



**MSC-03-2018**

TENDER FOR THE PROVISION OF FACTORY GENERAL CLEANING SERVICES , GROUNDS  
MAINTENANCE & GARBAGE COLLECTION

**Mumias Sugar Company Limited**  
**Private Bag,**  
**MUMIAS, KENYA**  
**Website: [www.Mumias-sugar.com](http://www.Mumias-sugar.com)**

**FEBRUARY 2018**

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## **SECTION A**

### **INVITATION TO TENDER**

The Company invites sealed tenders from eligible bidders as defined and detailed in the scope of tender document for the **Tender for the Provision of Cleaning, Grounds Maintenance, Garbage collection, Factory General Services** for one year and a further one year upon mutual agreement by both parties.

Interested firms may obtain further information from the office of the Chief Supply Chain Officer, located at Mumias Factory or through Tel: (254) 0711 094000 or 0734 600334/5, Email: tenders@mumias-sugar.com on normal working days beginning date of advert

Where the tender document may be collected upon payment of a non-refundable fee per tender document of KShs.5,000.00 only payable to Mumias Sugar Company Ltd, **Account No. 1147868166** KCB, Bank, MUMIAS Branch. The document can also be viewed and downloaded from the website [www.mumias-sugar.com](http://www.mumias-sugar.com). Bidders who download the tender document from the website must forward their particulars immediately to tenders@mumias-sugar.com to facilitate any further tender clarification and addenda and would be required to pay a reduced fee of Ksh. 3,000.00 per tender document.

There shall be a Mandatory Site Visits on **8th & 9th March 2018 from 9.00AM both days.**

Tenders accompanied by tender document payment slip and a security bond where appropriate in the form and amount specified must be delivered in plain sealed envelope marked tender number before the closing date to the following address: -

**The Chief Executive Officer  
Mumias Sugar Company Limited,  
Private Bag,  
MUMIAS, Kenya.**

The tenders should be dropped in the tender box on the first floor of the main Administration Block at Mumias Sugar Factory.

Tenders will be opened soon after the closing time in the presence of the candidates' representatives who choose to attend at Mumias Sugar Company Training Centre.

**AG. CHIEF SUPPLY CHAIN OFFICER**

### SITE VISIT SCHEDULE DATES

No.	SCHEDULE	Date	Time
1.	FACTORY SERVICES	8th March 2018	9.00am to 1.00pm
2	CLEANING SERVICES	8th March 2018	2.00pm to 5.00pm
3	PROVISION OF SANITARY SERVICES	9th March 2018	9.00am to 5.00pm
4	GROUND MAINTENANCE	9th March 2018	9.00am to 5.00pm

- N/B:
- a) Bidders are advised to note the site Visit date and Time.
  - c) Site Visit is mandatory.
  - d) **Bidders who miss pre-bid conference in one area / lot can still attend scheduled Site Visit in any other venue for record.**
  - e) Site Visit will provide a forum for clarification and feedback by the client.
  - f) Bidders must attach evidence of attending the site visit certificate in the technical Proposal

## SECTION B

### GENERAL INFORMATION

#### **Introduction**

##### **1. Eligible Tenderers**

The tenderer is invited to submit a **Technical Proposal in a separate envelope** and a **Financial Proposal in a separate envelope** for Tender for the Provision of Cleaning, Grounds Maintenance, Garbage collection, Factory General Services required for the **areas** named in the tender document; Scope of Services.

The tenderers must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, tenderers are encouraged to liaise with Mumias sugar regarding any information that they may require before submitting a proposal. Tenderers may contact the official named hereunder to obtain any additional information.

**Ag. Chief Supply Chain Officer,  
Tel: (254) 0711 094000 or 0734 600334/5  
Email: tenders@Mumias-sugar.com**

This Invitation for Tenders is open to all tenderers eligible as described in the tender document. Successful tenderers shall provide the Services for the stipulated duration from the date of commencement specified in the contract documents.

Tenderers shall provide the qualification information statement that the tenderer 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 Mumias Sugar to provide consulting services for the preparation documents to be used for the procurement of the Services under this Invitation for tenders.

The tenderer shall prepare original and one (1) Original and One copy of the technical proposals to be placed in a plain sealed separate envelope clearly marked “**TECHNICAL PROPOSAL**” and the original and all copies of the financial proposals in a plain sealed separate envelope clearly marked “**FINANCIAL PROPOSAL**” and warning “**DO NOT OPEN WITH TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE.**”

## 2. Cost of Tendering

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.

The tenderers at their own responsibility and cost **MUST** visit and examine the sites of assignment to ascertain and acquaint themselves with the surroundings, environmental conditions and communities living within and around assignment areas and obtain all the information that may be necessary for preparing the tender.

Bidders are encouraged to visit the sites of interest for acquaintance before the respective pre-bid conference.

The Site Visit is mandatory and evidence of attendance will be used in the evaluation process.

## 3. The Tender Document

### 3.1 Clarification of Document

A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing, or by fax at the entity's address indicated in the Invitation for Tenders. The procuring entity will respond to any request for clarification of the tender document, which it receives **not later than five (5) 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 communicated to all prospective tenderers who have received the tender document. Bidders may send clarification query through email to [tenders@Mumias-Sugar.com](mailto:tenders@Mumias-Sugar.com)

## 4. Amendment of Document

4.1 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.

4.2 All prospective candidates who have received the tender documents will be notified of the amendment in writing or by fax and such amendment will be binding on them.

4.3 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 submission of tenders.

4.4 The bidders who chose to view and download the document from the internet shall bear responsibility of reviewing the web periodically to ensure that they are informed on any updates.

## Preparation of Tenders

### 5. Language of Tender

5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Mumias Sugar, 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.

### 6. Documents Comprising the Tender

6.1 The Tender prepared by the tenderer shall comprise a Tender Form and a Price Schedule completed in accordance with paragraph 8, 9, and 10 below.

### 7. Tender Form

7.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule Furnished in the tender documents, indicating the services to be performed.

### 8. Tender Prices

8.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract. Each unit or area of assignment must be priced separately in the column provided in the price schedules i.e. prices must be broken into area of assignment. **No lump sum pricing of a section or subsection as this will be treated as incomplete price schedule. Incomplete or partially completed price schedule will be treated as non-responsive and will be rejected.**

8.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including **VAT** and other taxes payable.

