

ADDENDUM "SET 1"
3RD DECEMBER 2021.

To all Prospective bidders,

REF: TENDER NO. KRA/HQS/NCB -016 /2021-2022 – PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE FOR A PERIOD OF TWO (2) YEARS.

KRA wishes to inform the prospective bidders to note the following amendments and clarifications in the tender document. Bidders are advised to include the amendments appropriately when responding to the tender.

1. MANDATORY REQUIREMENTS FOR PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE FOR A PERIOD OF TWO (2) YEARS

Item	Requirement	KRA Responses
12	Attach evidence that the firm is registered with DOSH, relevant, current, and valid insurance covers e.g. Workman's Compensation, Fidelity, Public Liability and All Risks Covers.	KRA Requirements holds. Prospective bidders are required to submit evidence of DOSH registration.
13	Attach a copy of valid NEMA License for Sanitary and/or Biomedical waste handling for self or sub-contractor. <i>(Attach a copy of sub – contractor agreement where applicable)</i>	KRA Requirements holds. Prospective bidders are required to provide evidence of NEMA Sanitary and/ or Biohazard Waste license.

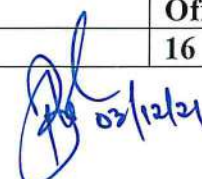
2. VENDOR REQUIREMENTS FOR PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE FOR A PERIOD OF TWO (2) YEARS

Criteria	Maximum Score	Cut – off Score	Revised Cut – Off Score
Totals	20	10	16

Prospective bidders are hereby advised that the Total Cut off Score on Vendor Evaluation, Page 22 has been amended from 10 to 16.

3. OVERALL TENDER EVALUATION CRITERA

Criteria	Maximum Score	Cut – off Score	Revised Cut – Off Score
Vendor Evaluation	20	10	16





Prospective bidders are hereby advised that the Total Cut off Scores on overall Tender evaluation Criteria, Page 22 has been amended from 10 to 16

4. Performance Bond

Performance Security	Successful bidders will be required to Submit a Performance security within twenty-one (21) days of the receipt of the Form of Acceptance from the Kenya Revenue Authority, the successful Tenderers, shall furnish the Performance Security which shall be denominated in [Kenya Shillings] for an amount equal to [1%] percent of the Contract Price, Performance Bond from Insurance Company (registered and licenced by the Insurance Regulatory Authority listed by the Authority) or Bank (regulated by CBK) of 1% and in the same currency of the Accepted contract Amount) is accepted.
-----------------------------	--

5. DESCRIPTION TECHNICAL CLAUSE BY CLAUSE AND FINANCIAL REQUIREMENT OF SERVICES

- a) Prospective bidders are hereby advised that the following cleaning and garbage requirements have been added.
- b) The added requirements should be factored at the summary of Financial Summaries for LOT 2 Nairobi Region, LOT 3 Southern Region, LOT 6 Southern Region, Lot 7 Northern Region and Lot 8 Western Region.
- c) Bidders are required to use the **Financial Summary** and **Revised Grand Summary** as clarified in **Addendum Set "1"** while responding to LOT 2 Nairobi Region, LOT 3 Southern Region, LOT 6 Southern Region, Lot 7 Northern Region and Lot 8 Western Region **which should be carried the respective form of tender price where applicable.**

SUMMARY OF TECHNICAL CLAUSE BY CLAUSE AND FINANCIAL REQUIREMENT OF SERVICES

No.	TENDER DESCRIPTION	KRA Responses
1	LOT 1 -Times Tower, Summary of Financial Proposal ITEM no. 37- "provision of three bales (of 12 pkts each) of hand towels, ten litres hand wash soap & two disposal bins at the entrance handwashing bay.	Prospective bidders are hereby advised that the quantity previously captured as ITEM has been amended to read 251 days .





KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

2.	LOT 2 (NAIROBI REGION) The Price Schedule for EPZ OFFICES.	Prospective bidders are hereby advised that the technical specifications and the Financial Proposal for EPZ OFFICES have been added and labelled as: The following (1) Technical specifications and Financial Summary have been added to Nairobi Region. 1) EPZ OFFICES - Annex 1
3.	LOT 2 (NAIROBI REGION) The price schedule for SUPPLIES BRANCH WAREHOUSE- LIKONI ROAD.	Prospective bidders are hereby advised that the technical specifications and the Financial Proposal for SUPPLIES BRANCH WAREHOUSE-LIKONI ROAD have been added and labelled as: The following technical specifications and Financial Summary have been added to Nairobi Region. 1) SUPPLIES BRANCH WAREHOUSE LIKONI ROAD - Annex 2
4.	LOT 3 (SOUTHERN REGION) The Price Schedule, for TARU RRU Office.	Prospective bidders are hereby advised that the technical specifications and the Financial Proposal for TARU RRU OFFICE have been added and labelled as: The following technical specifications and Financial Summary have been added to Southern Region. 1) TARU RRU OFFICE- Annex 3
5.	LOT 3 (SOUTHERN REGION) The Price Schedule, for MOMBASA RESIDENTIAL ESTATES. (Soweto, Miritini 1 & 2, Nyerere, Buxton, Migadini, Chagamwe, Bamburi Senior & Shimoni)	Prospective bidders are hereby advised that the technical specifications for Cleaning Services and Garbage Collection in the Southern Region Estates is present in the Standard Tender Document for Cleaning and Garbage Collection services PG 117-119. The specifications are all the same across each estate and are to be used in quoting the total price for each estate. The price schedule for the estates is to be quoted in terms of acreage which have been added and labelled as: The following technical specifications and Financial Summary have been added to Southern Region. 2) Area in terms of Acreage for Mombasa Residential Estates attached as Annex 4



