

# NAIROBI CITY COUNTY

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**Mbagathi Hospital**  
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## HEALTH, WELLNESS AND NUTRITION

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NAIROBI CITY COUNTY

MBAGATHI HOSPITAL

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NAIROBI

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### RESTRICTED TENDER

**TENDER NO: NCC/MH/RT070/2023-2024**

### SUPPLY AND DELIVERY OF COMPREHENSIVE CLEANING SERVICES

OPENING DATE: 7<sup>th</sup> SEPTEMBER, 2023

CLOSING DATE: 14<sup>TH</sup> SEPTEMBER, 2023

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## **Introduction**

1.1 This Standard Tender Document has been prepared for use by public entities in Kenya

1.2 The following general directions should be observed when using the document.

- (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
- (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

## **SECTION I INVITATION FOR TENDERS**

Date: **7<sup>TH</sup> SEPTEMBER, 2023**

Reference: **NCC/MH/RT/070/2023-2024**

Tender name: **SUPPLY AND DELIVERY OF COMPREHENSIVE CLEANING SERVICES  
(MANAGEMENT OF HAZARDOUS WASTE, LAUNDRY SERVICES, SANITARY  
SERVICES, INDOOR & OUTDOOR CLEANING, MANAGEMENT OF CASUALS,  
AND ISOLATION TENT)**

### **ITEMS UNDER FRAMEWORK AGREEMENT**

1. The Nairobi City County invites sealed bids from eligible and qualified candidates for **SUPPLY AND DELIVERY OF COMPREHENSIVE CLEANING SERVICES.**
2. Interested and eligible candidates may obtain further information, inspect and download the tender document for free from the Mbagathi hospital website; [www.mbagathihospital.or.ke](http://www.mbagathihospital.or.ke) or [mbagathihosp@gmail.com](mailto:mbagathihosp@gmail.com) or obtain a soft copy of the tender document at the Supply Chain Management office-Mbagathi Hospital off Mbagathi way, P.O Box 20725-00202, Nairobi, during the normal working hours.
3. All clarifications and/or amendments will be published in Mbagathi hospital website and tenderers are required to check for any addendums or amendments in the course of the bidding period prior to the closing date.
4. Prices quoted should be net inclusive of all taxes and delivery. The prices must be expressed in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the tender. Any clarifications or amendments to the tender will be published in the Mbagathi Website. Tenderers are responsible to check for any amendments before the tender opening.

Complete Tender documents in plain sealed envelopes clearly marked with the tender name and tender reference number should be addressed to:

**THE MEDICAL SUPERINTENDENT,  
MBAGATHI HOSPITAL,  
P.O. Box 2075-00202  
NAIROBI**

and deposited in the tender box, situated at Mbagathi Hospital Administration block, not later than **THURSDAY 14<sup>TH</sup> SEPTEMBER, 2023 at 10.00 A.M**

Tenders will be opened immediately thereafter, in the presence of tenderers' or their representatives who choose to attend at Mbagathi Board Room.

## **INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers involved in corrupt or fraudulent or debarred from participating in public procurement shall not be eligible.

### **2.2 Eligible Goods**

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

### **2.3 Cost of Tendering**

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## **2.4. The Tender Document**

2.4.1 The tender document comprises the documents listed below and addendum issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Price Schedules
- (viii) Tender Form
- (ix) Tender Security Form
- (x) Contract Form
- (xi) Performance Security Form
- (xii) Bank Guarantee for Advance Payment Form
- (xiii) Manufacturer's Authorization Form
- (xiv) Confidential Business Questionnaire

2.4.2 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.

## **2.5 Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

## **2.6 Amendment of Documents**

- 2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.7 Language of Tender**

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that 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.

## **2.8 Documents Comprising of Tender**

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
  - (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
  - (d) tender security furnished in accordance with paragraph 2.14

## **2.9 Tender Forms**

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 30 days from the date of opening of the tender.

## **2.11 Tender Currencies**

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.12 Tenderers Eligibility and Qualifications**

2.12.1 Pursuant to paragraph 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.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.

(b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **2.13 Goods Eligibility and Conformity to Tender Documents**

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.



2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be if applicable.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable bank in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for one hundred and twenty (120) days. Both days of tender advertising and closing/opening dates inclusive

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22

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

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

(a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or (b) in the case of a successful tenderer, if the tenderer fails:

(i) to sign the contract in accordance with paragraph 2.27 or

(ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.16 Format and Signing of Tender**

2.16.1 The Procuring entity shall prepare one copy of the tender to the eligible bidders; the bidders on their part shall submit two copies of the tender documents clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER**," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 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. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initiated by the person or persons signing the tender.

2.16.3 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 initiated by the person or persons signing the tender.

## **2.17 Sealing and Marking of Tenders**

2.17.1 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.

2.17.2 The inner and outer envelopes shall:

(a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:

2. Bear, tender number and name in the Invitation for Tenders and the Words, “DO NOT OPEN BEFORE,” **14<sup>TH</sup> SEPTEMBER, 2023**

(b)

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

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

3. 2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 no later than, **14<sup>TH</sup> SEPTEMBER, 2023 at 10.00 a.m.**

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## **2.19 Modification and Withdrawal of Tenders**

2.19.1 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 tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 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 2.14.7

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

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

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

2.21.1 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 of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination**

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.2 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 quantify, 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 forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## **2.23 Conversion to Single Currency**

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the Rate of tender closing provided by the Central Bank of Kenya.

## **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 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 Preference**

2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.26 Contacting the Procuring entity**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.27 Award of Contract**

### **(a) Post-qualification**

- 2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

- 2.27.4 The Procuring entity will award the contract to the successful tenderer(s) 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.

### **(c) Procuring entity's Right to Vary quantities**

- 2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

### **(d) Procuring entity's Right to Accept or Reject Any or All Tenders**

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

## **2.28 Notification of Award**

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

- 2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

## **2.29 Signing of Contract**

- 2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 2.29.2 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.
- 2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

## **2.30 Performance Security**

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

- 2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

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

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

## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.



## Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instruction to tenderer	PARTICULARS OF APPENDIX TO INSTRUCTION TO TENDERERS	YES/NO
2.1.5	Particulars of eligible tenderers: <b>-Category: – AGPO – WOMEN, YOUTH &amp; PERSONS WITH DISABILITY</b>	
2.3	Price to be charged for tender documents is free	
2.11	Particulars of other currencies allowed. <b>None</b>	
2.4	<b>Particulars of eligibility and qualifications document of evidence required. See also mandatory requirements below</b>	
2.14	Particulars of tender security is not applicable	
2.27	Particulars of Performance Security if applicable.	
2.20	Validity of <b>Tenders: 30 days after date of Tender Opening</b>	
2.16	Copies of Tender Documents to be submitted: <b>An original Tender and copy of Tender</b>	
1.0	Address of Receiving Tenders: Completed tender Document should be deposited in the tender box provided at the <b>MBAGATHI HOSPITAL, and to be addressed to:</b> <b>THE CHIEF EXECUTIVE OFFICER,</b> <b>MBAGATHI HOSPITAL,</b> <b>P.O. Box 2075-00202</b> <b>NAIROBI</b>	
1.0	Bulky tenders that will not fit in the tender box shall be delivered to the procurement office.	
222.1	<b>EVALUATION CRITERIA:</b> This shall be applied notwithstanding any other requirement in the tender document	
2.22	<b>Step:1</b> Preliminary evaluation and response	
2.23.2 & 2.22.4	Tenders are required to submit copies of the following <b>MANDATORY REQUIREMENT (MR)</b> which will be used during Preliminary Examination to determine responsiveness.	

MR1	Must Provide a certified copy of the applicant's Company's Certificate of Incorporation/ registration in Kenya from the Registrar of Companies (Attach copy)	
MR2	Provide Certificate for Special Groups – AGPO – WOMEN, YOUTH & PERSONS WITH DISABILITY	
MR3	Must Provide a valid tax compliance / exemption certificate issued by Kenya Revenue Authority (KRA). The certificate must at least be valid on the closing date of the applications.	
MR4	Tender form of tender must be completed, signed and stamped in the format provided.	
MR 5	Must Submit a duly filled Confidential Business Questionnaire in the format provided.	
MR 6	All pages of the tender documents must be duly paginated, initialized and stamped on every page	
MR 7	Must provide a copy of CR12 for the Directors valid for the last 6 months	
MR 8	Must submit Valid business permit from NAIROBI COUNTY Government	
MR 9	Must Submit Valid Certificate for Cleaning Services from NEMA	
MR 10	Must submit NEMA clearance for use and distribution of primary industrial plastic packaging.	
MR 11	Must submit a Pre-tender site visit certificate	
MR 12	Registration of the work place Certificate from DOSHS (Directorate of Occupational Safety and Health)	
	At this stage, the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.	
2.22	<b>STEP 2: Technical Evaluation capacity to deliver</b>	
	<b>a) Technical specification</b>	Bidder Response
5.0	Schedule of requirements	
5.2.2	Standards of Quality Assurance for Supply	
5.2.3	Labelling instructions	
5.2.4	Sample	
	<b>B) Technical Scoring</b>	<b>marks</b>
1	Bidders must demonstrate having performed services of similar nature for the last two (2) years 2021 AND 2022 (attach evidence-LSO'S and Contracts)	40
2	The tenderer to provide recommendation letters	15

	from Clients of successfully undertaken services of similar nature and complexity above or equal to of Kshs. 1M	
<b>3</b>	Bidders must demonstrate financial capability either in form of their turnover/Bank statements or access to credit line of at least KSHS 5,000,000 from a recognized institution.	20
<b>4</b>	Litigation History. Does your company have litigation history? Yes ( ) No ( )	5
<b>5</b>	NEMA Certificate for clearance for use and distribution of primary industrial plastic packaging (LINER BAGS)	10
<b>6</b>	Insurance: Must provide a copy of Work Injury Benefit Insurance Cover(WIBA) for the staff	10
<b>TOTAL SCORE</b>		
<b>2.22.2</b>	<b>STEP 3: Financial Evaluation</b>	
	<p>This will include the following: -</p> <ul style="list-style-type: none"> <li>a) Confirmation and considering price schedule duly completed and signed</li> <li>b) Conducting a financial comparison.</li> <li>c) Correction of arithmetical errors.</li> <li>d) Price quoted inclusive of all taxes and delivery to Mbagathi hospital – general stores.</li> </ul> <p>Please quote the price as per Unit of issue (dozen, pieces Pkts, pairs, boxes, roll, etc) as indicated in the document to avoid future inconveniences.</p>	
<b>2.23</b>	<p>Tenderer will be required to provide technical details on their product that meets the provided technical requirement. Only Tenderer who score 75% and above will be considered to be technically responsive and therefore be considered for further evaluation</p> <p>The Technical evaluation will be based on the criteria that meets the requirement of the Mbagathi Hospital</p>	
<b>2.25.0(a)</b>	Particulars of post- qualification if applicable. NCC may carry out post qualification by conducting due diligence	
<b>2.25.0(b)</b>	Award criteria: Award will be made to the bidder who qualify in Preliminary, Technical and the lowest evaluated bidder in financial evaluation	
<b>Other's as necessary</b>		

## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **1 definition**

1.1 in this contract, the following terms shall be interpreted as indicated:

- (a) “The Contract Price” means the price payable to the tenderer under the Framework Contract for the full and proper performance of its contractual obligation in each order.
- (b) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to NCC under the Framework Contract.
- (c) “NCC” means Nairobi County Council, which is the organization purchasing the Goods under this Contract.
- (d) “The tenderer” means the individual or firm supplying the Equipment under this Contract.
- (e) A&WR meaning, As and When Required.

### **2. Application**

2.1 These General Conditions shall apply in all Contracts made by NCC for the procurement of goods.

### **3. Country of Origin**

3.1 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced.

3.2 The origin of Goods is distinct from the nationality of the tenderer.

### **4. Standards**

4.1 The equipment supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### **5. Use of Contract Documents and Information**

5.1 The Candidate shall not, without NCC prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NCC in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

- 5.2 The tenderer shall not, without NCC's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.
- 5.3 Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain the property of NCC and shall be returned (all copies) to NCC on completion of the Tenderer's performance under the Contract if so required by NCC.

## **6. Patent Rights**

- 6.1 The tenderer shall indemnify NCC against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Kenya.

## **7. Performance Security**

- 7.1 Within twenty-one (21) days of receipt of the notification of Contract award, the successful tenderer shall furnish to NCC the performance security in the amount specified in Special Conditions of Contract.
- 7.2 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to NCC and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya, acceptable to NCC, in the form provided in the tender documents.
- 7.3 The performance security will be discharged by NCC and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract.