8.3 Prices quoted by the tenderer shall be fixed during the Term 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 19.

### 9 Tender Currencies

9.1 Prices shall be quoted in Kenya shillings.

### 10. Tenderers Eligibility and Qualifications.

10.1 Pursuant to paragraph 1 of section B, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

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

**10.3** The tenderer shall provide accurate information on any litigation or arbitration of complaints pending before any committee or any other forum resulting from his professional practice over the last five years. **Mumias Sugar reserves the right to carry out an independent investigation to verify the accuracy of the information so provided.**

## 11. Tender Security

**For special groups (Women, Youth and Persons with Disabilities)** there shall be no Tender Security.

- 11.1 No tender security shall be required from small and micro enterprises or enterprises owned by special groups participating in procurement proceedings.
- 11.2 Any bidder who is not registered as the guidelines provided in 11.1 shall be required to provide a Tender Security as outlined below
- 11.3 The tenderer shall furnish, as part of its tender, an original tender security for an amount of **KShs.200,000.00. This tender security shall be presented along with the Technical Proposal**
- 11.4 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, in the form provided in the tender documents or another form acceptable to Mumias Sugar and valid 90 days from the date of tender closure.
- 11.4 Any tender not secured in accordance with **paragraph 11.2** will be rejected by Mumias Sugar.
- 11.4 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 Mumias Sugar.
- 11.5 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, and furnishing the performance security.
- 11.6 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by Mumias Sugar on the Tender Form; or
  - (b) in the case of a successful tenderer, if the tenderer fails:
    - (i) to sign the contract
    - or**
    - (ii) to furnish performance security



## 12. Validity of Tenders

12.1 Tenders shall remain valid for **120 days** or as specified in the tender documents after date of tender opening prescribed by Mumias Sugar, pursuant to paragraph 16. A tender valid for a shorter period shall be rejected by Mumias Sugar as non-responsive.

## 13. Submissions of Tenders.

### 13.1 Instruction on Submission of Bids

#### (i) Two Envelope Bid

The Tenderer **MUST** submit a two-envelope bid, One Original and One Copy

#### A Technical bid:-

- Technical Requirements.
- Tender Security
- Mandatory Requirements except – **Tender Form and Price Schedule that shall be part of the financial envelope.**

#### B Financial: - Comprising of Tender Form and Price Schedule **ONLY**.

The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract. Each unit or area of assignment must be priced separately in the column provided in the price schedules i.e. prices must be broken into area of assignment.

**Bidders are advised to note that mixing of financial aspects together with technical proposals without separating as prescribed in the tender document will lead to automatic disqualification.**

**Lump-sum pricing will be treated as incomplete price schedule and non-responsive. Incomplete or partial pricing of whole stations will be treated as non-responsive and will be rejected.**

#### (ii) Sealing and Marking of Bids

The inner envelopes should be clearly marked as follows:

**ORIGINAL TECHNICAL**

**COPY TECHNICAL**

**ORIGINAL FINANCIAL**

**COPY FINANCIAL**

13.2 The inner financial envelope shall indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late” and/or technically nonresponsive.

The envelopes shall then be sealed in an outer envelope

(a) The outer envelopes shall be addressed to:

**The Chief Executive Officer  
Mumias Sugar Company Ltd,  
Private Bag,  
MUMIAS, KENYA**

(b) bear **“TENDER FOR THE PROVISION OF CLEANING, GROUNDS MAINTENANCE, GARBAGE COLLECTION, FACTORY GENERAL SERVICES”** the Invitation for tenders (IFT) and the words: **DO NOT OPEN BEFORE “16TH MARCH 2018 at 10.00am”**

13.3 The outer envelope should not have the name or identity of the tenderer.

13.4 If the outer envelope is not sealed and marked as required by paragraph 13.2, Mumias Sugar will assume no responsibility for the tender’s misplacement or premature opening.

13.5 In the event of any discrepancies between the originals and copies of the proposals, the originals shall govern.

#### **14. Deadline for Submission of Tenders**

14.1 Tenders must be received by Mumias Sugar at the address specified under paragraph 13.2 not later than **16TH MARCH 2018 at 10.00am**

14.2 Mumias Sugar may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 4, in which case all rights and obligations of Mumias Sugar and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **15. Modification and Withdrawal of Tenders**

15.1 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.

15.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 13. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

15.4 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 application of conditions set in the tender securing declaration form.

## **Opening and Evaluation of Tenders**

### **16. Opening of Tenders**

16.1 Mumias Sugar will open only technical tenders in the presence of tenderers' representatives who choose to attend on, **16TH MARCH 2018 at 10.30am and** in the following location. **The Training Centre, Mumias Sugar Factor Premises.** The tenderers' representatives who are present shall sign a register evidencing their attendance.

16.2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as Mumias Sugar, at its discretion, may consider appropriate, will be announced at the opening.

16.3 At this point only technical proposals will be opened.

16.4 The technical proposals should not include any aspect of financial.

16.5 Only those who qualify for technical proposal shall be invited for the opening of financial proposal as shall be appropriate.

16.6 Tenderers whose technical bids are non-responsive shall have their financial proposals returned unopened at the end of the tender evaluation process.

16.7 Mumias Sugar will prepare minutes of the tender openings.

### **17. Clarification of Tenders**

17.1 To assist in the examination, evaluation and comparison of tenders Mumias Sugar 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.

17.2 Any effort by the tenderer to influence Mumias Sugar in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **18. Preliminary Examination**

- 18.1 Mumias Sugar will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Mumias Sugar 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 affect the relative ranking of any tenderer.
- 18.4 Prior to the detailed evaluation, pursuant to paragraph 21, Mumias Sugar 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. Mumias Sugar's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 18.5 If a tender is not substantially responsive, it will be rejected by Mumias Sugar and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **19. Evaluation and Comparison of Tender**

- 19.1 Mumias Sugar will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 20.
- 19.2 The comparison shall be of the price including all costs, as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 19.3 Mumias Sugar's evaluation of tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 21.2 and in the technical specifications:
- (a) Operational plan proposed in the tender;
  - (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- 19.4 Pursuant to paragraph 21.2 the following evaluation methods will be applied:
- (a) *Operational Plan*: Mumias Sugar requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to

perform longer than Mumias Sugar's required time will be treated as non-responsive and rejected.