6.	<p>i. LOT 3 (SOUTHERN REGION) the Financial Proposal, for LAMU PORT Office.</p> <p>ii. LAMU PORT OFFICES is to be included in the Grand Summary for lot 3 (SOUTHERN REGION)</p>	<p>Prospective bidders are hereby advised that the technical specifications and the Financial Proposal for LAMU PORT OFFICE have been added and labelled as:</p> <p>The following technical specifications and Financial Summary have been added to Southern Region.</p> <p>3) Technical specifications and Financial Summary attached as Annex 5</p> <p>4) The Revised Grand summary for lot 3 (SOUTHERN REGION) is attached and marked as Annex 5 (b)</p>
7.	<p>Financial Proposal for KESRA offices, Upper and Lower Hostels (Mombasa)</p>	<p>Prospective bidders are hereby advised that the area in terms of Square Meters have been added to the price schedule for KESRA offices, Upper and Lower Hostels (Mombasa) and has been provided.</p> <p>Technical specifications and Financial Proposal attached as Annex 6</p>
8.	<p>i. LOT 6(SOUTH RIFT REGION) The Price Schedule for NAKURU POSTA OFFICES.</p> <p>ii. NAKURU POSTA OFFICE is to be included in the Grand Summary for lot 6 (SOUTH RIFT REGION)</p>	<p>Prospective bidders are hereby advised that the Technical Specifications and the Financial Proposal for NAKURU POSTA OFFICES have been added and labelled as:</p> <p>The following technical specifications and Financial Summary have been added to South Rift Region.</p> <p>1) Technical specifications and Financial Summary for NAKURU POSTA OFFICES. attached as Annex 7 (a)</p> <p>2) The Revised Grand summary for lot 6 (SOUTH RIFT REGION) is attached and marked as Annex 7 (b)</p>
9	<p>i. MACHAKOS RRU OFFICES and MACHAKOS MAIN OFFICES (LOT 7-NOTHERN REGION)</p> <p>ii. DIFFU-WAJIR OFFICES</p>	<p>Prospective bidders are hereby advised that the two offices be quoted for separately. Technical Specifications and the Financial Proposal for MACHAKOS RRU OFFICES have been added and labelled as:</p> <p>The following technical specifications and Financial Summary have been added to South Rift Region.</p> <p><i>[Handwritten signature]</i></p>



		<p>1) Technical specifications and Financial Proposal MACHAKOS RRU offices and DIFFU-WAJIR offices attached as Annex 8 (a)</p> <p>2) The Revised Grand summary for lot 7 (NORTHERN REGION) includes MACHAKOS RRU offices and DIFFU-WAJIR offices. It has been attached and marked as Annex 8 (b)</p>
10	Lot 7 (NORTHERN REGION) LIBOI station had no minimum number of staff required stated.	Prospective bidders are hereby advised that the minimum number of staff required at LIBOI OFFICES are TWO (2)
11	(Lot 8 WESTERN REGION) Schedule for Cleaning activities for Webuye RRU OFFICES	Prospective bidders are hereby advised that the Schedule for Cleaning activities to be used for WEBUYE RRU OFFICE has been added to the tender document and labelled as: Schedule for Cleaning Activities attached as Annex 9
<p>Note:</p> <ul style="list-style-type: none">• Bidders are advised to acknowledge receipt of this addendum published and uploaded on the KRA Website on 3rd DECEMBER 2021.• Bidders are required to align the tender Securing Declaration Form to the new tender closing date to be valid up to and including 8th December 2022.		

The Addendum form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same. You are therefore required to immediately acknowledge the receipt of this addendum.