## **8. Inspection and Tests**

- 8.1 NCC or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Framework Contract specifications. NCC shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to NCC.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, NCC may reject the Goods, and the tenderer shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to NCC.
- 8.4 NCC's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been

inspected, tested, and passed by NCC or its representative prior to the Goods' delivery.  
8.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

## **9. Packing**

- 9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as Indicated in the contract.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

## **10. Delivery and Documents**

- 10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by NCC/NCC in its Schedule of Requirements and the Special Conditions of Contract.

## **11. Insurance**

- 11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract

## **12. Payment**

The method and conditions of payment to be made to the tenderer under this

- 12.1 Contract shall be specified in Special Conditions of Contract.
- 12.2 Payments shall be made promptly(quarterly) by NCC as specified in the contract.

## **13. Prices**

- 13.1 Prices charged by the tenderer for Goods delivered and Services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
- 13.2 Contract price variations shall not be allowed for contracts that do not exceed one year (12 months) unless the prices are expected to be volatile after the first year and the contract provides an indexing mechanism, to adjust prices once within the subsequent years of the contract, based on the market price index issued by the PPRA.

## **14. Assignment**

- 14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except within NCC's prior written consent.

## **15.Sub`contracts**

15.1The tenderer shall notify NCC/NCC in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract.

## **16.Termination for default**

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

- (a) if the tenderer fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by NCC/NCC.
- (b) if the tenderer fails to perform any other obligation(s) under the Contract.
- (c) if the tenderer, in the judgment of NCC/NCC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

16.2 In the event NCC terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, Goods similar to those undelivered, and the tenderer shall be liable to NCC/NCC for any excess costs for such similar Goods.

## **17. Liquidated Damages**

If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, NCC/NCC shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent

17.1 to 0.5% of the delivered price of the delayed goods up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

## **18. Resolution of Disputes**

18.1 NCC/NCC and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

## **19. Language and Law**

19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

## **20. Force Majeure**

20.1 The tenderer shall not be liable for forfeiture of its performance, security, or termination for default if and to the extent that its delay in performance or other failure to perform its

obligations under the Contract is the result of an event of Force Majeure.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

### General

Special Conditions of Contract supplement the General Conditions of Contract.

Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Bulky documents that do not fit into the tender box will be inspected, registered and received at the office of the supply chain management for safe custody.
2. The bid documents should be completed and provided in two copies ORIGINAL & COPY.
3. Late Bids will not be accepted.
4. Tender evaluation will be done at three levels
  - Preliminary evaluation
  - Technical evaluation for bids that meet Preliminary evaluation only.
  - Commercial evaluation for bids that meet Technical evaluation only
  - Award will be to the lowest responsive technically evaluated bidder
5. Samples; Only bidders who qualify at preliminary evaluation will be required to bring samples All samples must be marked and named appropriately and registered at the SCM office within ( 3) Three days of request.
6. Past Experience shall be required; copies of Local purchase orders, contact form, and/or letter of reference from Organizations you have served are acceptable (Orders from same firm will be treated as one).
7. All contracts shall be framework type and quantities ordered shall be based on user requirements.
8. Unit prices Quoted **Must be net** and in Kenya Shillings.
9. Firms quoting the services to be provided **Must** be registered by a recognized body.
10. Prove of Business Registration is mandatory.
11. County Government Business permit must be provided.
12. Bidders shall be required to attach company profile
13. Tenderers to Provide evidence of compliance with statutory regulations.
14. Form of Tender, Price Schedule and Schedule of Requirements must be, signed and stamped.
15. The bidders **Must** state their payment terms including the credit period.
16. The bidders must visit the site during official working hours to assess nature of job required and sign site visit form.
21. Successful bidders will be expected to deliver within **7 Days** on receipt of LSO or other instructions acceptable to both parties.
22. Bidders **MUST** serialize all the pages of the bid document. Mbagathi Hospital will not be held responsible in case of a missing page
23. Bidders **MUST** meet all the mandatory requirements to qualify for technical and financial evaluation
24. The Hospital reserves the right to reject any tender without disclosing and it is not bound to the lowest bid in all cases.



### SCC 1. Delivery and Documents

The goods shall be delivered within the negotiated delivery period after the date of each order.

Bidders must

- a) Specify mode of payment and cost must be inclusive of delivery to MBAGATHI HOSPITAL GENERAL STORES
- b) Bidders **MUST** serialize their document
- c) Specify delivery period from the time of issuance of order or Legal Contract
- d) Have current Nairobi City County single business permit or from any other county

### SCC 2. Payment

One Hundred percent (100%) of the contract price of the materials and goods delivered shall be paid upon the delivery, inspection, testing and acceptance of the same by the Employer's Representative.

### SCC 3: -Price Variations

No price adjustments are allowed in the contract for a period of one year. Contract price variations shall not be allowed for contracts that do not exceed one year (12 months) unless the prices are expected to be volatile after the first year and the contract provides an indexing mechanism, to adjust prices once within the subsequent years of the contract, based on the market price index issued by the PPRA. The Tender committee will be required to approve all price changes.

### SCC 4: -Performance Security

A performance security of a value of 10% of the minimum quantity of the contract value shall be furnished.

### SCC 5: - Delivery Point

There shall be one (1) delivery point

Mbagathi County Hospital General stores at Nairobi or otherwise indicated in the LPO

### SCC 7: - Ordering

Individual orders clearly describing the goods or services or works to be delivered will be issued within the multi-year framework contract. The full cost or price of the contract will be established when all the orders are placed within the period of the contract. Orders shall be within the specific requirements, issued within the period of performance, and be within the ceiling of the contract.

## **SECTION V TECHNICAL SPECIFICATIONS**

### **5.1 General**

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply

5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.1.4 The tenderers are requested to present information along with their offers as follows: (i) Shortest possible delivery period of each product

(ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

## **SECTION VI SCHEDULE OF REQUIREMENTS**

### **6.1 PARTICULARS**

6.1.1. Documentary Evidence

6.1.1.1 Bidders must provide the following documentary evidence of the Tenderer's qualifications to perform the Contract if its bid is accepted.

(i) That in the case of a bidder offering to supply Goods under the Contract that the Tenderer manufacturers or otherwise produces

(Using ingredients supplied by primary manufacturers) that the Bidder: -

(a) Is incorporated in the country of manufacture of the goods

(b) Has received satisfactory GMP inspection certificate in line with the WHO certificate scheme on pharmaceuticals from a recognized national regulatory authority. Please avail certified copy of the same.