- (b) *Deviation in payment schedule:* Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. Mumias Sugar may consider /the alternative payment schedule offered by the selected tenderer.

## **Award of Contract**

### **20. Post-qualification**

- 20.1 In the absence of pre-qualification, Mumias Sugar 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.
- 20.2 The determination will take into account the tenderer financial, technical and management capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 10.2, as well as such other information as Mumias Sugar deems necessary and appropriate. Mumias Sugar reserves the discretion of visiting physical facilities from which the applicant conducts business or locations which they are providing similar scope as those in this tender to confirm existence and capability to deliver the said goods and services.
- 20.3 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 Mumias Sugar will proceed to the next best evaluated lowest tenderer to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **21. Award Criteria**

- 21.1 Subject to paragraph 8, 21 and 26 Mumias Sugar will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the best evaluated tender, provided further that the tenderer is determined to be qualified in terms of ability and capacity to perform the contract satisfactorily.

**21.2** The procuring entity may award the contract to two or more successful tenderers whose tenders have been determined to be substantially responsive, and who have been determined to have the lowest evaluated bids, provided further, that the tenderers are determined to be qualified to perform the contract satisfactorily.

- 21.3 For bidders from the special group, not more than **30%** of the total sites (schedule) may be awarded to one bidder as defined by the eligibility

21.5 Tenders will be evaluated on the basis of their responsiveness to eligibility of requirements and evaluation criteria.

**22. Procuring entity's Right to Vary quantities**

22.1 Mumias Sugar reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

**23. Procuring entity's Right to accept or Reject Any or All Tenders**

23.1 Mumias Sugar 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 Mumias Sugar's action.

**24. Notification of Award**

24.1 Prior to the expiration of the period of tender validity, Mumias Sugar will notify the successful tenderer in writing that its tender has been accepted.

24.2 The notification of award will constitute the formation of the Contract.

24.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 26, Mumias Sugar will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 12.

**25. Signing of Contract**

25.1 At the same time as Mumias Sugar notifies the successful tenderer that its tender has been accepted, Mumias Sugar will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

25.2 Within fifteen (15) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Mumias Sugar.

**26. Performance Security**

26.1 Within fifteen (15) days of the receipt of notification of award from Mumias Sugar, 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 Mumias Sugar.

26.2 Failure of the successful tenderer to comply with the requirement of paragraph 25.1 or paragraph 26.1 this shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Mumias Sugar may make the award to the next best evaluated Candidate or call for new tenders.

## **27. Corrupt Fraudulent Practices**

27.1 Mumias Sugar requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, Mumias Sugar:-

- (a) Defines, for the purposes of this provision, the terms set forth below 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 Mumias Sugar, 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 Mumias Sugar of the benefits of free and open competition;
- (b) 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;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

27.2 Furthermore, tenderers shall be aware of the provision stated in the **General and specific Conditions of Contract**.

## **28. Composition of the Bid Documents**

28.1 The bid documents consist of the following annexes which shall form and be read as part thereof

- (i) Invitation for Tenders
- (ii) General information
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of Requirements
- (vi) Technical Specifications
- (vii) Evaluation criteria
- (viii) Tender Form and Price Schedules
- (ix) Tender Securing Declaration Form
- (x) Contract Form
- (xi) Performance Security Form
- (xii) Reference Form
- (xiii) Service level requirements

## APPENDIX I

### EVALUATION CRITERIA

- a) **Mandatory requirements** will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified from further evaluation.

The following documents are **MANDATORY: Preliminary Evaluation Criteria**

#### Mandatory Requirements

**Failure to submit any of these requirements shall lead to automatic disqualification from further evaluation. Mumias Sugar reserves the right to undertake due diligence and verify the above information and documents provided.**

1. Submission of two envelope bid i.e. Separate the technical bid from financial bid.
2. Duly filled, signed and stamped Tender Security Form for firms that are not registered as Youth, Women or Persons with Disability
3. Duly filled, signed and stamped mandatory confidential business questionnaire.  
**(All sections of the questionnaire must be filled i. Failure to duly complete the confidential business questionnaire will automatically lead to disqualification).**
4. Evidence of bank account or Two years Financial Statement.
5. Evidence of attendance in the Pre-bid conference / Site Visit.
6. Certified NEMA Certificates for garbage management and transportation. This should be contacted in accordance to NEMA and County Government Regulations thus the executor must comply with those regulations.
7. License or authority/permit from relevant County Governments to transport and dump waste to designated dump site.
8. Valid Single Business Permit
9. Valid Tax Compliance Certificate/Tax exemption certificate
10. Certificate of incorporation/Business registration in the target group.**(proof of registration in the target group is a must)**
11. Completeness of tender as required **(Signed and filled tender form and Price schedules and applicable herein)**
12. Evidence of physical address – **(must be inclusive of email address , Telephone and physical location )**
13. Evidence of Registration by National council of persons with disabilities- For entities owned by persons with disabilities



Bidders in the target group who feel they lack the capacity for this tender are encouraged to have a partnership agreement with other established entity and the role of the parties to the agreement must be clearly defined. **The Lead Role must be the entity from Special group.** Both or/all entities party to the agreement submitted will be liable to contractual obligation in case of award.

**NB:**

1. For joint ventures, bidders must submit signed agreements and Power of Attorney
2. Where transportation of garbage is outsourced, attach proof – i.e. contract/agreement and Power of Attorney. Mumias Sugar at its discretion may authenticate the contract/agreement.

**Failure to submit any of the above requirements shall lead to automatic disqualification from further evaluation.**

**Mumias Sugar reserves the right to undertake due diligence and verify the above information and documents provided.**

b) The cut off score for the technical evaluation is 60%.

c) Tenderers are allowed to tender / bid for one or all sites i.e. a station/premise in whole or all areas covered in the BQ.