Regards,

Benson Kiruja

For: Deputy Commissioner - Supply Chain Management

BM



ADDENDUM SET "1"

1. LOT 2 - NAIROBI REGION

TECHNICAL CLEANING SPECIFICATION AND PRICE
SCHEDULE: (EPZ) OFFICES ANNEX 1

5. (EPZ) OFFICES

Schedule of Cleaning Activities

	SPECIAL REQUIREMENTS	Frequency
1	Mopping of All PVC/screed/terrazzo floors.	Once every day
2	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	Once every day
3	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once every day
4	Removal of all wet and dry waste from offices to Garbage room.	Once every day
5	Provision of two (2no) toilet paper rolls in each closet as per sample.	Once every day
6	Installation of hand liquid soap dispenser & provision of 1/2litre liquid soap in each toilet cubicle	Three times every week
7	Provision and servicing of one (number) sanitary bin in each ladies toilet	Once every week
8	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
10	Cleaning and washing of external walls and windows.	Once every three months
11	Washing of toilet public areas i.e., toilets floors and sanitary ware, mirrors and wall tiles.	Twice per day
12	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	Four balls per urinal per week



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PRICE SCHEDULE.

SPECIAL REQUIREMENTS				
1. Cleaning of all screed/PVC/terrazzo floors.				
	DESCRIPTION (floor)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	600	150,600

SPECIAL REQUIREMENTS				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
1	Offices	4	600	2,400

SPECIAL REQUIREMENTS			
3. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.			
	DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	Item

SPECIAL REQUIREMENTS				
4. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
1	2	2	251	1004

SPECIAL REQUIREMENTS			
5. Garbage Handling			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

SPECIAL REQUIREMENTS				
6. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M²
1	2	240	9	4,320



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SPECIAL REQUIREMENTS						Frequency	
7. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels						Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs	
1	2	2	251	1004			
SPECIAL REQUIREMENTS						Frequency	
8. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle.						Once every day	
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	Toilet	No. of toilets cubicles					
		2	1/2	251	251		

SPECIAL REQUIREMENTS					
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	DESCRIPTION		Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets				
1	1		1	24	24

SPECIAL REQUIREMENTS				
10. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
1	Offices	4	600	2,400

SPECIAL REQUIREMENTS			
11. Cleaning and Washing of external walls and windows.			
	Description		Annual Frequency
1	All external walls & windows		4

SPECIAL REQUIREMENTS							
12. Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)							
	No. of urinals				Qty. of balls	ANNUAL FREQUENCY	TOTAL cans to be provided annually
				Total			



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

1	Urinals	1		1	4	52	208
Grand Total							

SUMMARY OF FINANCIAL PROPOSAL FOR EPZ OFFICES.

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Inclusive of Taxes (Kshs)
1	Mopping of All PVC/screed/terrazzo floors.	150,600		
2	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	2,400		
3	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of	Item		
4	Removal of all wet and dry waste from offices to Garbage room.	1004		
5	Provision of two (2no) toilet paper rolls in each closet as per sample.	item		
6	Installation of hand liquid soap dispenser & provision of ½litre liquid soap in each toilet cubicle	4,320		
7	Provision and servicing of one (number) sanitary bin in each ladies toilet			
8	Stripping and polishing all PVC/screed/terrazzo floors			
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	24		
10	Cleaning and washing of external walls and windows.	2,400		
11	Washing of toilet public areas i.e., toilets floors and sanitary ware, mirrors and wall tiles.			
12	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	208		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 2 - NAIROBI REGION)				



**TECHNICAL CLEANING SPECIFICATION AND PRICE
SCHEDULE: SUPPLIES BRANCH WAREHOUSE – LIKONI
ROAD. - ANNEX 2**

13. SUPPLIES BRANCH WAREHOUSE – LIKONI ROAD

Schedule Of Cleaning Activities

	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of all screed/PVC/terrazzo floors and general yard	Once Daily
2	Stripping and polishing all PVC/terrazzo floors	Once every three months
3	Provision of two (numbers) toilet paper rolls in each closet as per sample.	Once daily
4	Washing of toilet public areas i.e., toilets floors and sanitary ware, mirrors, and wall tiles.	Twice daily
5	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc.	Once every day
6	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
7	Cleaning and washing of main fire exit/staircases	Once daily
8	Cleaning and washing of external walls and windows	Once every month
9	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of 240 grammes.	Once daily
10	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
11	Removal of all wet and dry waste from offices to Garbage bin.	Three times a week
12.	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	Four balls per urinal per week

PRICE SCHEDULE.