(ii) That, in the case of a Tenderer offering to supply Goods under the Contract that the Tenderer does not manufacture: -

(a) That the Tenderer has a valid wholesale dealer's license from PPB. Please avail certified copy of the same.

6.1.1.2 The Tenderer has a duly qualified registered Superintendent Pharmacist with a valid annual practicing certificate.

6.1.1.3 That the Tenderer's premises have been registered by the Pharmacy and Poisons Act.

### **6. 1.2 Standards of Quality Assurance for Supply**

6.1.2.1 All products must:

(a) Be manufactured in accordance with Good Manufacturing Practice (GMP)

(c) And must have clear directions for reconstitution, dilution, storage and stability of the resulting product where applicable.

6.1.2.2 Tenderers who succeed to win an item or more in price and other preliminary evaluation parameters, the Hospital reserve the right to send samples to a nationally recognized and competent laboratory for quality control test. In such case, the tenderers shall cover the expenses upon request by the Hospital.

6.1.2.3 The successful Bidder will be required to furnish to the Hospital:

(a) Evidence of bio-availability and/or bio-equivalence for certain critical pharmaceuticals or vaccines

upon request.

(b) Ensure the Goods that arrive at the hospital have shelf life of at least two thirds of the total stipulated shelf life.

### **6.1.3 Labelling instructions**

6.1.3.1 The Label for each pharmaceutical and vaccine product shall meet the W210 GMP

Standard and include: -

- a.) The INN or generic name prominently displayed and above the brand name, where brand name has been given.
- b.) The active ingredient “per unit, dose, tablet or capsule, etc.”
- (c) Content per pack.
- (d) Instructions for use, including reconstitution dilution etc where applicable.
- (e) The phrase “Keep out of the reach of children”.
- (f) Special storage requirements, including after reconstitution, dilution and opening.
- (g) Batch number.
- (h) Date of manufacture and date of expiry (in clear language, not code).
- (i) Name and address of manufacturer and country of manufacture.
- (j) Any cautionary statement.

6.1.3.2 All labelling and packaging inserts shall be in English.

Pharmaceutical drugs and vaccines requiring refrigeration or freezing for stability must specifically indicate storage requirements and temperatures on labels and containers.

### **6.1.4 Sample**

6.1.4.1 A proper labelled sample of each items quoted must be delivered to Mbagathi Hospital at least one day before closing date of the tender

6.1.4.2 Samples for technical evaluation purposes must be packed separately as per tender category e.g. oral antibiotics, antibiotics suspension/syrup etc.

6.1.4.3 Physician or marketing sample will not be accepted.

6.1.4.4 Sample must not be expired or spoiled for the duration of the tender period.

6.2. See Price Schedule for Good

## 6.2 PRICE SCHEDULE

### DESCRIPTION OF SERVICES (INDOOR CLEANING SERVICES SPECS)

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
<b>A.</b>	<b>ADMINISTRATION</b>					
1.	A:TOILETS	3No.	5ft by	.Toilet /bathroom floor Terrazzo scrubbing		
2.	B:OFFICES	10No.	3ft	once (1)daily		
3.	C:OFFICES TERRAZZO FLOOR	8No		.Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins once (1) daily		
4.	D:CORRIDORS AND COMMON AREAS			.Provision of quality toilet paper		
5.	B:OFFICES	2No.	12ft	.Daily vacuuming in the morning		
6.			12ft	.Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets,		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
<b>B.</b>	<b>CASUALTY ADULTS</b>					
1.	A:TOILETS	5No.	5ft by 3ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3)daily, be kept dry and clean at all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins twice (2) daily</li> </ul>		
2.	B:OFFICES	2No.	12ft by 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
3.	B:OFFICES ORDINARY FLOOR	22No.	12ft By 12ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
4.	C:CORRIDORS AND COMMON AREAS	Unit	300 ft By 6ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
5.	D:WALLS AND WINDOWS	Unit	44 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month and when need arises.</li> </ul>		
6.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
<b>C.</b>	<b>X-RAY/LAB</b>					
1.	A:TOILETS	4No.	4.5ft by 3ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing twice (2) daily and kept dry all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins twice (2) daily</li> </ul>		
2.	B:OFFICES ORDINARY FLOOR	11 No.	20ft By 7.5ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C:CORRIDORS AND COMMON AREAS	Unit	90ft By 6ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D:WALLS AND WINDOWS	Unit	15 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month(monthly)</li> </ul>		
5.	E:OTHER			□ Maintain high standards of cleanliness and hygiene 24hrs in whole are		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
<b>D.</b>	<b>SPECIAL CLINICS</b>					
1.	<b>A:TOILETS</b>	2No.	4.5ft by 3ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing twice(2)daily and kept dry always</li> <li>Cleaning/Scrubbing and striping of Hand basins, W. C. pedestal pans and urinal basins twice (2) daily</li> </ul>		
2.	<b>B:OFFICES ORDINARY FLOOR</b>	12No.	12ft By 12ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	<b>C:CORRIDORS AND COMMON AREAS</b>	Unit	240 ft By 4ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	<b>D:WALLS AND WINDOWS</b>	Unit	24 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every 2 months</li> </ul>		
5.	<b>E:OTHER</b>			<input type="checkbox"/> Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>E.</b>	<b>PSC offices /Board room</b>					
1.	A:TOILETS	2No.	4.5ft by 3ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing thrice(3)daily and kept dry and clean at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins, W. C. pedestal pans and urinal basins twice (2) daily</li> </ul>		
2.	B: OFFICES	8No.	12ft by 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	10No.	12ft By 10ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	240 ft By 5ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	25 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every 2 month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		



NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
<b>F.</b>	<b>PHYSIOTHERAPY</b>					
1.	A:TOILETS	3No.	4.5ft by 3ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing twice (2) daily and kept dry all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins, W. C. pedestal pans and urinal basins once (1) daily</li> </ul>		
<b>2.</b>	B: OFFICES	3No.	12ft by 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
<b>2.</b>	B: OFFICES ORDINARY FLOOR	2No.	12ft By 9ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	240 ft By 3ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	10 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>G.</b>	<b>EYE UNIT</b>					
1.	A:TOILETS	12No.	9ft by 3.5ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing twice(2)daily kept dry and clean at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins, W. C. pedestal pans and urinal basins once (1) daily</li> </ul>		
2.	B: OFFICE FURNITURES AND EQUIPMENTS	20No.	20ft By 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	20No.	20ft By 12ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	300 ft By 4ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	50 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>H.</b>	<b>C.C.C</b>					
1.	A:TOILETS	5No.	10ft by 3.5ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor ceramic tiled Scrubbing twice (2) daily and kept dry and clean all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins, W. C. pedestal pans and urinal basins once (1) daily</li> </ul>		
2.	B: OFFICE FURNITURES AND EQUIPMENTS	19No.	14ft By 10ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	19No.	14ft By 10ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	200 ft By 5ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	32 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA SQ FT	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>I.</b>	<b>WARD 1</b>					
1.	A:TOILETS AND SHOWER ROOMS	10 No.	18ft by 9 ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry and clean at all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3) daily</li> </ul>		
2.	B:WORKING STATIONS	No.15	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands and beds with no patients.</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	15 No.	18ft By 18ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	8 ft By 216ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	44 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E :OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>J.</b>	<b>WARD 2</b>					
1.	A:TOILETS and SHOWER ROOMS	10No.	18ft by 9ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3)daily</li> </ul>		
2.	B: WORKING STATIONS	No.15	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands and beds with no patients.</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	15No.	18ft By 18ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	8 ft By 216ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	44 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E :OTHER		□	Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>K.</b>	<b>WARD 3</b>					
1.	A:TOILETS and shower rooms	5No.	18ft by18ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3)daily</li> <li>Provision of toilet paper</li> </ul>		
2.	B: WORKING STATIONS	No.15	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands and beds with no patients.</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	8 No.	118ft By 8ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	Unit	8 ft By 216ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	24 No.	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E :OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
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<b>L.</b>	<b>MCH</b>					
1.	A:TOILETS	No. 3		<ul style="list-style-type: none"> <li>• Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>• Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins thrice (3)daily</li> <li>• Provision of toilet paper</li> </ul>		
2.	B: OFFICE FURNITURES AND EQUIPMENTS		14ft By 10ft	<ul style="list-style-type: none"> <li>• Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR			<ul style="list-style-type: none"> <li>• Damp moping with soap twice (2) daily</li> <li>• Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>• Damp moping with soap twice(2) daily</li> <li>• Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>• Wiping and keeping clean with appropriate detergent at all times</li> <li>• Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>N.</b>	<b>BIO-MEDICAL</b>					
1.	A:TOILETS	<b>NO.1</b>		<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins thrice (3)daily</li> </ul>		
<b>2</b>	B: OFFICE FURNITURES AND EQUIPMENTS		14ft By 10ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
<b>3</b>	B: OFFICES ORDINARY FLOOR			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		



NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>O.</b>	<b>WARD 4</b>					
1.	A:TOILETS	6No.	18ft by 18ft	<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo Scrubbing thrice (3) daily and kept dry at all times.</li> <li>Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins thrice (3) daily</li> </ul>		
2.	B: WORKING STATIONS	No.15	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands and beds with no patients.</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR	No.15	18ft By 18ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS	8 No.	118ft By 8ft	<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit	8 ft By 216ft	<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>P.</b>	<b>KITCHEN</b>					
1.	A:TOILETS			<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing thrice (3)daily and kept dry at all times</li> <li>cleaning/scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3)daily</li> </ul>		
2.	B: WORKING STATIONS	No.13	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR DRAINS			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>Q.</b>	<b>MORTUARY</b>					
1.	A:TOILETS			<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing thrice (3)daily</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3)daily</li> </ul>		
2.	B:WORKING STATIONS	No.16	18ft By 18ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B:OFFICES ORDINARY FLOOR			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
S.	GENERAL STORE, CONTAINER					
1.	A:TOILETS			<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing thrice (3)daily</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3) daily</li> </ul>		
2.	B: WORKING STATIONS	No.6	12ft By 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
	C. LIFTING OF PACKED COMMODITIES, LOADING AND OFFLOADING			<ul style="list-style-type: none"> <li>Offloading supplies as they come in and distribution to different work stations as requested</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ	TOTAL
<b>T.</b>	<b>PH, STAFF CLINIC AND TBC</b>					
1.	A:TOILETS			<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing thrice (3)daily and be kept dry at all times</li> <li>Cleaning/Scrubbing and striping of Hand basins,W.C. pedestal pans and urinal basins thrice (3)daily</li> </ul>		
2.	B: WORKING STATIONS	No.6	12ft By 12ft	<ul style="list-style-type: none"> <li>Daily dusting of desks, tables, telephone heads, equipment, chairs, cabinets, stands</li> </ul>		
2.	B: OFFICES ORDINARY FLOOR			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine Cleaning /Scrubbing once a week</li> </ul>		
3.	C: CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap twice(2) daily</li> <li>Machine Cleaning/Scrubbing once a week</li> </ul>		
4.	D: WALLS AND WINDOWS			<ul style="list-style-type: none"> <li>Wiping and keeping clean with appropriate detergent at all times</li> <li>Cleaning of curtains every month</li> </ul>		
5.	E:OTHER			Maintain high standards of cleanliness and hygiene 24hrs in whole area		

## NEW TWIN MATERNITY UNIT

NO	Dept/Area to be cleaned	QTY	AREA M <sub>2</sub>	SCOPE OF WORK	RATE PER SQ FT	TOTAL
I.	New maternity(BLOCK A)					
1.	<div> <div>BLOCK A</div> <div>RM 1A RM</div> <div>A19</div> <div>RM A17</div> <div>RM A 16</div> <div>OFFICES</div> <div>ORDINARY</div> <div>FLOOR Recovery</div> <div>Rm Wing A(R)</div> <div>Wing A Toilets</div> <div>A-14</div> <div>Wing B Toilets</div> <div>A 12</div> <div>A4-47</div> <div>Recovery B</div> <div>A3</div> <div>A2</div> <div>A1</div> </div>		<div> <div>14.184</div> <div>13.33</div> <div>14.88</div> <div>6.8212.4</div> <div>49.2</div> <div>24</div> <div>24.6</div> <div>31.32</div> <div>4.42</div> <div>18.56</div> <div>3.5</div> <div>7.02</div> <div>25.6</div> <div>4.8</div> <div>34</div> <div>46.11</div> <div>12.8</div> <div>7.13</div> <div>6.2</div> <div>6.15</div> </div>	<ul style="list-style-type: none"> <li>Toilet/bathroom floor Ceramic tiled scrubbing thrice (3)daily. And kept dry at all times</li> <li>Cleaning/scrubbing and stripping of hand basins, W.C. pedestal pans and urinal basins thrice (3)daily.</li> </ul>		

	<b><u>1<sup>st</sup> floor</u></b> <b><u>Toilets(Patients)</u></b>		26.8				
	A25						
	A24		13.5				
	A22		22.14				
	A 21		12.71				
	A20		8.37				
	A30		4.96				
	A31		8.1				
	A30		10.88				
	A29		6.08				
	A28		24.4				
	A27		24.4				
			24				
2.	B:			<input type="checkbox"/>	Damp mopping with soap twice (2) DAILY.		
				<input type="checkbox"/>	Machine cleaning/scrubbing once a week.		
3.	C: CORRIDORS AND COMMON AREAS <b><u>Corridor</u></b> <b><u>Stairs</u></b> <b><u>Main corridor</u></b>  <b><u>Corridor</u></b>	Unit	34.5 52.8 60.9 21.12  61.5	• •	Damp mopping with soap twice (2) daily Machine cleaning/scrubbing once a week.		