**TECHNICAL EVALUATION SCORE SHEET**

	Description of Criteria	Requirement	Maximum Score
<b>1</b>	<b>Bids Documents Presentations</b>		
<b>1.1</b>	How well the bidders documentations is presented a. Table of contents mapped to bid document – (1Mark) b. Bid document paginated and referenced by separators – (1 Mark)	Well-presented bid documents and easy to reference on the required supporting evidence	<b>2</b>
<b>2</b>	<b>Company Profile</b>		
<b>2.1</b>	Number of years that the firm has been providing cleaning, garbage collection and gardening services  Tenderers work experience ✓ 0- 1 years(1 mark) ✓ 1-2 years (2 mark) ✓ 2 - 3 years (3 mark) ✓ 3 years and above(4 mark)	Certificate of Incorporation/Registration	<b>4</b>
<b>2.2</b>	Avail at least two (2) commendation letters from your current or previous major reputable	Letters should have the following details:- signed,	<b>2</b>

	<p>clients/firms with work of equivalent nature and volume for in the last 2 years. (2 marks).</p> <p>1 letter – 1mark 2 letters – 2 marks</p>	<p>stamped, physical location, postal address, phone numbers, Clients contacts name, Duration of contract.</p>	
<b>2.3</b>	<p>Own company (Tenderer) Environmental Safety and Health Policy including emergency or contingency measures during service delivery (4 marks)</p> <ul style="list-style-type: none"> <li>▪ Waste handling procedure (2 marks)</li> <li>▪ First Aid handling procedures and emergency preparedness. (2 marks)</li> <li>▪ Safety measures at work place (1 mark)</li> <li>▪ Emergency call centre (1 mark)</li> </ul>	<p>Copy of signed Policy or demonstrated evidence for the same</p>	<b>10</b>
<b>2.4</b>	<p>Proof of fleet capacity – dedicated to transportation of staff, garbage collection and exhaust services (6 marks).</p> <ul style="list-style-type: none"> <li>• Garbage collection – NEMA = 5 marks</li> <li>• County Authority Licensed = 4 marks</li> </ul>	<p>Attach <b>copies of log</b> books owned or leased (if under lease with lease agreement). Or proof of outsourced transport services i.e contract/agreement and power of attorney.</p>	<b>9</b>
<b>2.5</b>	<p><b>Equipment and consumables proposed for this contract.</b></p> <ul style="list-style-type: none"> <li>❖ List of detergents, chemicals, and other appropriate consumables related to the services offered. Indicate the description and trade names of each consumable and categorize them as per the nature of service they will be used for. (4)</li> <li>❖ Breakdown of machines, equipment and tools related to the services to be provided. (10 marks) <ul style="list-style-type: none"> <li>▪ Wet and dry suction machine</li> <li>▪ Lawn mower</li> <li>▪ Scrubbing machine</li> <li>▪ Vacuum cleaner</li> <li>▪ Gardening tools</li> </ul> </li> </ul>	<p>Attach copies of Invoices and Receipts of payment for consumables, machines, tools, equipment and personal protective equipment.</p>	<b>18</b>

	<ul style="list-style-type: none"> <li>❖ List of Personal protective equipment.(4marks)</li> <li>Uniform clothes</li> <li>Protective shoes</li> <li>Gloves, Dust and ear masks</li> </ul>		
<b>3</b>	<b>Personnel Competency</b>		
<b>3.1</b>	<p>Competency of Supervisors and Managers:-</p> <ul style="list-style-type: none"> <li>▪ Experience of supervising/managing similar scope: Supervisor <ul style="list-style-type: none"> <li>- 0-1 years (1)</li> <li>- 1-2 years (2)</li> </ul> </li> <li>▪ Manager <ul style="list-style-type: none"> <li>- 0-1 years (2)</li> <li>- 1-2 years (3)</li> </ul> </li> </ul> <p>Relevant courses such as housekeeping, hospitality and management;</p> <p><b>Supervisor</b> Certificate level = (2) Diploma or higher = (3)</p> <p><b>Manager</b> - Diploma level = (3) - Degree level = (4)</p> <p>Letter of recommendation from current area of operation (1).</p> <p>Proof of staff first aid training – 2 marks</p>	<p>Attach certified copies of certificates and CVs of the proposed supervisors and managers for the contract.</p> <p>Commendation letters should have the following details:- signed, stamped, physical location, postal address, phone numbers, and Clients contacts name.</p>	<b>15</b>
<b>3.2</b>	<p><b>Staffing (Refer to page 195 for guidance on minimum staffs expected )</b></p> <ul style="list-style-type: none"> <li>❖ Proposed number of staff to be deployed in each specific areas of service. This shall include their intended wage rate, which shall be in accordance with the labor law.</li> </ul> <p>Bear Minimum wage (2) Above minimum wage (4) Training Schedule (training institutions, relevance and frequency of courses covered.) (4)</p>	Provide PROOF of labour law compliance certificate in relation to staff remuneration, NSSF and NHIF remittances.	<b>10</b>
<b>4.0</b>	<p><b>Work Plan and methodology of execution</b></p> <ul style="list-style-type: none"> <li>❖ Work plan including Daily duty procedure (4)</li> <li>❖ Cleaning Procedures (8)</li> </ul>	Bidders policies, procedures, evidence of documentations,	<b>30</b>

	<ul style="list-style-type: none"> <li>❖ Waste handling procedure e.g. biodegradable, hazardous, filters &amp; oily rags, bottles, plastics, polythene and septic wastes etc. (8)</li> <li>❖ Handling procedures of fittings &amp; fixtures.(3)</li> <li>❖ Handling procedures of office equipment (4)</li> <li>❖ Gardening and plant tending Or procedures where applied for Operations procedures.(3) <b>(Tenderers must submit their signed and stamped procedures and methodology of execution which forms part of the contract).</b></li> </ul>	pictures	
<b>Total marks</b>			<b>100</b>

**Mumias Sugar reserves the rights to undertake due diligence to verify information and evidence provided above.**

**Minimum qualifying score is – 60%, for Special Groups the Minimum score is 50%.**

**Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification. The authenticity of the above information will be verified with the relevant Authority and any forgery in any one of the above will lead to disqualification and render the tenderer’s bid non-responsive. Further, note that you may be required to produce original Certificates for ease of verification. The procuring entity reserves the right to carryout independent investigations to verify the accuracy of information provided.**

Any tenderer who does not meet the minimum qualifying score of 60% will not be eligible for financial evaluation.

