches for two years.

The bank is seeking the supplier of Tea, Cleaning and Massengerial services at various Postbank branches.

The services whose detailed specifications and the scope issued to the service provider include:

2.0 Cleaning services: The Company shall sweep and / or mop uncarpeted floors with broom, soapy water and duster. They will dust and polish tables, desks, counters, sofa sets and chairs with polish i.e. glade or Mr. Sheen; Wipe all office equipment on desktops e.g. telephone heads, typewriters, calculators, wash the seats, chairs etc., with clean dusters; Wipe all windows, window panes and floor skirting with a duster and clean soapy water. Vacuum clean all carpeted floors, where these exist; Clean office walls, glass partitions and remove all cobwebs, Empty and clean all dustbins. Clean and disinfect all washrooms (toilets) at least after every three (3) hours and also when need arises; Provide hand-cream in all washrooms (toilets) on daily basis, Display in all washrooms a cleaning monitoring sheet to be marked and signed by those charged with the responsibility, every time the toilets are cleaned and Movement of fixtures and fittings when need arises.

3.0 Massengerial services: This involves receiving and delivering internal mails, parcels and other office equipment and furniture in other offices; Handling mail dispatch services to be delivered to post office, other Postbank branches or to external firms as and when necessary; The service provider shall meet transport costs for his employees; For dispatch of mails each officer delivering the letters to make sure they are recorded and received in the delivery books at all times for future reference; They will also be involved in banking of cheques with our bankers plus receiving on our behalf any RD cheques and any other correspondences from the bank and delivering to the relevant office; The officer may be assigned other office services as the case may be at no additional cost to the bank; They also assist in delivery/distribution of marketing materials, pitching tents whenever there are marketing activities within their locality.

4.0 Tea Services: The Company shall provide the cutlery and cleaning equipment required for the provision of the said service and shall ensure that the quality of the said equipment and cutlery are always in good condition. The tea shall be done in a timely manner. The tea making environment and the equipment used shall always be clean and the Company staff shall be well trained, neat, and shall always wear uniform and identification badges when carrying out their duties. The Company staff shall be certified as medically fit to carry out their duties and the said medical certificates shall be validated every six months and copies submitted to the Client. The Company shall maintain high quality services and shall deploy a professionally trained person to supervise the preparation of tea and cleanliness to ensure efficient service provision.

SCHEDULE OF ACTIVITIES	FREQUENCY		
	Daily	Weekly	Monthly /Quarterly
Items and tasks			
1. AIR DUCTS GRILLS & VENTS (REACHABLE)			
<ul style="list-style-type: none"> Thoroughly wipe with an appropriate detergent and cloth and keep vents free from dust, also wipe area surrounding the vent/fan. 		✓	
2. BLINDS(REACHABLE AND ACCESSIBLE)			
<ul style="list-style-type: none"> Thoroughly wipe with an appropriate detergent and cloth 		✓	
<ul style="list-style-type: none"> Spot clean to remove obvious stains 		✓	
3. DOORS/FRAMES/SURROUNDS			
<ul style="list-style-type: none"> Spot clean and remove obvious marks 	✓		
<ul style="list-style-type: none"> Thoroughly clean all doors including fire exit doors. 	✓		
4. FURNISHINGS AND FIXTURES			
<ul style="list-style-type: none"> Wipe all hard furniture with a neutral detergent and cloth & spot clean remove obvious stains. 	✓		
<ul style="list-style-type: none"> Spot clean all furniture to remove obvious stains and dust. 	✓		
<ul style="list-style-type: none"> Damp mop with a neutral detergent, removing all marks, stains. 	✓		
<ul style="list-style-type: none"> Buff furniture. 	✓		

5. FLOORS			
• Thoroughly sweep to remove all traces of dirt debris and leaves	✓		
• Spot clean to remove fresh chewing gum, dirt and stains	✓		
• Cladding and Fascia Cleaning		✓	
• Common areas Machine scrub thoroughly so the floor is uniformly clean and free of soil and build-up particularly between grout and edges and corners		✓	
• Clean strip and polish all corridors and the uncarpeted PVC / Ceramic/terrazzo finishes.		✓	
• Offices Machine to scrub thoroughly so the floor is uniformly clean and free of soil and build-up particularly between grout and edges and corners			✓
• Vacuum clean all carpeted areas.			✓
6. EXTERNAL BUILDING			✓
Clean external windows, blinds, surface and signages quarterly.			✓
7. INTERNAL GLASS IN DOORS AND PARTITIONS (WHERE REACHABLE)			
• Thoroughly clean both sides of glass including frames and sills.	✓		
• Spot clean glass.	✓		
• Wipe all surfaces with a neutral detergent and cloth, spot clean	✓		
• Remove all obvious stains. All should be free from dust and stains.	✓		
8. MIRRORS			
• Thoroughly clean and dry buff to remove all marks, fingerprints and smears	✓		
9. ELECTRONIC EQUIPMENTS			
• Sanitize telephone, faxes thoroughly to remove marks, fingerprints and smear.	✓		
• Thoroughly clean computers among others.	✓		
10. WASTE COLLECTION			
• Empty all waste containers twice a day and wipe	✓		