SPECIAL REQUIREMENTS				
1. Cleaning of all screed/PVC/terrazzo floors.				
	DESCRIPTION (floor)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	1092.30	274,167.30

SPECIAL REQUIREMENTS				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
1	Offices	4	1092.30	4369.20



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SPECIAL REQUIREMENTS			
3. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.			
	DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	Item

SPECIAL REQUIREMENTS				
4. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
1	2	2	251	1004

SPECIAL REQUIREMENTS			
5. Garbage Handling			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

SPECIAL REQUIREMENTS				
6. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M²
1	2	240	9	4,320

SPECIAL REQUIREMENTS					Frequency	
7. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

SPECIAL REQUIREMENTS					Frequency	
8. Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle.					Once every day	
	Description	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be	Rate	Total Kshs



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

1	Toilet	No. of toilets cubicles			Provided Annually		
		2	1/2	251	251		

SPECIAL REQUIREMENTS				
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet				
	DESCRIPTION	Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets			
1	1	1	24	24

SPECIAL REQUIREMENTS				
10. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
1	Offices	4	1092	4638

SPECIAL REQUIREMENTS		
11. Cleaning and Washing of external walls and windows.		
	Description	Annual Frequency
1	All external walls & windows	4

SPECIAL REQUIREMENTS							
12. Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)							
	No. of urinals				Qty. of balls	ANNUAL FREQUENCY	TOTAL cans to be provided annually
				Total			
1	Urinals	1		1	4	52	208
Grand Total							



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SUMMARY OF FINANCIAL PROPOSAL FOR SUPPLIES BRANCH WAREHOUSE – LIKONI ROAD.

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Inclusive of Taxes (Kshs)
1	Mopping of All PVC/screed/terrazzo floors.	274,167.30		
2	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	4369.20		
3	Provision of hand paper dispensers and provision of two (2) packets of paper towels. Each hand paper packet to be of	Item		
4	Removal of all wet and dry waste from offices to Garbage room.	1004		
5	Provision of two (2no) toilet paper rolls in each closet as per sample.	item		
6	Installation of hand liquid soap dispenser & provision of ½litre liquid soap in each toilet cubicle	4,320		
7	Provision and servicing of one (number) sanitary bin in each ladies toilet			
8	Stripping and polishing all PVC/screed/terrazzo floors			
9	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	24		
10	Cleaning and washing of external walls and windows.	4638		
11	Washing of toilet public areas i.e., toilets floors and sanitary ware, mirrors and wall tiles.			
12	Application of urinal balls to all urinals (Minimum size 200 gms pack of 5 balls)	208		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 2 - NAIROBI REGION)				



LOT 3 – SOUTHERN REGION

**TECHNICAL CLEANING SPECIFICATION AND PRICE
SCHEDULE: SUPPLIES BRANCH WAREHOUSE – TARU RRU
CONTAINER OFFICE - ANNEX 3**

TARU CONTAINER OFFICE

Schedule Of Cleaning Activities

Technical Specification		
SPECIAL REQUIREMENTS		Frequency
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	Once every two (2) days
4	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
5	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
7	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
8	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily
9	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
10	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
11	Laundering of ceremonial flag and curtains	Once every 3 months
12	Mounting and removing of ceremonial flag	5 times every year



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PRICE SCHEDULE.

SPECIAL REQUIREMENTS				
1. Cleaning of all screed/PVC/terrazzo floors.				
	DESCRIPTION (floor)	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	500	125,500

SPECIAL REQUIREMENTS				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m²	TOTAL AREA TO BE CLEANED ANNUALLY m²
1	Offices	4	500	2,000

SPECIAL REQUIREMENTS			
3. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.			
	DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m²
	Offices	251	Item

SPECIAL REQUIREMENTS				
4. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
1	2	2	251	1004

SPECIAL REQUIREMENTS			
5. Garbage Handling			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item

SPECIAL REQUIREMENTS				
6. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M²	Total Area To Be Cleaned Annually M²
1	2	240	9	4,320



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SPECIAL REQUIREMENTS						Frequency	
7. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels						Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs	
1	2	2	251	1004			
SPECIAL REQUIREMENTS						Frequency	
8. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle.						Once every day	
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	Toilet	No. of toilets cubicles					
		2	1/2	251	251		

SPECIAL REQUIREMENTS					
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	DESCRIPTION		Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets				
1	1		1	24	24

SPECIAL REQUIREMENTS				
10. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
1	Offices	4	500	2,000

SPECIAL REQUIREMENTS					Frequency	
11. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	50	4		

SPECIAL REQUIREMENTS				
12. Mounting and removing of ceremonial flag				
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.
1	Ceremonial flag	5	1	5



SUMMARY OF FINANCIAL PROPOSAL FOR TARU OFFICES.

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Inclusive of Taxes (Kshs)
1	Cleaning of concrete screed and paved areas.	125,500		
2	Mopping of All PVC/screed/terrazzo floors.	2,000		
3	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	Item		
4	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125	1004		
5	Removal of all wet and dry waste from offices to Garbage collection point.	item		
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	4,320		
7	Provision of FOUR (numbers) toilet paper rolls in each closet			
8	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle			
9	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24		
10	Stripping and polishing all PVC/screed/terrazzo floors	2,400		
11	Laundrying of ceremonial flag and curtains	4		
12	Mounting and removing of ceremonial flag	5		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 3 – SOUTHERN REGION)				



**TECHNICAL CLEANING SPECIFICATION AND PRICE
SCHEDULE: MOMBASA RESIDENTIAL ESTATES ACREAGE.
ANNEX 4**

MOMBASA RESIDENTIAL ESTATES ACREAGE.