## SECTION C

### GENERAL CONDITIONS OF CONTRACT

#### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between Mumias Sugar and the contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the contractor under the Contract for the full and proper performance of its contractual obligations.
- (c) “The services” means services to be provided by the contractor to Mumias Sugar under the Contract.
- (d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- (e) “The contractor” means the individual or firm providing the services under this Contract.

#### **2. Application**

2.1 These General Conditions shall apply in all Contracts made by Mumias Sugar for the procurement of services.

#### **3. Standards**

3.1 The services provided under this Contract shall conform to the standards mentioned in the Technical Specifications.

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

4.1 The contractor shall not, without Mumias Sugar’s prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of Mumias Sugar in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

4.2 The contractor shall not, without Mumias Sugar’s prior written consent, make use of any document or information enumerated in paragraph 4.1 above.

4.3 Any document, other than the Contract itself, enumerated in paragraph 4.1 shall remain the property of Mumias Sugar and shall be returned (all copies) to Mumias Sugar on completion of the contractor performance under the Contract if so required by Mumias Sugar.

#### **5. Patent Rights**

5.1 The contractor shall indemnify Mumias Sugar against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services or any part thereof in the Procuring entity’s country.

## **6. Performance Security**

- 6.1 Within fifteen (15) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Mumias Sugar the performance security in the amount specified in Special Conditions of Contract.
- 6.2 The proceeds of the performance security shall be payable to Mumias Sugar as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 6.3 The performance security shall be denominated in the currency of the Contract, or in Kenya Shillings acceptable to Mumias Sugar 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 Mumias Sugar, in the format provided in the tender documents.
- 6.4 The performance security will be discharged by Mumias Sugar and returned to the Candidate not later than fourteen (14) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract.

## **7. Inspection and Tests**

- 7.1 The Procuring entities or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. Mumias Sugar shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to Mumias Sugar.
- 7.3 Should any inspected or tested services fail to conform to the Specifications, Mumias Sugar may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to Mumias Sugar.
- 7.5 Nothing in paragraph 7 shall in any way release the tenderer from any warranty or other obligations under this Contract

## **8. Payment**

- 8.1 The method and conditions of payment to be made to the contractor under this Contract shall be specified in Special Conditions of Contract.
- 8.2 Payments shall be made promptly by Mumias Sugar as specified in the contract.

## **9. Prices**

- 9.1 Prices charged by the contractor for 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 contractor in its tender.

## **10. Assignment**

- 10.1 The contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with Mumias Sugar's prior written consent.

## **11. Subcontracts**

- 11.1 The contractor shall notify Mumias Sugar 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 contractor from any liability or obligation under the Contract.

### **1. Termination for Default**

- 12.1 Mumias Sugar may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor, terminate this Contract in whole or in part:

- (a) if the contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by Mumias Sugar.
- (b) if the contractor fails to perform any other obligation(s) under the Contract.
- (c) if the contractor, in the judgment of Mumias Sugar has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

- 12.2 In the event Mumias Sugar terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the contractor shall be liable to Mumias Sugar for any excess costs for such similar services.

### **2. Resolution of Disputes**

- 13.1 Mumias Sugar and the contractor 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, under the Laws of Kenya.

- 13.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute the provisions of the Arbitration Act of the Laws of Kenya shall apply.

## **14. Language and Law**

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

## **15. Force Majeure**

- 15.1 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 D

### SPECIAL CONDITIONS OF CONTRACT

#### 1. DEFINITIONS

1.1 In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated; **Procuring Entity Definition: Mumias Sugar Company Ltd.**

“**Schedule of Rates**” means the priced Schedule of Rates forming part of the tender [where applicable].

“**The Completion Date**” means the date of completion of the Services as certified by the Employer’s Representative.

“**The Contractor**” refers to the person or corporate body whose tender to carry out the Services has been accepted by the Employer.

“**The Contractor’s Tender**” is the completed tendering document submitted by the Contractor to the Employer.

“**Days**” are calendar days; “**Months**” are calendar months.

“**Equipment**” is the Contractor’s machinery and vehicles brought in during the period of the contract.

“**Site**” means the place or places where the Services are to be carried out.

“**Mumias Sugar’s Representative**” is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Services.

“**Specification**” means the Specification of the Services included in the Contract.

“**Agreement**” means this Agreement made between Mumias Sugar and the Contractor including the First and second schedules and to other document forming the Agreement;

“**Effective Date**” means the date that the services shall commence as stipulated in the Agreement.

“**Party**” means either Mumias Sugar or the Contractor

“**Both Parties**” means Mumias Sugar and the Contractor

**“Rates”** means the costs and charges of the services the Contractor shall provide to Mumias Sugar; as provided for in the Second Schedule of this Agreement;

**“Unit”** specified scope

**“Cleaning, Grounds Maintenance, Garbage collection, Factory General Services”** means the Cleaning, Grounds Maintenance, Garbage collection, Factory General Services that will be provided to Mumias Sugar by the Contractor pursuant to this Agreement and includes any additional or incidental services that may be requested by Mumias Sugar from time to time;

**“Cleaning offices”** means cleaning of buildings, equipment, curtains, blinds shears, furniture and fittings therein

**“Duties”** means providing, performing, actioning, executing, engaging and or obliging to a moral legal duty to provide services by the Contractor to Mumias Sugar as provided for in the First and Second Schedule of this Agreement; or any other assignment directed on request by signing of a Temporary Works Order.

**“Compound”** means area surrounding buildings and stations.

**Special Groups – Disadvantaged entities (Youth, Women and Persons of disabilities).**

## **2. CONTRACT DOCUMENTS**

2.1 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Contractors Tender
- (3) Letter of Award and Acceptance,
- (4) Special and General Conditions of Contract,
- (5) Technical Specifications,
- (6) Schedule of Rates
- (7) Service Level Requirements
- (8) Performance Bond

## **3. EMPLOYER’S REPRESENTATIVE’S DECISIONS**

3.1 Except where otherwise specifically stated, the Employer’s Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

#### **4. INSTRUCTIONS**

- 4.1 The Contractor shall carry out all instructions of the Employer's Representative which are in accordance with the Contract.