clean.			
• Wash bin with neutral detergent twice in a week.		✓	
11. WHITEBOARDS			
• Damp wipe all top ledge and lower ledge of whiteboards.			✓
12. MAIN ENTRANCES			
• Thoroughly clean glass or other doors, surrounds, window ledges partitions, visible glass and approaches.	✓		
• Spot clean glass, remove cobwebs if any.	✓		
• Sweep thoroughly and clean mats.	✓		
• Door mats should be swept twice a day and kept clean throughout the day	✓		
13. ENTRY/LOBBY/BANKING HALL			
• Thoroughly clean glass or other doors, surrounds, window ledges partitions, visible glass. (Reachable)	✓		
• Damp wipe counters, dust, remove cobwebs if any.	✓		
• Clean floors as per Item and Task listing.	✓		
• Dusting of all reachable surfaces.	✓		
• Furniture spot cleaned.	✓		
• Spot clean all horizontal and vertical surfaces including light switches, office partition glass, walls and doors	✓		
• Spot clean and sanitize telephones, fax machines	✓		
• Dust/wipe high and low areas, ledges and windowsills clean	✓		
• Door mats should be swept twice a day and kept clean throughout the day	✓		
14. BALCONIES /WALKOVERS/VERANDAHS			
• Sweep and remove dirt, butts and leaves.	✓		
• Wipe/clean railings, light switches. Clean exterior paned glass.	✓	✓	
• Damp mop tiled areas including steps.	✓		

15. LIFTS			
• Remove dust, dust and smear.	✓		
• Spot cleaning walls, stainless steel polishing.		✓	
• Thoroughly clean and dry buff to remove all marks, fingerprints and smears.	✓		
16. STAIRWELLS			
• Sweep and remove dirt.	✓		
• Cladding and Fascia Cleaning		✓	
• Wipe handrails, light switches and remove reachable wall smudges.	✓		
• Spot cleaning, all areas must be free of dust, accumulated dirt, litter, soil and excess water leaving the surfaces clean and reasonably dry	✓		
17. CLEANING ROOMS AND CHUTE			
• Mop floor.		✓	
• Clean fixtures.		✓	
• Equipment tidily and safely stored.	✓		
• Cleaning agents neatly stored and correctly dispensed.	✓		
• All chutes must be free of dust, accumulated dirt, litter and soil	✓		
18. TOILETS/SHOWERS			
• All toilet floors should be wiped/mopped, kept dry and disinfected using approved disinfectants throughout the day.	Every 3hrs		
• Seats and enclosure piping and water closets should be shiny with no stains	Every 3hrs		
• Ensure that there are five urinal balls bigger than three quarter full size at any time and air freshening block are available	Every day	✓	
• Air freshener will be of a type agreed on, with the Employer's supervisor.			

<ul style="list-style-type: none"> Any system failures such as leakages should be reported to Administration officer. 	✓		
<ul style="list-style-type: none"> Inside toilet bowls should be free of marks and stains 	✓		
<ul style="list-style-type: none"> Water seal level should not be marked by stains 	✓		
<ul style="list-style-type: none"> Toilet brush and holder should be provided to all cubicle toilets and brush holders to be clean free from marks, stains and fluff. 	✓		
<ul style="list-style-type: none"> Pipe leading to the toilet bowls should always be clean. 	✓		
<ul style="list-style-type: none"> Provide hand-cream, air freshener and sanitizer in all washrooms (toilets) and replenish 	✓		
<ul style="list-style-type: none"> Scrub toilet floor (machine scrub/scrub manually). 		✓	
<ul style="list-style-type: none"> Wash all tiled surfaces and Spot clean appliances. 	Every 3hrs		
<ul style="list-style-type: none"> Clean and disinfect all washrooms (toilets) at least after every three (3) hours and when need arises. 	Every 3hrs		
<ul style="list-style-type: none"> Display in all washrooms a cleaning monitoring sheet to be marked and signed by those charged with the responsibility, every time the toilets are cleaned and signed. 	✓		
Basins, Sinks and Urinals	✓		
<ul style="list-style-type: none"> These must be cleaned with an approved disinfectant throughout the day. Such cleaning must include the flush handles. 	✓		
<ul style="list-style-type: none"> Supply moth balls, sanitary blocks, air freshener, disinfectant and high-quality toilet paper throughout the day. 	✓		
<ul style="list-style-type: none"> 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 should be reported immediately. 	✓		
<ul style="list-style-type: none"> The urinals should be clean & free from debris. They should also be free from soap-build-up & stains. The drains should be unblocked, cleaned and free from bad odor. 	✓		
<ul style="list-style-type: none"> Basins, drains, chains, plugs, soap dishes and taps should be free from stains and dry. 	✓		