4.	D:WALLS AND WINDOWS	Unit			Wiping and keeping clean with appropriate detergent at all times		
					Cleaning of curtains every month		
5.	OTHER			□	Maintain high standards of cleanliness and hygiene 24hrs in whole area		

NO	Dept/Area to be cleaned	QTY	AREA M <sub>2</sub>	SCOPE OF WORK □	RATE PER SQ FT	TOTAL
I.	New maternity(BLOCK B)					



1.	<p>A: TOILETS <b>B Room</b></p> <p>B20 B19</p> <p>B11-14 B15 B16 B17 B08</p>	<p>2NO.</p> <p>27.2</p> <p>6.08 11.2</p> <p>20 13 4.42 6.4 14.08</p>	<ul style="list-style-type: none"> <li>• Toilet/bathroom floor Ceramic tiled scrubbing thrice (3)daily. And kept dry at all times</li> <li>• Cleaning/scrubbing and stripping of hand basins, W.C. pedestal pans and urinal basins thrice(3) daily.</li> </ul>		
2.	<p>B: OFFICES ORDINARY FLOOR <b>Wing A</b></p> <p>B18 B23 Recovery B22 <b>Wing B</b> Recovery Recovery</p> <p>Recovery B5 B6</p> <p>B8</p>	<p>7.5 25.4 41.5 13.52</p> <p>47.31 45.05 12 48.97 22.23 25.37</p> <p>4.48</p>	<ul style="list-style-type: none"> <li>• Damp mopping with soap twice (2) DAILY.</li> <li>• Machine cleaning/scrubbing once a week.</li> </ul>		
	<p><b>Ground floor</b></p> <p>B2 B4 <b>Wing A Ground Floor</b> B10</p>	<p>13.44 37.44</p> <p>19.43 3.12 7 20.5 5.52</p>			

3.	C: CORRIDORS AND COMMON AREAS <u>Corridors</u> <u>Stairs</u>  <u>Main</u>	Unit	38.93 61.5 26.4  43.8 22.44 30	<ul style="list-style-type: none"> <li>• Damp mopping with soap twice (2) daily</li> <li>• Machine cleaning/scrubbing once a week.</li> </ul>		
4.	D: WALLS AND WINDOWS	Unit		<input type="checkbox"/> Wiping and keeping clean with appropriate detergent at all times <input type="checkbox"/> Cleaning of curtains every month		
5.	OTHER <u>Ramp</u>		3.91	<input type="checkbox"/> Maintain high standards of cleanliness and hygiene 24hrs in whole area		

### PUBLIC TOILETS

NO	Dept/Area To Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
	TOILETS	4		<ul style="list-style-type: none"> <li>• Toilet /bathroom floor terrazzo scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>• cleaning /scrubbing and stripping hand wash basins, W.C. Pedestal pans and urinal basins thrice (3) daily</li> <li>• Emptying and cleaning of sanitary bins</li> </ul>		

## New incinerator house

NO	Dept/Area to Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
	INCINERATOR			<ul style="list-style-type: none"> <li>Toilet /bathroom floor Terrazzo scrubbing once (1) daily</li> <li>Cleaning/Scrubbing and striping of Hand basins, W.C. pedestal pans and urinal basins once (1) daily</li> </ul>		

## ISOLATION TENT

NO	Dept/Area to Be Cleaned	QTY	AREA	SCOPE OF WORK	RATE PER SQ FT	TOTAL
	TOILETS AND SHOWER ROOMS			<ul style="list-style-type: none"> <li>Toilet /bathroom floor terrazzo scrubbing thrice (3) daily and kept dry and clean at all times</li> <li>cleaning /scrubbing and stripping hand wash basins, W.C. Pedestal pans and urinal basins thrice (3) daily</li> <li>Emptying and cleaning of sanitary bins</li> <li>To be kept clean all the time</li> </ul>		
	WORKING STATIONS			<ul style="list-style-type: none"> <li>Daily damp dusting of desks, tables, telephone heads, equipment, chairs, cabinets and stands</li> </ul>		
	ORDINARY FLOORS			<ul style="list-style-type: none"> <li>Damp moping with soap twice (2) daily</li> <li>Machine cleaning/scrubbing once a week</li> </ul>		
	CORRIDORS AND COMMON AREAS			<ul style="list-style-type: none"> <li>Damp moping with soap and water twice (2) daily</li> <li>Machine cleaning/scrubbing once a week</li> </ul>		
	OTHER			<ul style="list-style-type: none"> <li>Maintain high standards of cleanliness and hygiene 24hrs in whole area</li> </ul>		

## HAZARDOUS WASTE MANAGEMENT

No.	DESCRIPTION OF SERVICES		Quote per Month	Total Cost in one year
1.	Collection and Incineration of hazardous waste in Mbagathi Hospital and transporting the general waste to the designated transfer station within the hospital and provide a duly filled waste transfer form			

## LAUNDRY SERVICES

No.	DESCRIPTION OF SERVICES	Quote per Month	Total Cost in one year
1.	Washing Of Beddings		
2.	Bed capacity 400 patients		
3.	Three theatres		
	TOTAL QUOTE		

## OUTDOOR PROFESSIONAL CLEANING

Description of Cleaning Services	Quote per Month	Quote per year
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<p>Maintaining of flower beds</p> <ul style="list-style-type: none"> <li>• Maintaining and unblocking open drains</li> <li>• Picking litters within the hospital compound</li> <li>• Maintaining and scrubbing of footpaths</li> </ul> <p><b>FUMIGATION SERVICES</b></p> <ul style="list-style-type: none"> <li>• Fumigate the hospital once a month and whenever there is need</li> </ul> <p><b>SLUICING</b></p> <ul style="list-style-type: none"> <li>• Sluicing the foul and stained linen and fill in the linen count in the linen control book</li> </ul>		
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## MANAGEMENT OF CASUALS