#### **5. MANAGEMENT MEETINGS**

- 5.1 A Contract top management meeting shall be held quarterly and attended by the Employer's Representative and the Contractor. Its business shall be to evaluate periodic performance of the Work. The Employer's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the top management meeting or after the management meeting and stated in writing to all who attend the meeting.
- 5.2 An informal meeting between the supervisor of the contract and Mumias Sugar representative shall be held when deemed necessary. Any results from this meeting shall be reflected on the monthly evaluation and performance assessment as per clause 7.
- 5.3 Communication between parties shall be effective **ONLY** when in writing.

#### **6. DURATION OF CONTRACT (GCC)**

- a) This Agreement shall unless extended or terminated by both parties terminate at the end of two (2) years from the commencement date.

#### **7. PERFORMANCE APPRAISAL**

On a monthly basis the employer's representative(s) and the contractor shall on an agreed date and time conduct a comprehensive assessment/appraisal and record the findings in format as derived from the Bill of Quantities. Such records shall form part of performance evaluation during and at the end of the probation period, subsequent deliberations and or action as stipulated in clause 8 & 9. The performance evaluation form is attached in appendix II. This form will be customized to reflect the scope derived from the Bills of Quantities in the various locations.

#### **8. NON PERFORMANCE PENALTY**

In the event that the Contractor does not administer the contract in whole or in part, Mumias Sugar **shall** procure, upon such terms and in such manner as it deems appropriate, and without reference to the contractor, services similar to those undelivered, and the contractor **shall** be liable to Mumias Sugar for the actual costs incurred for such procured services. These costs shall be offset from the invoices provided by the contractor. Further, the contractor shall pay penalty equivalent to the value quoted/priced for the unattended unit to Mumias Sugar being compensation of the inconveniences caused. Non-performance shall also include: -

- a) Failure by the contractor to manage their affairs hence occasioning their staff to result to industrial action.
- b) Where the contractor fails to comply to the minimum wage as prescribed by the Ministry of Labour from time to time.
- c) Failure by the contractor to provide protective clothing to their staff as prescribed.
- d) Failure by the contractor to perform services of acceptable standards set by Mumias Sugar.

## **9. TERMINATION**

Mumias Sugar may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if:-

### **(a) By Breach of Contract**

- (i) The Contractor frequently fails to provide services of acceptable standards set by Mumias Sugar in the performance of this Agreement and
- (ii) The Contractor fails to perform any other obligation under this Agreement.

### **(b) By Agreement**

Either party may terminate the Agreement by giving to the other party Three (3) months' notice in writing or payment of Three (3) months the set fees and charges in lieu of such notice;

On termination of this Agreement, howsoever terminated, the Contractor shall be permitted to remove all its equipment which may have been placed by the Contractor upon the employer's premises.

### **c) By Insolvency**

Either party may at any time terminate the contract by giving written notice to the other party in case of insolvency.

### **d) By Bankruptcy**

Either party may at any time terminate the contract by giving written notice to the other party in case of bankruptcy

## **10. CONFIDENTIALITY**

The Contractor, its staff and agents shall not at any time during or after termination of this Agreement divulge or allow to be divulged to any person or third party any information relating to the business or affairs of Mumias Sugar.

## **11. ASSIGNMENT**

The Contractor shall not assign or sub-contract any of its rights under this Agreement

## 12. SUB-CONTRACT

The contractor shall notify Mumias Sugar 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 contractor from any liability or obligation under the Contract.

## 13. PAYMENT TERMS (GCC 8)

Mumias Sugar Company's payment terms are within 30 days upon receipt of certified invoices confirming that the services have been delivered in accordance with the contract.

## 14. PROVISION AND STANDARD OF SERVICE

- (a) The Contractor shall provide services of acceptable standards as set by Mumias Sugar in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement without any notice at the sole discretion of Mumias Sugar;
- (b) Frequent and inexcusable delays by the Contractor in the performance of its obligations hereunder shall give rise to sanctions and imposition of liquidated damages by Mumias Sugar.
- (c) If at any time during the performance of this Agreement the Contractor encounters conditions affecting timely provision of services, the Contractor shall immediately and without any delay notify Mumias Sugar in writing of the condition, its cause and duration and possible solution thereto and as soon as practicable Mumias Sugar shall evaluate the condition and may, at its sole discretion, waive the Contractor's obligations without the risk of sanctions impositions of liquidated damages and or the summary termination of this Agreement without any notice.
- (d) The Contractor shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:
  - i. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
  - ii. Safe use training and hospitality Schedule
  - iii. A Supervisor daily checklist
  - iv. Equipment, Vehicles, Tools and Machines to be used to achieve intended purpose in all areas.
  - v. Emergency or contingency measures in terms of staffing for any eventuality.
  - vi. Type of chemicals and detergents to be used subject to Mumias Sugar representative approval in the respective site.
  - vii. Cleaning, Garbage Collection Gardening and schedules.
  - viii. Method of disposal of various wastes as per specified in the technical Requirements and NEMA Regulations.

## 15. STAFF QUALIFICATIONS

15.1 The contract supervisor(s) on the ground **MUST** have the under listed qualifications:

- (a) At least a pass in 'O' Level Certificate.
- (b) Certificates in relevant trainings from a recognized institution.
- (c) Minimum work experience for three (3) years in supervisory position
- (d) Good communication and Managerial skills

15.2 The contractor shall undertake basic training of his staff on Environmental Management, Occupational Safety and Health, Fire Fighting, First Aid, Handling of hazardous Chemicals and any other relevant training as prescribed by existing laws once contracted.

Mumias Sugar shall verify these qualifications and those below these qualifications **shall** not be accepted.

## 16. STAFF IDENTIFICATION AND PROTECTIVE WEAR

The contractor shall provide branded uniforms and name tags which shall be worn all the time and protective gear as shall be appropriate. Uniforms refer to shirt/blouse, pair of trouser/skirt or dress, and shoes/gumboots. The brand name/label **MUST** be conspicuously displayed on the uniforms for easy identification. Braded T-shirts is optional for weekend dress down.

The contractor shall provide to Mumias Sugar a list of staff and the copies of their National Identity Cards and Certificates of Good Conduct for each staff. Where there are changes in staffing Mumias Sugar should be notified prior to deployment of the new staff.