Underneath basin fittings free from stains, dust, fluff and streak marks.			
• Hand washing soap to be supplied daily.	✓		
19. Basement/washing bay			
• Thoroughly clean all basins, toilets, fittings all vertical,	✓		
• Thoroughly Basement ramp spot cleaning, hosing or pressure cleaning, basement ramp concrete & pavers all areas must be free of dust, accumulated dirt, litter, soil and excess water leaving the surfaces clean and reasonably dry		✓	
• Sweeping all areas free of dirt, dust leaves and debris.	✓		
• Remove and other along the drainage trenches regularly to avoid blockage.		✓	
20. OFFICES			
• Clean floor as per the item listing.			
• Dust and polish tables, desks, counters, with polish i.e. glade or Mr. Sheen. Wipe all office equipment on desktops e.g. telephone heads, typewriters, calculators with clean dusters.	✓		
• Wash sofa sets and chairs (quarterly) or when need arises			✓
• Offices to be cleaned by 8:00 am	✓		
21. SECURITY			
• Keys to be received and returned from security office and signed for by supervisor.	✓		
• Access Cards to be received and returned from security office and signed for by supervisor.	✓		
22. UNIFORMS			
• All the service provider personnel to be in proper uniforms bearing the logo of the firm and staff identification cards while providing the services in the bank premises.	✓		
• LADIES must have Blouse, skirt or trouser, sweater or jacket and black shoes.	✓		
• Gentlemen must have Shirt, trouser, sweater or	✓		

jacket and black shoes.			
<ul style="list-style-type: none"> To ensure that all officers engaged are neatly dressed and well-groomed at all times. 	✓		

23. MESSENGERIAL SERVICES		
TASK	FREQUENCY	
	DAILY	As and when necessary
<ul style="list-style-type: none"> Opens, sorts, and distributes incoming mail, and collects, seals, and stamps outgoing mail. 	✓	
<ul style="list-style-type: none"> Banking services: banking of cheques with our bankers plus receiving on our behalf any RD cheques and any other correspondences from the bank and delivering to the relevant office. 		✓
<ul style="list-style-type: none"> Collects and distributes paperwork, such as records from one department to another. 	✓	
<ul style="list-style-type: none"> Marks and files articles and records. 	✓	
<ul style="list-style-type: none"> May use office equipment, such as envelope-sealing machine, letter opener, stamping machine, paper punch and stapler. 	✓	
<ul style="list-style-type: none"> May deliver items to other business establishments. 	✓	
<ul style="list-style-type: none"> May specialize in delivering mail, messages, documents, and packages between departments of establishment. 	✓	
<ul style="list-style-type: none"> Obtain signatures and payments or arrange for recipients to make payments. 		✓
<ul style="list-style-type: none"> Walk, ride bicycles, drive vehicles, or use public conveyances in order to reach destinations to deliver messages or materials at own cost. 		✓
<ul style="list-style-type: none"> Load vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods. 		✓
<ul style="list-style-type: none"> Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone and in person. 	✓	
<ul style="list-style-type: none"> Plan and follow the most efficient routes for delivering goods. 		✓
<ul style="list-style-type: none"> Record information, such as items received and delivered and recipients' responses to messages. 	✓	
<ul style="list-style-type: none"> Deliver messages and items, such as newspapers, documents, 		✓

and packages, between establishment departments, and to other establishments.		
• Sort items to be delivered according to the delivery route.		✓
• The officer may be assigned other office services at no additional cost to the bank.		✓
• Assist in delivery/distribution of marketing materials, pitching tents whenever there are marketing activities within their locality.		✓
• Handling mail dispatch services to be delivered to post office, other Postbank branches or to external firms. The service provider shall meet transport costs for his/her employee as regards dispatch/delivery of mail.		✓
• All deliveries must be done within the shortest time possible		✓

24. TEA SERVICES			
The service involves preparation and provision of tea to all staff members and therefore the quotation should include beverages as indicated below:			
• Sugar			
• Milk			
• Tea bags where applicable			
• Tea leaves for the tea preparation			
• Prepare and serve tea from Monday to Saturday and cater for two sessions, that is, morning between 9.00a.m and 10.30 a.m. and afternoon between 2.45 p.m. and 3.45 p.m. on a daily basis.			
• The supplier is to provide tea cutlery i.e. standard white mugs / saucers of luminac quality, teaspoons, flasks, glasses, trays, sugar dish etc			
• Tea making environment (kitchen) and tea cutlery / other equipment to be kept outstandingly cleans by the firm.			
• The quality of tea should always be good. One packet of milk should be used to make tea for at most three (3) people.			
• The tools of trade provided to be of good quality i.e. Gas cookers (Meko), sufuria flasks. (branch Manager to inspect tools, if will not meet standards will be rejected)			
• Tea personnel to be certified medically fit and must			

produce relevant medical certificates.			
<ul style="list-style-type: none"> In branches tea shall be served in flasks for all officers. 			