Property Location	Plot size	No. of dwelling units	Total Annual Cost (Inclusive of All Applicable Taxes) (Kshs.)
Soweto Estate	6.478Ha.	196	
Miritini I Estate	2.4Ha.	124	
Miritini II Estate	5.0Ha.	144	
Nyerere Estate	1.249Ha.	24	
Buxton Estate	1.925Ha	24	
Migadini Estate	3.0Ha	42	
Changamwe Estate	4.83Ha.	75	
Bamburi Senior Estate (Customs)	9.556Ha.	14	
Bamburi Senior Estate (Nakumatt)		6	
Bamburi Junior Quarters		18	
Shimoni Estate	1.35 acres	11	
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES			
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 3 – SOUTHERN REGION)			



**TECHNICAL CLEANING SPECIFICATION AND FINANCIAL
PROPOSAL: LAMU PORT OFFICES. - ANNEX 5**

Schedule Of Cleaning Activities

Technical Specification		
	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas. To be included are the fence pillars, low-level walls, embankments, lower ground floor, external gate house, pump room, machine rooms ,garage, pavement parking, covered parking, etc. sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, and all windowsills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
7	Removal of all wet and dry waste from offices to Garbage room.	3 times per week
8	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	3 times per week
9	Provision of two (numbers) toilet paper rolls in each closet	Once every day
10	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
11	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Twice per month
12	Stripping and polishing all PVC/screed/terrazzo floors	Once every 3 Months
13	Shampooing of all carpeted areas	Once every 2 months
14	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 3 months
15	Cleaning and Washing of external walls and windows.	Once every three months



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M ²	Total Area To Be Cleaned Annually M ²
1	2 ladies 2Gents & 2 Urinals	240	9	2,160

SPECIAL REQUIREMENTS				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE WASHED ANNUALLY m ²
1	Office area	240	250sq m	60,000

SPECIAL REQUIREMENTS				
3. Provision of two number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	4	2	240	1,920

SPECIAL REQUIREMENTS				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	4	1	24	96

SPECIAL REQUIREMENTS				
5. Provision of one-packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided annually
	Toilets			
1	4	1	240	960

SPECIAL REQUIREMENTS				
6. Installation of hand liquid soap dispenser & provision of 1/2litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually
	No. of toilets			
1	4	0.5	240	480



SPECIAL REQUIREMENTS			
7. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Monthly
1	Removal of all wet and dry waste from offices to common garbage collection point	240	item

SPECIAL REQUIREMENTS		
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office	240

SPECIAL REQUIREMENTS				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
	Urinals			
1	2	4	48	384

SPECIAL REQUIREMENTS				
10. Cleaning and washing windows				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED (m2)
	Area of windows			
1	Item	1	48	Item



SUMMARY OF FINANCIAL PROPOSAL FOR LAMU PORT OFFICES

	Technical Specification	Qty	Rate KShs.	Total Annual Cost Inclusive of Taxes (Kshs)
1	Cleaning and mopping of all screed/PVC/terrazzo	60,000		
2	Applying urinal moth balls to all urinals	384		
3	Provision of two (numbers) toilet paper rolls in each closet	1,920		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	2,160		
5	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	96		
6	Provision of one (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	960		
7	Provision of 1/2 litre liquid toilet soap in each closet and	480		
8	Removal of all wet and dry waste from offices to Garbage room	Item		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, and all window sills and low level partitions.	Item		
10	Cleaning and Washing of external windows	Item		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 3- SOUTHERN REGION)				



**FINANCIAL PROPOSAL FOR KESRA OFFICES, UPPER AND
LOWER HOSTELS (MOMBASA).**

ANNEX 6

	Technical Specification	Area (Sq.Mts)/	Frequency	Gross Annual Area (Sq.Mts)/ Quantity (No)
1	Cleaning of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, etc.	3,500	251	878,500
2	Washing of concrete screed and paved areas. To be included is the stone fence, lower ground floor, external gate house, pump room, machine rooms, garage, pavement parking, covered parking, etc.	3,500	52	182,000



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

REVISED GRAND SUMMARY FOR LOT -3 (SOUTHERN REGION)