## 17. PERFORMANCE SECURITY

The Contractor shall within fifteen (15) days from the date of executing this Agreement furnish Mumias Sugar with a Performance security whose value shall be equivalent to **Ten per cent (10%) of the annual Contract Value**. The performance security will have a one year value, renewable three months before the expiry of each year of the contract period.

## 18. INDUCEMENT/PAYMENT OF COMMISSION AND CORRUPT GIFTS

The Contractor shall not;

Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favor or disfavor to any person in relation to this or any other contract with the Employer.

Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

**19. PROBATION PERIOD**

19.1 The Contractor shall provide the services to Mumias Sugar on a probationary basis during the first Three (3) months of this Agreement and thereafter, subject to proper performance and evaluation by Mumias Sugar's authorized representative thereof, the Agreement may be confirmed or terminated in writing at the discretion of Mumias Sugar as stipulated in clause 6, 7, 8 and 9. The minimum performance score mark shall be 70% based on joint weekly evaluations by the employer and contractors representatives.

**20. NOTICE ADDRESSES**

Any notice to be served on either of the parties by the other shall be sent by prepaid recorded delivery or registered post to the address of the relevant party or by facsimile transmission or by and shall be deemed to have been received by the addressee within Three (3) days of posting or 24 hours if sent by facsimile transmission or by electronic mail.

**21. TENDER PRICES (GCC 9)**

The contract price will be fixed during the term of contract and not subject to variation on any account.

**22. INDEMNITY**

The Contractor shall indemnify and keep indemnified Mumias Sugar, its servants and agents against loss of or damage to property or bodily injury sustained by it or them by reason of any act, omission or neglect of the Contractor, its servants or agents whilst performing their duties under this Agreement and against the dishonesty of its servants whilst performing their duties hereunder and this shall include any loss, damage, injury or any consequential or indirect loss sustained by Mumias Sugar, its servants or agents or third parties lawfully on the Premises by reason of any act or omission or neglect of the Contractor its servants or agents.

**23. CLAIMS**

Notice of all claims by Mumias Sugar in respect of any loss damage or injury or consequential or indirect loss shall be given in writing to the Company giving details of such loss, damage or injury of consequential or indirect loss within Fourteen (14) days after the discovery of such damage loss or injury.

**24. INSURANCE**

24.1 The Contractor shall insure its servants engaged in the performance of this Agreement against injury sustained by them in the course of carrying out their duties in pursuance hereof and unless such injury shall be due to the act negligence or default of Mumias Sugar, its servants or agents. The Contractor will indemnify Mumias Sugar against all actions, claims and demands in respect of such injury.

24.2 The Contractor shall be required by Mumias Sugar to avail the Policy of Insurance in respect thereof and proof of payment of current premium.

## **25. LIQUIDATED DAMAGES**

If the contractor fails to provide any or all of the services within the period(s) specified in the contract, Mumias Sugar shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the price of the unperformed services, per day until actual delivery of services, up to a maximum education of 10% of the unperformed services. After this Mumias Sugar may consider termination of the contract.

**26.** In the event any of the following permits or licenses will have expired at the time of award, the contractor shall within fourteen (14) days upon acceptance of the Award of the contract and/or before commencement date avail the following:-

- i. Professional Indemnity Insurance Cover
- ii. Workers Injuries Benefit Policy
- iii. Organizational Environmental Safety and Health Policy
- iv. NEMA certificates for relevant area areas of service or valid document of the garbage management sub-contract. Note certificates should be sought from the local authorities
- v. County license/permit to transport waste.
- vi. Staff Certificates of Good Conduct
- vii. Work Plan
- viii. List of Chemicals, Detergents and other consumables and their description to be used subject to approval by Mumias Sugar representative in respective areas
- ix. Copies of log books for vehicles assigned to given areas of operation if any.
- x. Certified copies of CVs, certificates Good Conduct and academic qualifications of the proposed supervisors and managers for the contract.



**SECTION E**

**TECHNICAL SPECIFICATIONS / SCOPE OF REQUIREMENTS / WORKS**

**SCHEDULE A: FACTORY SERVICES**

**LOT 1: OPERATION OF HYDRO-UNLOADERS**

The contractor shall:

- Provide competent labour force for Effective and Safe operation of hydro-unloaders to achieve steady cane off-loading at 500t/h and consistent cane feeding to the diffuser.
- Clean the area around the hydro-unloaders for effective recovery of spilt cane stalks.
- Clean the hydro-unloader cabins and structures, feed table cabins and gantry crane cabins.
- Clean with soap and water all metal surfaces for all equipment, structures as may be directed.
- Replace cane leveller knives during PPM or as instructed by the cane yard supervisor.
- Support operational staff in clearing any cane chokes that may occur within pre-milling house.
- Removal of left over cane in the drain running from cogen chimney along gantry crane structures and behind steel wall to B weighbridges.
- Removal of left over cane in the drain running from premilling area behind shredder and diffuser structure towards B weighbridges.
- Desludge all the drainages within and around the cane yard
- Stone watching on C107 and feed tables.
- Slashing the area between cane yard and perimeter wall stretching from hydro unloader area towards B weighbridge.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCLUSIVE	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCLUSIVE
1	OPERATION OF HYDRO-UNLOADERS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**LOT 2: CLEANING AT THE DIFFUSER**

The Contractor shall undertake the following;

1. Diffuser and DWM house top to ground floors.
2. Drains running along diffuser wall to b<sub>1</sub> weighbridge
3. Cleaning shredder house, c116, c117, c122, diffuser, c140, c141a, c141b, mills, c149, c154a and c154b. Lime and juice heaters – top to ground floor.
4. DWM house walkways, platforms, handrails and turbine floors.
5. Clean the control rooms both external and internal.
6. Cleaning of diffuser body both sides and on top.
7. During PPM’s clean diffuser internals including sight glasses, juice trays, press water distribution box, spray nozzles and DJ pumps.
8. Do a thorough cleaning of all the above areas during OOC.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING AT THE DIFFUSER		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **LOT 3: CLEANING OF BAGASSE SYSTEM AND BOILERS**