25. Mandatory Terms and condition	REQUIREMENTS
A. All employee intended for this service provision shall be required to report with the following documents for vetting.	
<ul style="list-style-type: none"> All employees must have valid NSSF Cards. 	✓
<ul style="list-style-type: none"> All employees must have valid NHIF Cards. 	✓
<ul style="list-style-type: none"> All employees must have valid Certificate of good conduct. 	✓
<ul style="list-style-type: none"> All the employees to be holders of KCSE certificate of at least grade D or equivalent. 	✓
<ul style="list-style-type: none"> Must submit letter of employment. 	✓
<ul style="list-style-type: none"> Two Certified photos. 	✓
<ul style="list-style-type: none"> Original ID and copy. 	✓
<ul style="list-style-type: none"> All other relevant certificates original and copies must be summited. 	✓
<ul style="list-style-type: none"> Supervisors must be at least holders of KSCE grade C, diploma/degree in housekeeping or equivalent. 	✓
B. Service provider obligation	
<ul style="list-style-type: none"> Frequent change of hired officers providing the services in the bank premises by the service provider firms, will not be allowed during the contracted period, unless it is absolutely necessary and if so consent from the bank to be sought and the new staff vetted before assuming duty. The firm must provide undertaking. 	✓
<ul style="list-style-type: none"> The firm must provide WIBA (Work insurance and benefit Act) cover for all employees for the entire period of contract 	✓
<ul style="list-style-type: none"> Perform these services to the highest standard of professional and ethical competence. 	✓
<ul style="list-style-type: none"> A work area assessment is mandatory to determine the potential hazards and select the appropriate Personal Protective Equipment for adequate protection. Employees must receive training which includes the proper Personal Protective Equipment for their job, when this Personal Protective Equipment must be worn, how to wear, adjust, maintain, and discard this equipment, and the limitations of the Personal Protective Equipment. 	✓
<ul style="list-style-type: none"> Identifying the appropriate equipment's based on the hazards of the task/ work area and ensure appropriate equipment is 	✓

available.	
<ul style="list-style-type: none"> The service provider to arrange for relievers in case of leave, sick-off and any other form of absenteeism and the list shall be forwarded. 	✓
<ul style="list-style-type: none"> The supplier is to ensure the bank is protected from any losses arising from the suppliers and their staff negligence. 	✓
<ul style="list-style-type: none"> For messengerial duties the service provider should note where messengers will be expected to visit while delivering and collecting mails/parcels and banking services. This shall include cost involved and frequency where necessary. 	✓
<ul style="list-style-type: none"> The supplier is to ensure the bank is protected from any losses arising from the suppliers and their staff negligence, theft, destruction, damage and protection of information. 	✓
<ul style="list-style-type: none"> The suppliers are to be compliant with labour laws as far as basic salaries, wages and other requirements. Pay staff promptly i.e. not later than 5th of every month. (Evidence to be attached), certified copies of pay slips shall be requested as when need arises 	✓
<ul style="list-style-type: none"> The suppliers to ensure uniforms and other protective clothes and equipment's are provided. A list of protective equipment and physical inventory of equipment to be submitted. 	✓
<ul style="list-style-type: none"> Suppliers must provide a list of equipment's, protective gear, detergents, materials and any other appropriate item they intend to use during the contract period 	✓
<ul style="list-style-type: none"> All employees contracted to work at Postbank to be paid through Postbank account which shall be monitored to check if the minimum wage requirement is being observed. 	✓
<ul style="list-style-type: none"> Service provider will not be entitled to charge Kenya Post Office Savings Bank at its fee rates for work done beyond working hours. 	✓
C. Other requirements	
<ul style="list-style-type: none"> The total price per month and the proposed number of staff to be deployed for each office/department to be indicated in the attached list of branches which indicate the total area to be cleaned and messengerial services. 	
<ul style="list-style-type: none"> Suppliers are expected to view all the offices they are quoting for (details found in appendix 1) 	✓
<ul style="list-style-type: none"> There is more expected in cleaning than just quoting per sq. ft. provided. There are many areas which are not measurable and are always expected to be cleaned. 	✓
D. Payment	
<ul style="list-style-type: none"> The supplier shall invoice the bank on monthly basis after each satisfactory delivery of service. These invoices shall be paid within thirty (30) days after receipt of the same as per bank's 	✓

procedures and regulations. However, the firm shall ensure their employees are paid their salaries on time so as not to affect service delivery.	
• Price quoted per month shall remain fixed over the contract period and should be inclusive of all relevant taxes.	✓
E.Contract duration	✓
• The Contract is to run for two (2) years.	✓

GENERAL

Vetting

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

Adequate Personnel

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

Wages

Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and Postbank 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.

The Contractor will be expected to provide clean uniform to his/her employees and all other necessary machinery, tools and materials, PPE’s for use in providing the services.

3.0 Rates Charged

The rates charged shall remain fixed throughout the contract period.

4.0 OCCUPATIONAL SAFETY AND HEALTH REGULATIONS & PRACTICES

The contractor will be required to ensure strict adherence to current Occupational Safety and Health regulations in the workplace.

5.0 PRELIMINARY REQUIREMENTS (MANDATORY)

To ensure that the Bank deals with compliant, credible, creditworthy and or financially sound institutions the Bank requested service providers to provide the following mandatory information.

EVALUATION CRETERIA

1. Preliminary Requirements (Mandatory)

No.	Documents to be Submitted	
1.	Certificate of Incorporation/ Business Registration	Mandatory
2.	Copy of current Tax Compliance Certificate	Mandatory
3.	Valid copy to Access Government Procurement Opportunities - Register - AGPO	Mandatory
4.	Copy of single business permit from county Government - for relevant services.	Mandatory
5.	Copy of occupational safety and health	Mandatory
6.	Dully filled Confidential Business Questionnaires	Mandatory
7.	Current Certificate of compliance for National Hospital Insurance Fund (NHIF)	Mandatory
8.	Current Certificate of compliance National Social Security Fund (NSSF)	Mandatory
9.	Copy of Current occupational safety and health Act 2007 certificate from issuing authority.	Mandatory
10.	Site visit form stamped by the Branch managers for the following Branches: HQ Building, Eldoret Building, Nyeri Branch, Nakuru Building, Mombasa Building, Kisumu Branch, Afya Centre Branch. The listed Branches are Mandatory, but bidders are free to visit the rest of the branches upon prior appointment from Head office.	Mandatory

N/B Certification to be done by issuing Authorities.