LIST OF STATIONS TO BE CLEANED (MANDATORY) - ANNEX 5b

No.	Stations	Description	TOTAL COST FOR TWO (2) YEARS (KSHS) INCLUSIVE OF APPLICABLE TAXES
1.	FORODHA MOMBASA, PPO, RAILWAY	Offices	
2.	KESRA MOMBASA INSTITUTE & HOSTELS, DOG KENNELS AND 30 ACRE	Offices	
3.	KILINDINI I. OFFICES II. WAREHOUSE I III. SCANNER MOMBASA a. MARINE OFFICES /MAST b. FIXED SCANNER c. MOBILE SCANNER KAPENGURIA	Offices	
4.	I AIRPORT MOMBASA & MOI AIRPORT SCANNER MOBILE SCANNER AT MCT L1 JOMVU MOBILE SCANNER AT CONSOL BASE	Offices	
5.	CUSTOMS OLD PORT MOMBASA	Offices	
6.	MALINDI MAIN OFFICES AND WAREHOUSE	Offices	
7.	MALINDI AIRPORT	Offices	
8.	LUNGA LUNGA OSBP & RESIDENTIAL	Offices	
9.	TAVETA OSBP & RESIDENTIAL	Offices	
10.	SHIMONI & RESIDENTIAL	Offices/	
11.	VANGA	Offices	
12.	KIUNGA	Offices	
13.	LAMU	Offices	
14.	NGOMENI	Offices	
15.	DIANI /UKUNDA	Offices	
16.	KILIFI	Offices	
17.	VOI	Offices	



18.	LAMU PORT	OFFICES	
Lot-3 Southern Region (Mombasa Estates)			
1.	SOWETO	Residential	
2.	MIRITINI I	Residential	
3.	MIRITINI II	Residential	
4.	NYERERE	Residential	
5.	BUXTON	Residential	
6.	MIGADINI	Residential	
7.	CHANGAMWE	Residential	
8.	BAMBURI SENIOR	Residential	
9.	BAMBURI NAKUMATT	Residential	
10.	SHIMONI	Residential	
GRAND TOTAL FOR LOT 3 FOR TWO YEARS TO BE CARRIED TO THE FORM OF TENDER			

LOT 6 - SOUTH RIFT REGION

TECHNICAL CLEANING SPECIFICATION AND PRICE SCHEDULE: KRA POSTA NAKURU. ANNEX 7 (A)

KRA NAKURU POSTA

Schedule Of Cleaning Activities

	Technical Specification	Frequency
	SPECIAL REQUIREMENTS	
1	Cleaning of concrete screed and paved areas.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	Once every two (2) days
4	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
5	Removal of all wet and dry waste from offices to Garbage collection point.	Thrice weekly
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice every day
7	Provision of FOUR (numbers) toilet paper rolls in each closet	Once every day
8	Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle	Once daily



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

9	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
10	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
11	Laundrying of ceremonial flag and curtains	Once every 3 months
12	Mounting and removing of ceremonial flag	5 times every year

PRICE SCHEDULE.

SPECIAL REQUIREMENTS				
1. Cleaning of all screed/PVC/terrazzo floors.				
	DESCRIPTION (floor)	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
	Offices	251	500	125,500

SPECIAL REQUIREMENTS				
2. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
1	Offices	4	500	2,000

SPECIAL REQUIREMENTS			
3. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.			
	DESCRIPTION (floor)	ANNUAL FREQUENCY	TOTAL AREA TO BE CLEANED ANNUALLY m ²
	Offices	251	Item

SPECIAL REQUIREMENTS				
4. Provision of two (numbers) toilet paper rolls in each closet				
	DESCRIPTION	Qty. per closet	ANNUAL FREQUENCY	TOTAL rolls to be provided annually
	Total			
1	2	2	251	1004

SPECIAL REQUIREMENTS			
5. Garbage Handling			
	DESCRIPTION	ANNUAL FREQUENCY	TOTAL equivalent ANNUAL Qty.
1	Removal of all wet and dry waste from offices to Garbage room.	251	item



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SPECIAL REQUIREMENTS				
6. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M ²	Total Area To Be Cleaned Annually M ²
1	2	240	9	4,320

SPECIAL REQUIREMENTS					Frequency	
7. Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels					Once every day	
	Description No. Of Toilets	Qty.	Annual Frequency	Total Rolls To Be Provided Annually	Rate	Total Kshs
1	2	2	251	1004		

SPECIAL REQUIREMENTS						Frequency	
8. Installation of hand liquid soap dispenser & provision of 1/2 litre liquid soap in each toilet cubicle.						Once every day	
	Description		Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually	Rate	Total Kshs
1	Toilet	No. of toilets cubicles	1/2	251	251		
		2					

SPECIAL REQUIREMENTS					
9. Provision and servicing of one (numbers) sanitary bin in each ladies toilet					
	DESCRIPTION		Qty. per toilet	ANNUAL FREQUENCY	TOTAL bins to be provided annually
	No. of toilets				
1	1		1	24	24

SPECIAL REQUIREMENTS				
10. Stripping and polishing all screed/PVC/terrazzo floors				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE CLEANED ANNUALLY m ²
1	Offices	4	500	2,000