N	No. of People	DEPARTMENT
1.	MCH	2
3.	TENT	2
4.	ADMIN BLOCK	1
5.	BOARD ROOM, NUTRITION BLOCK	1
6.	SPECIAL CLINICS, RECORDS OFFICE	1
7.	PHO, STAFF CLINIC/TB CLINIC, DOCTOR'S HSE	1
8.	BLOCK 1	2
9.	BLOCK 2	2
10	BLOCK 3	2
11	BLOCK 4	2
12	RENAL UNIT	1
13	THEATRE CSSD	5
14	INCINERATOR	2

15	CASUALTY ADULT	3
16	CASUALTY HALL	1
17	CASUALTY PAEDS	1
18	LAUNDRY DEPT	4
19	KITCHEN	2
20	MORTUARY	1
21	EYE CLINIC	2
22	ENT CLINIC	1
23	LABOUR WARD	4
24	NBU	2
25	POST NATAL	2
26	KANGAROO	2
27	PUBLIC TOILET	2
28	CCC BLOCK	1
29	STORES, PROCUREMENT, PHARMACY BUILDING, ICT CONTAINER	1
30	LABORATORY	3
31	ULTRA SOUND ROOMS AND PHARMACY	1
32	COMPOUND	8
33	SUPERVISORS	2
34	RELIEVER	3
	TOTAL	70

**N/b 1.** The bidder will manage 70 casual workers. The existing casuals will be absorbed for the purpose of continuity, smooth operations and unnecessary loss of jobs.

2. The winning bidder will dispose diapers through provision of bin labelled diapers in pediatric, maternity and casualty areas as advised by the hospital public health officer.

3. The company will provide bin liners for both non-infectious and infectious waste, well labelled as per hazardous waste management protocols and guidance from the hospital public health officer.

4. The company will meet all statutory requirements that is wages, NHIF, NSSF and NEMA requirements when need be.

5. Dis-infect garbage collection points on daily basis

6. The contractor must immunize the casualties against hepatitis B as per immunization protocols, certificates to be checked by the public health officer before commencing work.

7. Public Health will supervise the duties/contract of the winning bidder

8. The hospital will not be liable for any staff injuries caused during work.  
The contracted company is fully responsible for their casualties.

<b>DESCRIPTION OF SERVICES</b>	<b>Quote per Month</b>	<b>Quote for one year</b>
Management of 72 casualties and other responsibilities		

**SUMMARY: - PRICE SCHEDULE FOR SERVICES**

Item	Description	Unit price Per Month	Total Cost in one year
1.	Indoor Cleaning Services		
2.	Laundry Services		
3.	Management of hazardous waste		
4.	Outdoor Professional Cleaning		
5.	Management Of Casuals		
6.	Isolation Tent		
	<b>TOTALS</b>		

**Credit Period..... (In days)**

**Delivery Period..... (In days after Receiving Local Purchase Order)**

**NOTE:**

**(A)Please quote for the exact number of caps/tabs as indicated in the document to avoid future inconveniences**

**(B)Prices quoted must include all the transportation costs and all applicable taxes/levies/etc.**

Signature of tenderer \_\_\_\_\_

We hereby acknowledge, we, the undersigned Tenderer, offer to supply and deliver Items  
.....(insert goods description) for the sum  
of.....(total tender price in words and figures) or such other sums as  
may be ascertained in accordance with the schedule of prices inserted by me/ us above.

Name of Tenderer\_\_\_\_\_

Name and Capacity of authorized person signing the Tender\_\_\_\_\_

Signature of authorized person signing the Tender\_\_\_\_\_

Stamp of Tenderer\_\_\_\_\_



## SECTION VII SUMMARY EVALUATION PROCESS

Evaluation of duly submitted tenders will be considered along the following three main stages: -

7.1 Part 1 – preliminary evaluation under paragraph 21 of the ITT. These are mandatory requirements.

7.1.1 This shall include confirmation of the following: -

7.1.1.1. submission of tender security –checking its validity, whether it is Original; whether it is issued by a bank and or approved and acceptable insurance company in Kenya; whether it is strictly in the format required in accordance with the sample Tender Security Form (s).

7.1.1.2 Submission and considering Tender form duly completed and signed.

7.1.1.3 Submission of company or firm's incorporation /Registration Certificate.

7.1.1.4. That the Tender is valid for the period required.

7.1.1.5. Submission and considering the Confidential Business Questionnaire: -

a) Is fully filled.

b) That details correspond to the related information in the bid.

7.1.1.6 Submission of original bid document without pages missing.

7.1.1.7 Record of unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.

Tenders will proceed to the Technical Stage only if they qualify in compliance with Part 1

Above, Preliminary Evaluation under Paragraph 21 of ITT.

7.2 Part II - Technical Evaluation under Paragraph 22 of the ITT. It will include the following stages: -

7.2.1 Evaluation of the following technical information against Tender Requirements and Specifications: -

7.2.1.1 A list of storage, transportation and distribution facility for the supply and delivery of cleansing materials

7.2.1.1 A proposal or method statement on how the bidder will offer a steady supply of the cleaning material Items if awarded the tender

7.2.2 Detailed Technical Evaluation

a) Evaluation of compliance of submitted certificate to technical specifications.

- b) Identifying and determining any deviation(s) from the requirements; errors and oversights.

7.3 Part III –Evaluation under Paragraph 22 of the ITT.

7.3.1 This will include the following: -

- a) Confirmation of and considering Price Schedule duly completed and signed.
- b) Checking that the Tenderer has quoted prices based on Delivery Duty Paid (DDP) terms,
- c)\* Checking submission of audited financial statements required.

7.3.1.1. Conducting a financial comparison, including conversion of tender currencies into one common currency,

7.3.1.1 Correction of arithmetical errors,

7.3.1.2 Taking into account the cost of any deviation(s) from the tender requirements,

7.3.1.3 Ascertaining the financial capability through bank statement or evidence financing agreement or credit facility.

7.3.1.4 Confirming the following: -

7.3.1.5 that the Supplier's offered Delivery Schedule meets NCC's requirements.

7.3.1.6 that the Supplier's offered Terms of Payment meets NCC's requirements.