Tenders which do not satisfy the preliminary requirements set out above shall be rejected by the Evaluation Committee.

2. Technical Evaluation

NO	PARAMETERS	SCORES	REMARKS
1.	Please attach a company profile detailing the vision and mission of the company (4Marks) and your organizational /company structure (4Marks)	8	
2.	Be in compliance with prevailing labor laws in respect to minimum wage, statutory remittances – attach evidence of current letter from the ministry of labor	10	
3.	Valid work injury benefit policy or group personal accident policy or Employers Liability policy (WIBA)	10	
4.	Provide 3 clients’ references from a reputable clients you have successfully performed their contracts in the last 2 years, handling the same service. (2 marks each)	6	
5.	Provide CV’s for at least 3 supervisory staff each With at least three (3) years’ experience in housekeeping. (2 marks each)	6	
6.	Financial capability: Registered firm with at least 2 years continuous experience in Tea, cleaning and Messengerial services with an annual turnover of at least Kshs. 3M (Attach Audited financial statements for the last two years) a. Upto 1M – 5Marks b. 2 - 3M - 10 Marks c. Above 3M.- 20 Marks	20	
7.	List of relevant equipment that is vital for effective Execution of the proposed contract a. Cleaning materials/equipment’s e.g. Scabbing machines,brooms,mops buckets, gloves, ladders, hoist, buffing machine 10 marks (2 marks for each equipment) b. Messengerial services e.g. Carrier bags 2 marks c. Tea services e.g. Cutlery, meko cooking gas, Sufurias, Flasks, spoons, Glasses 8 marks (2 marks for each equipment)	20	
8.	Firm must have a physical address and administrative office (Attach copy of lease agreement from Landlord or ownership title)	10	
9.	Commitment to open a corporate account with the bank if awarded the works. Attach commitment letter 5 Marks). with existing account (10 Marks)	10	
	TOTAL MARKS	100	
	Postbank may inquire validity of the submitted documents from relevant issuing authority by the evaluating committee.		

Note

Document Presentation; tender document should be arranged in an orderly manner and fully paginated.

NB. Cut off points for the technical evaluation shall be 75 marks and bidders who shall not have attained this mark shall not proceed to the next stage of the evaluation process.

3. Financial Evaluation

The Bidder who shall be determined as the lowest evaluated bidder shall be considered and recommended for award.

Postbank shall have the discretion to award the tender to the lowest evaluated bidder per branch or the lowest evaluated bidder for all the branches.

PREMISE, LOCATION, MEASUREMENT AND ESTIMATED NUMBER OF STAFF

Note: The measurements are only approximated figures and it's up to the bidder to verify the exact measurements.

POSTBANK BRANCHES	SQ FT	NUMBER OF STAFF & SERVICES TO BE OUTSOURCED	RATE PER MONTH VAT INCL	TWO YEARS RATE VAT INCL
1.Postbank House, 16th Banda street, City Centre P.O. Box 30311 00100 Nairobi Phone: (+254)20 2803333/341/350/248 (+254)20 2803000	114,000	28 cleaners for Cleaning and Messengerial services		
RIFT VALLEY REGION				
<u>2.Eldoret Branch</u> Postbank House, P. O. Box 2770, Eldoret	3,475	2 cleaners		

Tel: 0770-213110		Cleaning Services only		
<u>3.Nakuru Branch & Regional office</u> Postbank House, Kenyatta Ave., P. O. Box 4199 Nakuru Tel: 254 051 2215165 ,020-2803520	3,557	2 cleaners Cleaning Services only		
<u>4.Nyahururu Branch</u> Hekima House, Tel: +254-065-2032251 or 0202803594 Nyahururu.	1,200	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>5.Kitale Branch</u> Gian Singh Biashal House, P. O. Box 82, Kitale Tel: 020-2187693 or 0202803518	3,896	2 cleaners Cleaning Services only		
<u>6.Narok Branch</u> Narok - Nairobi Road, Rorati Building P. O. Box 22030 Narok Tel: 254 050 22030 ,0770-213106	780	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>7.Lodwar Branch</u> Tel No: 020 - 2149541 Lodwar or 020-2803580	600	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>8.Eldama Ravine Branch</u> Robin Plaza Tel: 0776-344662	875	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>9.Maralal Branch</u> Maison Building P.O Box 337 Maralal Telephone 0771-994708 or 020-	1,000	Tea, Cleaning & Messengerial (Tea for 9 persons)		

2803582_				
<u>10.Iten Branch</u> Tel: 0771 021645 Opp. Iten Primary Iten–Eldoret highway	2,717	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>11.Kapenguria Branch</u> Mienyon Centre Tel:0202803558 or 0202611886	650	Tea, Cleaning & Messengerial (Tea for 8 persons)		