SPECIAL REQUIREMENTS					Frequency	
11. Laundering of ceremonial flag and curtains					Once every 3 months	
	Description	Annual Frequency	Weight Of Flag/Curta in (Kg)	Total Equivalent Annual Qty.	Rate	Total Kshs
1	Ceremonial flag	4	50	4		



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SPECIAL REQUIREMENTS				
12. Mounting and removing of ceremonial flag				
	DESCRIPTION	ANNUAL FREQUENCY	Weight of flag/curtain (kg)	TOTAL equivalent ANNUAL Qty.
1	Ceremonial flag	5	1	5

SUMMARY OF FINANCIAL PROPOSAL FOR KRA POSTA NAKURU.

	Technical Specification	Gross Annual Area (Sq.Mts)/ Quantity (No)	Rate Kshs	Total Annual Cost Inclusive of Taxes (Kshs)
1	Cleaning of concrete screed and paved areas.	125,500		
2	Mopping of All PVC/screed/terrazzo floors.	2,000		
3	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all windowsills and low-level partitions.	Item		
4	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	1004		
5	Removal of all wet and dry waste from offices to Garbage collection point.	item		
6	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	4,320		
7	Provision of FOUR (numbers) toilet paper rolls in each closet	1004		
8	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	251		



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

9	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	24		
10	Stripping and polishing all PVC/screed/terrazzo floors	2,000		
11	Laundrying of ceremonial flag and curtains	4		
12	Mounting and removing of ceremonial flag	5		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 6- SOUTH RIFT REGION)				

ANNEX 7 (B)
REVISED GRAND SUMMARY FOR LOT -6 (SOUTH RIFT REGION)
LIST OF STATIONS TO BE CLEANED (MANDATORY)

No.	Stations	Description	TOTAL ANNUAL COST FOR TWO YEARS INCLUSIVE OF APPLICABLE TAXES
1.	NAKURU	Offices	
2.	NAKURU -K.P.C OFFICE	Offices	
3.	NAROK	Offices	
4.	KERICHO- SINENDET HOUSE ,IMARISHA PLAZA& DC'S OFFICES	Offices	
5.	NYAHURURU	Offices	
6.	MARALAL	Offices	
7.	NAIVASHA	Offices	
8.	NAIVASHA ICD SUSWA	Offices	
9.	NAKURU POSTA OFFICE	Offices	
GRAND TOTAL FOR LOT 6 FOR THE TWO YEARS TO BE CARRIED TO THE FORM OF TENDER			



LOT -7 (NORTHERN REGION)

**ANNEX 8 (A)
TECHNICAL CLEANING SPECIFICATION AND FINANCIAL
PROPOSAL: MACHAKOS RRU.**

Schedule for Cleaning Activities.

	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas., pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Vacuum cleaning of all carpeted areas	Once every day
4	Cleaning and Washing of main fire exit/stair cases	Once every day
5	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
6	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
7	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
8	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week
9	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week
10	Provision of two (numbers) toilet paper rolls in each closet	Once every day
11	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
12	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
13	Cleaning and washing of roof and storm drains and manholes.	Twice every month
14	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month
15	Shampooing of all carpeted areas	Once every 2 months
16	Shampooing of all upholstery (waiting rooms, visitors rooms, etc.)	Once every 2 months
17	Cleaning and Washing of external walls and windows.	Once every three months



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

FINANCIAL PROPOSAL

SPECIAL REQUIREMENTS				
1. Daily Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.				
	Description (Cubicles)	Annual Frequency	Area M ²	Total Area To Be Cleaned Annually M ²
1	2 ladies 2Gents & 2 Urinals	240	9	2,160

SPECIAL REQUIREMENTS				
2. Daily Mopping /washing of All PVC/screed/terrazzo, wooden floors.				
	DESCRIPTION	ANNUAL FREQUENCY	Area m ²	TOTAL AREA TO BE WASHED ANNUALLY m ²
1	Office area	240	400sq m	96,000

SPECIAL REQUIREMENTS				
3. Provision of two number toilet paper rolls in each closet				
	Description (Toilets)	Qty. Per Closet	Annual Frequency	Total Rolls To Be Provided Annually
1	4	2	240	1,920

SPECIAL REQUIREMENTS				
4. Provision and servicing of one (no.) sanitary bin in each ladies toilet				
	Description (No. Of Toilets)	Bins Per Toilet	Annual Frequency	Total Bins To Be Provided Annually
1	4	1	24	96

SPECIAL REQUIREMENTS				
5. Provision of one-packet paper towel dispensers in each Toilet and one waste paper bin. Each packet is to have at least 125 paper towels				
	DESCRIPTION	Qty.	ANNUAL FREQUENCY	TOTAL PKTS to be provided annually
	Toilets			
1	4	1	240	960