\*NOTES: -

1. For purposes of evaluation, all prices quoted should be in Kenya currency.
2. submit certified copies of bank statements from the date of the tender document where applicable. The copies should be certified by the Bank issuing the statements. The certification should be original.
3. The NCC reserves the right to reject any tender without disclosing the reasons and it is not bound to the lowest bid in all cases
4. Tenders will be evaluated in three stages
  - a) Preliminary analysis
  - b) Technical analysis
  - c) Financial analysis

## TENDER EVALUATION MATRIX

### Preliminary evaluation

### Mandatory requirements

Mark is by Yes/No denoting attached /not attached respectively. Bidders Attached

S/N	DESCRIPTION OF ITEMS TO BE AVALIED	YES/NO
MR1	Must Provide a certified copy of the applicant's Company's Certificate of Incorporation/ registration in Kenya from the Registrar of Companies (Attach copy)	
MR2	Provide Certificate for Special Groups – AGPO – WOMEN, YOUTH & PERSONS WITH DISABILITY	
MR3	Must Provide a valid tax compliance / exemption certificate issued by Kenya Revenue Authority (KRA). The certificate must at least be valid on the closing date of the applications.	
MR4	Tender form of tender must be completed, signed and stamped in the format provided.	
MR5	Must Submit a duly filled Confidential Business Questionnaire in the format provided.	
MR6	All pages of the tender documents must be duly paginated, initialized and stamped on every page	
MR7	Must provide a copy of CR12 for the Directors valid for the last 6 months	
MR8	Must submit Valid business permit from NAIROBI COUNTY Government	
MR9	Must Submit Valid Certificate for Cleaning Services from NEMA	
MR10	Must submit NEMA clearance for use and distribution of primary industrial plastic packaging.	
MR11	Must submit a Pre-tender site visit certificate	
MR12	Registration of the work place Certificate from DOSHS (Directorate of Occupational Safety and Health)	
	RESPONSIVENESS=R NONRESPONSIVENESS=NR	

## Technical Evaluation

S/NO	ITEM DESCRIPTION	MARKS AWARDED
1	Bidders must demonstrate having performed services of similar nature for the last two (2) years 2021 AND 2022 (attach evidence-LSO'S and Contracts)	40
2	The tenderer to provide recommendation letters from Clients of successfully undertaken services of similar nature and complexity above or equal to of Kshs. 1M	15
3	Bidders must demonstrate financial capability either in form of their turnover/Bank statements or access to credit line of at least KSHS 5,000,000 from a recognized institution.	20
4	Litigation History. Does your company have litigation history? Yes ( ) No ( )	5
5	NEMA Certificate for clearance for use and distribution of primary industrial plastic packaging (LINER BAGS)	10
6	Insurance: Must provide a copy of Work Injury Benefit Insurance Cover(WIBA) for the staff	10
<b>TOTAL SCORE</b>		

Pass mark 75% and above to proceed to financial evaluation

## **SECTION VIII STANDARD TENDER FORM**

### **Notes on the sample Forms**

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

## 8.1 FORM OF TENDER

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

**To: CHIEF EXECUTIVE OFFICER,  
MBAGATHI HOSPITAL,  
P.O. Box 2075-00202  
NAIROBI**

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addendum Nos..... [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... [description of goods] in conformity with the said tender documents for the sum of.....[total tender amount in words and figures] **OR** such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to.....percent of the Contract Price for the due performance of the Contract, in the form prescribed by Mbagathi County Hospital.
4. We agree to abide by this Tender for a period of..... [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for and on behalf \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

The following are mandatory requirements that the bidder must comply with.

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

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

	<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. .....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. .....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers ..... Branch .....</p>																				
	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details .....</li> </ul>																				
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Shares</th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Shares	Name	Nationality	Citizenship Details	1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....
Shares	Name	Nationality	Citizenship Details																		
1.	.....	.....	.....																		
2.	.....	.....	.....																		
3.	.....	.....	.....																		
4.	.....	.....	.....																		
	<p style="text-align: center;"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public</p>																				

.....

State the nominal and issued capital of company-

Nominal Kshs. ....

Issued Kshs. ....

Given details of all directors as follows

Name

Nationality

Citizenship Details

Shares

1.....

.....

2.

.....

.....

3.

.....

.....

4.

.....

.....

5

.....

.....



### 8.3 TENDER SECURITY FORM

Whereas..... [name of the tenderer]  
(hereinafter called “the tenderer”) has submitted its tender dated ..... [date of submission  
of tender] for the supply of.....

[name and/or description of the goods]

(hereinafter called “the Tender”) .....

KNOW ALL PEOPLE by these presents that WE.....  
of..... having our registered office at

..... (hereinafter called “the Bank/Insurance company”), are bound unto NCC  
(hereinafter called “**NAIROBI CITY COUNTY**” the sum of .....

for which payment well and truly to be made to the said NCC, the Bank/Insurance company binds  
itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said  
Bank/Insurance Company this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by NCC during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenderers;

We undertake to pay to NCC up to the above amount upon receipt of its first written demand, without NCC having to substantiate its demand, provided that in its demand NCC will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank/insurance company]

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## 8.4 FRAMEWORK CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Mbagathi Hospital of P.O. Box 20725-00200 NAIROBI, KENYA (hereinafter called "NCC") of the one part and..... [name of tenderer] of..... [city and country of tenderer] (hereinafter called "the tenderer") of the other part:

WHEREAS NCC invited tenders for certain goods, viz **NCC/MH/RT070/2023-2024** for SUPPLY AND DELIVERY OF COMPREHENSIVE CLEANING SERVICES] and has accepted a tender by the tenderer for the supply of those goods in the sum of.....[contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by ..... sign..... Mbagathi Hospital

Designation                      Medical Superintendent

Signed, sealed delivered by ..... sign.....Tenderer

Designation                      ..... (Director/ representative)

## 8.5 PERFORMANCE SECURITY FORM

To: **MBAGATHI HOSPITAL**

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 of goods] (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]

## 8.6 Manufacturer's Authorization Form

To: MBAGATHI HOSPITAL

WHEREAS .....

[name of the Manufacturer]

who are established and reputable manufacturers of.....?

[name and/or description of the goods] having  
factories at.....

[address of factory]

do hereby authorize.....

[name and address of Agent]

to submit a tender, and subsequently negotiate and sign the Contract with you against tender  
No.....

[reference of the Tender] for

the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract  
for the goods offered for supply by the above firm against this Invitation for Tenders.

---

[Signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be  
signed by a competent person.