NAIROBI NORTH REGION				
<u>12.Githurai Branch</u> Winma Plaza, Githurai P. O. Box 30311 00100, Nairobi Tel: 020-3547718	1,497	1 cleaner Cleaning Services only		
<u>13.Kariobangi Branch</u> Along Outering road P. O. Box 30311 00100, Nairobi Tel:0775-227203	1,284	Tea, Cleaning & Messengerial (Tea for 9 persons)		
<u>14.Eastleigh Branch</u> 2nd Avenue Eastleigh P. O. Box 30311 00100, Nairobi Tel: 0774761892 or 020-2803522	1,278	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>15.Thika Branch</u> Nduriri House, P. O. Box 1819 Thika Tel: 020-2635021 or 020-2803502	2,401	Tea, Cleaning and messengerial Services (Tea for 8 persons)		

<p><u>16.Ruiru Branch</u></p> <p>Finance House, Ruiru P. O. Box 190, Taika Tel: 020-2103287 or 020-2803517</p>	1,056	1 cleaner Cleaning Services only		
<p><u>17.Mwingi Branch</u></p> <p>Garissa Road P. O. Box 510 Mwingi Tel: 0770-559672 or 020-2803522</p>	2,769	Tea, cleaning and messengerial (Tea for 8 persons)		
<p><u>18.Matuu Branch</u></p> <p>Yatta House Tel. 0773830080</p>	9,66	Tea, cleaning and messengerial (Tea for 8 persons)		
<p><u>19.Kangundo Branch</u></p> <p>Kangundo Town P.O.Box 30311-00100 NairobiTel: 0776165098 or 020-2803579</p>	920	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>20.Nacico plaza Branch</u></p> <p>Nacico Plaza, Landhies Road P.O.Box 30311-00100 Nairobi Tel: 254-020-2345134 / ISDN 020-2803155</p>	2,010	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>21.Enterprise Branch</u></p> <p>Enterprise Road, Post Office, Industrial Area P.O.Box 30311-00100 Nairobi Tel: 254-020-229551 or 0773024680</p>	200	Tea, Cleaning & Messengerial Services (Tea for 7 persons)		

<p><u>22.Afya Centre Branch</u> Tom Mboya Street, Nairobi. Tel: 254-020-229551 or 020-2636441</p>	2,688	Tea, Cleaning & Messengerial Services 2 – cleaners (Tea for 12 persons)		
<p><u>23.Kawangware Branch</u> Monica House, Naivasha Road Tel: 0775-24122 P.O.Box 30311-00100 Nairobi</p>	1,600	Tea, Cleaning & Messengerial Services (Tea for 8 persons)		
NAIROBI SOUTH REGION				
<p><u>24.Machakos Branch</u> Stone Kathuli, P. O. Box 30311 00100 Machakos Tel: 254 044 20261 or 020-2003488</p>	1,400	Tea, Cleaning & Messengerial Services (Tea for 15 persons)		
<p><u>25.Karuri Branch</u> Spikes House, Karuri P.O.Box 30311-00100 Nairobi Tel: 254 066 51683</p>	1,042	Tea, Cleaning & Messengerial Services (Tea for 9 persons)		
<p><u>26.Kibwezi Branch</u> Mbinda Building P.O.Box 30311-00100 Nairobi Tel:0775-859168</p>	840	Tea, Cleaning & Messengerial Services (Tea for 8 persons)		

<p><u>27.Limuru Branch</u> Ushirika Center, Limuru P.O.Box 170 Limuru Tel: 254-020-2099150 or 020-2803516</p>	882	Tea, Cleaning & Messengerial Services (Tea for 8 persons)		
<p><u>28.Kikuyu Branch</u> Sisters Building, Kikuyu P.O.Box 30311-00100 Nairobi-060-31630 or 0771983367</p>	684	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>29.Uthiru Branch</u> Nairobi-Naivasha Road P.O.Box 30311-00100 Nairobi Tel: 0773010128, 020-2803523</p>	1,000	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>30.Kajiado Branch</u> Opp.Municipal Market P. O. Box 30311 00100, Nairobi Tel: 254 20 2455105 or 020-2803548</p>	923	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>31.Mlolongo Branch</u> Ndile House, Mlolongo P. O. Box 30311 00100, Nairobi Tel: 254 20 2445491</p>	560	Tea, Cleaning & Messengerial (Tea for 10 persons)		
<p><u>32.Ngara Branch</u> Pioneer House, Ngara Road. P.O.Box 30311-00100 Nairobi Tel: 254-020-2634399 or 020-2803598</p>	1,147	Tea, Cleaning & Messengerial (Tea for 8 persons)		