SPECIAL REQUIREMENTS				
6. Installation of hand liquid soap dispenser & provision of ½litre liquid toilet soap in each closet.				
	Description (Floor)	Qty. Per Toilet (Litres)	Annual Frequency	Total Litres To Be Provided Annually



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

	No. of toilets			
1	4	0.5	240	480

SPECIAL REQUIREMENTS			
7. Garbage Handling			
	Description	Annual Frequency	Total Equivalent Monthly
1	Removal of all wet and dry waste from offices to common garbage collection point	240	item

SPECIAL REQUIREMENTS		
8. Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, etc, all window sills and low level partitions.		
	DESCRIPTION	ANNUAL FREQUENCY
1	Office	240

SPECIAL REQUIREMENTS				
9. Applying urinal moth balls to all urinals				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL balls to be provided annually
	Urinals			
1	2	4	48	384

SPECIAL REQUIREMENTS				
10. Cleaning and washing windows				
	DESCRIPTION	Qty/week	ANNUAL FREQUENCY	TOTAL AREA TO BE WASHED (m2)
	Area of windows			
1	Item	1	48	Item



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

SUMMARY OF FINANCIAL PROPOSAL FOR MACHAKOS RRU OFFICES

	Technical Specification	Qty	Rate Kshs.	Total Annual Cost Inclusive of Taxes (Kshs)
1	Cleaning and mopping of all screed/PVC/terrazzo floors.	96,000		
2	Applying urinal moth balls to all urinals	384		
3	Provision of two (numbers) toilet paper rolls in each closet	1,920		
4	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	2,160		
5.	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	96		
6	Provision of one (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	960		
7	Provision of 1/2 litre liquid toilet soap in each closet and dispenser	480		
8	Removal of all wet and dry waste from offices to Garbage room.	Item		
9	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, fax machines etc, and all window sills and low level partitions.	Item		
10	Cleaning and Washing of external windows	Item		
TOTAL ANNUAL COST (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES				
TOTAL COST FOR TWO YEARS (INCLUSIVE OF ALL APPLICABLE TAXES) FOR CLEANING ACTIVITIES (TO BE CARRIED TO GRAND SUMMARY LOT 7- NOTHERN REGION)				



ANNEX 8 (B)
REVISED GRAND SUMMARY FOR LOT -7 (NORTHERN REGION)
LIST OF STATIONS TO BE CLEANED (MANDATORY)

NO.	STATIONS	DESCRIPTION	TOTAL COST IN(KSHS) FOR TWO YEARS INCLUSIVE OF TAXES
1.	EMBU	Offices	
2.	MERU	Offices	
3.	MACHAKOS	Offices	
4.	KITUI	Offices	
5.	KAJIADO	Offices	
6.	ISIOLO	Offices	
7.	WAJIR OFFICE	Offices	
8.	WAJIR AIRPORT	Offices	
9.	MOYALE	Offices & Residential	
10.	MANDERA	Offices & Residential	
11.	GARISSA	Offices & Residential	
12.	LIBOI	Offices & Residential	
13.	KITENGELA	Offices	
14.	EMALI	Offices	
15.	EMBU WAREHOUSE	Warehouse	
16.	MACHAKOS RRU	Offices	
17.	DIFFU-WAJIR	Offices	
GRAND TOTAL FOR LOT 7 FOR THE TWO YEARS TO BE CARRIED TO THE FORM OF TENDER			



ANNEX 9
WEBUYE RRU OFFICE
SCHEDULE OF CLEANING ACTIVITIES

	SPECIAL REQUIREMENTS	Frequency
1	Cleaning of concrete screed and paved areas., pavement parking, covered parking, sweeping externally and tending to plants , grass & flowers including cutting, pruning, weeding upto 1 meter outside the fence etc.	Once every day
2	Mopping of All PVC/screed/terrazzo floors.	Once every day
3	Washing of toilet public areas i.e. toilets floors and sanitary ware, mirrors and wall tiles.	Twice daily
4	Dusting of all office furniture including desks, telephone headsets, computer monitors, keyboards, CPUs, printers, Fax machines etc, and all window sills and low level partitions.	Once every two (2) days
5	Provision of two (numbers) packets paper towel dispensers in each Toilet. Each packet is to have at least 125 paper towels	Once every day
6	Removal of all wet and dry waste from offices to Garbage room.	Thrice per week
7	Collection and ferrying of Garbage away from the building/s to an authorised Council dumping site.	Thrice per week
8	Provision of two (numbers) toilet paper rolls in each closet	Once every day
9	Installation of hand liquid soap dispenser & provision of ½ litre liquid soap in each toilet cubicle	Once daily
10	Provision and servicing of one (numbers) sanitary bin in each ladies toilet	Once every week
11	Stripping and polishing all PVC/screed/terrazzo floors	Once every Month