<p><u>33.Kitengela Branch</u> Kitengela Plaza, Namanga Road Tel: 0773 382 817</p>	<p>1,000</p>	<p>Tea, Cleaning & Messengerial (Tea for 9 persons)</p>		
<p><u>34.Westlands Branch</u> Soin Arcade P.O.Box 30311-00100 Nairobi Tel: 254-020-2519207 or 020-2519207</p>	<p>1,114</p>	<p>Tea, cleaning & Messengerial (Tea for 8 persons)</p>		
<p><u>35.Ngong Hills Branch</u> opposite Kiserian stage office tel 0771019289</p>	<p>1,100</p>	<p>Tea, cleaning & Messengerial (Tea for 8 persons)</p>		
<p><u>36.Emali Branch</u> <u>Tel 020 2803 569</u></p>	<p>1,473</p>	<p>Tea, cleaning & Messengerial Tea for 8 persons)</p>		
<p>MOUNT KENYA REGION</p>				
<p><u>37.Karatina Branch</u> Linda Plaza, Ground Floor, Along Kibaki Rd Tel: 020-2665790 or 020-2803578</p>	<p>1,486. 26</p>	<p>Tea, Cleaning & Messengerial (Tea for 8 persons)</p>		
<p><u>38.Embu Branch</u> Waumini House, Ngara Road P. O. Box 1245, Embu Tel: 254 068 2230740 ,0774451072</p>	<p>2,046</p>	<p>Tea, Cleaning & Messengerial (Tea for 8 persons)</p>		

<u>39.Nanyuki Branch</u> Kiangina Distributors Building P. O. Box 416, Nanyuki Tel: 254 061 2034348,061-2032189	1,482	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>40.Chuka Branch</u> Rhea Plaza, Chuka P. O. Box 616, Chuka Tel: 254 020 2803535 or 254 064 5630443	925	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>41.Kerugoya Branch</u> Kibetu Plaza Building P. O. Box 1020, Kerugoya Tel: 0771745504 or 020-2803564	825	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>42.Maua Branch</u> Maua Town, Tel: +254-064-2021150 or 020-2803590	1,385	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>43.Wanguru Mwea</u> Jasper Plaza, Wanguru P. O. Box 153-10303 Wanguru Tel: 020 352 4329 or 020-2803506	1,072	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>44.Isiolo Branch</u> Mashalla House, Isiolo Town Tel: +254 -064-5352350/5	1,000	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>45.Marsabit Branch</u> Silvia Inn, near JJ Centre <u>Tel:0775-475925</u> Marsabit.	1,600	Tea, Cleaning & Messengerial (Tea for 8 persons)	8	Tea, Cleaning & Messengerial
<u>46.Nyeri Branch</u> Kangaru Corner House P. O. Box 246, Nyeri Tel: 254 061 2034348 or 2803568	1,323	Tea, Cleaning & Messengerial 1 - Cleaner (Tea for 8 persons)		

<p><u>47.Nyeri Regional office</u> Kangaru Corner House P. O. Box 246, Nyeri Tel: 254 061 2034348</p>	1,523	Tea, Cleaning & Messengerial 1- Cleaner (Tea for 8 persons)		
WESTERN REGION				
<p><u>48.Kericho Branch</u> Posta Plaza, Kericho P.O.Box 1031 Kericho 0773554375/ 020-2803571</p>	904	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>49.Kisumu Branch /Regional Office</u> Tivoli Center, Kenyatta Street P. O. Box 183 Kisumu Tel: 254 057 2022112 or 020-2803511</p>	4,575	22 Tea & Cleaning Services (Tea for 22 persons)		
<p><u>50.Kisii Branch</u> Onchoke Hse, Hospital Road P. O. Box 155 Kisii Tel: 254 058 2030800 or 0202803549</p>	2,424	2 cleaners Cleaning services only		
<p><u>51.Busia Branch</u> Amukura House, Busia Town P. O Box 183, Kisumu Tel: 254 055 2322157 or 020-2803508</p>	639	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>52.Mumias Branch</u> Mumias Town P. O Box 183, Kisumu Tel: 0774543859 or 0202803503</p>	905	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<p><u>53.Suna Migori Branch</u> Cool Plaza, Migori P. O. Box 1059 Isebania</p>	855	Tea, Cleaning & Messengerial		

Tel: 0770922133 or 0202803592		(Tea for 8 persons)		
<u>54.Homabay Branch</u> Luore Plaza, Homabay Town P. O. Box 203 Homabay Tel: 0770070061 or 0202803545	605	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>55.Sare Awendo Branch</u> Gango House, Awendo Tel: 0774543513 or 0202803565 962 sq.ft	962	Tea, cleaning & Messengerial (Tea for 8 persons)		
<u>56.Nyamira Branch</u> Nyamira Branch Kisii - Nyamira Highway Tel : 0774543715/020-2803596	950	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>57.Oyugis Branch</u> Tel: 020-2803601/0773630678/0720467359	1,125	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>58.Mbita Branch</u> Mbita House, Tema Nyang House, Tel: 0775096441	1,650	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>59.Bondo Branch</u> Kisumu-Usenge Road, Next to Total Petrol Station, Opposite Easy Coach Booking Centre, Tel: 077559446	1,413	Tea, Cleaning & Messengerial (Tea for 8 persons)		
<u>60.Luanda Branch</u> Equator Building Tel:0202803536	720	Tea, Cleaning & Messengerial (Tea for 8 persons)		

<u>61.Kehancha Branch</u> Mali Complex, Tel:0774 543512/0202803573	1,000	Tea, Cleaning & Messengerial services (Tea for 9 persons)		
<u>62.Siaya Branch</u> Siaya Centre Tel:0774543714/0773331140 or 0202803563	1,100	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>63.Kakamega Branch</u> Kakamoni Building Tel:0770081333/0202803530	1,341	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>64. Keroka Branch</u> Neighbours House Opp.Keroka police Station Tel: 0774345772/0202803533	1,000	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>64.Webuye Branch</u> Tel 0774543502	800	Tea, Cleaning & Messengerial services (Tea for 10 persons)		
COAST REGION				
<u>65.Mtwapa Branch</u> Mombasa - Malindi Road P. O. Box 90563, Mombasa Tel 020-202056522/020-2803553	750	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>66.Ukunda Branch</u> Siku Njema Plaza, LungaLunga P. O. Box 90563, Mombasa	882	Tea, Cleaning & Messengerial services (Tea for 8 persons)		

Tel: 254 041 2000152/020-2803603				
<u>67.Kisauni Branch</u> Burhanyia Bohra Building P. O. Box 90563, Mombasa Tel: 020-2434512 or 0202803577	750	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>68.Kilifi Branch</u> Kilifi Shopping Arcade, Kilifi P. O. Box 90563, Mombasa Tel: 0775635333 or 0202803546	661.5	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>69.Watamu Branch</u> Watamu Richland. P. O. Box 90563, Msa Tel: 254 041 2001115	742	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>70.Changamwe Branch</u> Chaani Post Office Building, P. O. Box 90563, Msa Tel: 254 041 3430037 or 020-2803501	900	Tea, Cleaning & Messengerial services (Tea for 9 persons)		
<u>71.Moi Avenue Regional office</u> Postbank House, Moi Avenue, P. O. Box 90563, Msa Tel: 254 041 2230969 /020-2803609	6,896	Cleaning Services only 2 – Cleaners (Tea for 8 persons)		
<u>72.Moi Avenue Branch</u> Postbank House, Moi Avenue, P. O. Box 90563, Msa Tel: 0773637670/020-2803504	2,150	Tea, Cleaning & Messengerial services 2 – Cleaners (Tea for 9 persons)		
<u>73.Mariakani Branch</u> Shariif Building, Mariakani P. O. Box 90563, Mombasa Tel: 0773737876/0202803543	1,000	Tea, Cleaning & Messengerial services (Tea for 8 persons)		
<u>74.Savani Branch -</u>		Tea, Cleaning &		

Savani House, Mombasa P. O. Box 90563, Mombasa Tel: 254 041 2314424	1,570	Messengerial Services. (Tea for 10 persons)		
<u>75.Taveta Branch</u> Taveta Guest House P. O. Box 90563, Mombasa Tel: 020 -2803602/0771188385	826	Tea, Cleaning & Messengerial Services. (Tea for 8 persons)		
Total cost				

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

Location of business premises: Country/Town:

Plot No.: Street/Road:

Postal Address: Tel No(s) :

Nature of Business:

Current Trade License No.: Expiring date:

Maximum value of business which you can handle at any time::

Name of your bankers:

Branch:

Part 2 (a) – Sole Proprietor

Your name in full: Age:

Nationality: Country of Origin:

*Citizenship details:

Part 2 (b) – Partnership

Give details of partners as follows:

Name in full

Nationality

*Citizenship Details

Shares

1.
2.
3.

Part 2(c) – Registered Company:

Private or public:

State the nominal and issued capital of the company: -

Nominal Kshs.:

Issued Kshs.:

Give details of all the directors as follows:

	<u>Name in full</u>	<u>Nationality</u>	<u>*Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

Part 2 (d) – Interest in the Firm:

Is there any person/persons in: (*Name of Employer*) who has interest in this firm? Yes/No..... (*Delete as necessary*).

I certify that the above information is correct.

.....
(*Title*)
(*Signature*)
(*Date*)

*** Attach proof of citizenship**

TENDER-SECURING DECLARATION

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

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

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

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

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

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

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

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

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

PERFORMANCE SECURITY FORM

To:

[Name of the Procuring entity]

WHEREAS..... [Name of tenderer]

(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____
[reference number of the contract] dated _____20_____to

Supply.....

[Description 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)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

INTEGRITY DECLARATION

I/We/Messrs.....of
Street/avenue, Building, P. O. Box.....Code, of (town),
(Nationality), Phone E-mail declare that Public Procurement is
based on a free and fair competitive tendering process which should not be open to abuse.
I/We declare
that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any
public officer, their relations or business associates, in connection with
Tender name:
Tender No.
For/or in the subsequent performance of the contract if I/We am/are successful.
Dated this day of 20.....
Authorized Signature.....Official Stamp
Name and Title of Signatory.....

NON-DEBARMENT STATEMENT FORM

I/We/Messrs..... of
Street/avenue, Building, P. O. Box.....Code, of (town),
(Nationality), Phone: E-mail declare that I/We /Messrs
..... are not debarred from participating in public
procurement by the Public Procurement Oversight Authority pursuant to section 41 of the Public
Procurement and Disposal Act, 2015.
Dated this day of 20.....
Authorized Signature.....Official Stamp
Name and Title of Signatory.....