### **1.0 DURING OPERATION DAYS:**

- THE CONTRACTOR shall clean all accumulated bagasse, bagacillo and any unwanted objects on all walkways, plate work and steel structures of all belt conveyors and steel carriers of bagasse system to the ground floor on a daily routine before 2.30pm.
- THE CONTRACTOR shall clean all accumulated bagasse, bagacillo and any unwanted objects on all walkways, platework, steel structures piping and sheet wall of all boiler houses, bagasse tower and bagasse store on a daily routine before 2.30pm. The bagging system covers C154A upto BC<sub>4</sub> conveyors.
- THE CONTRACTOR shall remove all dropped bagasse, bagacillo or any unwanted objects to the collection point. This to be followed by dry cleaning and wet cleaning of all boilers' areas, e.g. boilers' ground floors – in front and rear of all boilers' area, boilers' pumps area, etc. This to be cleaned before 4.00pm daily.
- THE CONTRACTOR shall remove all spilled ash on all walkways. Steel structures, platework of boiler 1B/2B ash system to the ground. Take the ash to a collection point. The floor to be dry-cleaned followed by wet cleaning daily.
- THE CONTRACTOR shall de-block, on the run, any blocked ash grit collector/hopper of any boiler. Take all ash accumulated on the boiler ground floor to a collection point followed by wet cleaning of the ground floor on that day of blockage.
- THE CONTRACTOR shall, in case of any boiler stoppage, remove all ash/sand on ash chamber, grit collector/hopper. Remove any accumulated ash, bagasse, bagacillo or any unwanted objects from boiler tops, walkways, and steel structures. Take all the dirt to a collection point followed by dry and wet cleaning of the ground floor.
- THE CONTRACTOR shall De-block any blocked drainage system around the boilers ground floor before the end of that day of blockage.
- The contractor shall clean around all boilers' oil pumps' stations in case of any oil spillage before 4.30pm of that day of spillage.
- THE CONTRACTOR shall provide manual support in assisting boiler operations, e.g. clearing a choke, breakdown, etc as requested by the Maintenance Engineer as long as it is before 5.00pm. The manual support will be required until the problem is cleared.
- THE CONTRACTOR SHALL clean the control rooms.

### **2.0 DURING MAINTENANCE DAYS:**

- a. THE CONTRACTOR shall remove any accumulated sand, ash, un-burnt bagasse on grit collectors and ash hoppers of all boilers.
- b. THE CONTRACTOR shall clear small boiler flume line in case it is blocked.
- c. THE CONTRACTOR shall clean all boiler tops and boiler walkways, boiler structures to the ground floor.
- d. THE CONTRACTOR shall remove all sand in all chimneys.
- e. THE CONTRACTOR shall remove and take ash/sand on the ground to a collection point. This to be followed by dry and wet cleaning. The work to be completed before 5.00pm.
- f. THE CONTRACTOR shall clean all accumulated bagasse, bagacillo, cobwebs or any unwanted objects where it is difficult cleaning during operation. Such areas are:
  - Internal walling of all boiler house, bagasse tower and bagasse store.

- Plate work, sheet wall and roof work of all belts and steel carriers.
- g. THE CONTRACTOR shall pack firewood in any boiler as directed by MEB.
- h. The contractor will pack firewood in boilers 1B, 2B & 3B as shall be required.
- i. THE CONTRACTOR shall clean all control rooms both externally and internally all the time.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING AT BAGASSE SYSTEMS & BOILERS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**LOT 4: FACTORY WORKSHOP AND MILL”A” CLEANING**

The Contractor shall;

No.	Plant	Area	Scope of Works
	<p>Factory Workshop</p> <p>Factory Workshop</p>	<ul style="list-style-type: none"> <li>• Electrical workshop.</li> <li>• Electrical (Engineers and Supervisors’ offices)</li>   <li>• Mechanical Workshop.</li> <li>• Mechanical (Engineers’ and Supervisors’ offices both Northern and Southern wings)</li> <li>• Foundry area.</li> <li>• Pump section.</li> <li>• Re-shelling area.</li> <li>• Lathe area.</li> <li>• Shredder bay.</li> <li>• Carpentry area.</li> <li>• Tools store.</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical workshop to be cleaned once daily (dry cleaning – sweeping of floor).</li> <li>• Floor in electrical workshop to be mopped twice a week.</li> <li>• Work benches and windows shall also be cleaned.</li> <li>• Trash/scrap to be transferred to the main dust bin and Loaded onto a provided lorry.</li> <li>• While waste copper shall be taken to the foundry workshop.</li> <li>• Walls shall be cleaned and cobwebs removed at least twice a week.</li> <li>• Mechanical Workshop to be cleaned once daily (dry cleaning – sweeping of floor).Offices to be wet cleaned daily.</li> <li>• Work benches and windows shall also be cleaned.</li> <li>• Trash/scrap to be transferred to the main dust bin and loaded onto a provided lorry or truck.</li> <li>• Walls shall be cleaned and cobwebs removed at least twice a week.</li> </ul>
2	Factory Workshop	<ul style="list-style-type: none"> <li>• Electrical (Engineers’ Supt., &amp; Supervisors’ offices) drawing office and board room</li> </ul>	<ul style="list-style-type: none"> <li>• Wet cleaning to be done on the floor.</li> <li>• Wet cleaning to be done on tables and cabinets on a daily basis.</li> <li>• Windows to be cleaned.</li> <li>• Cobwebs to be removed at least twice a week.</li> </ul>
3	Factory Workshop	<ul style="list-style-type: none"> <li>• Instruments Workshop and all the rooms within the Workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Wet cleaning to be done at the floor and work benches on a daily basis.</li> <li>• Windows and work benches to be</li> </ul>

			wet cleaned. <ul style="list-style-type: none"> <li>• Cobwebs to be removed at least twice a week.</li> </ul>
4	Factory Workshop	<ul style="list-style-type: none"> <li>• Reconditioned motors area (next to Instruments Workshop).</li> </ul>	<ul style="list-style-type: none"> <li>• To be cleaned thrice (i.e. Mondays, Wednesdays and Fridays) in a week (dry cleaning).</li> <li>• Rearrangement of motors.</li> <li>• Cobwebs to be removed at least twice a week.</li> </ul>
5	Factory Workshop	<ul style="list-style-type: none"> <li>• Area (outside), around the Factory Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• To cut grass at least once a month.</li> </ul>
6	Factory Workshop	<ul style="list-style-type: none"> <li>• Roofs cleaning for the main Workshop and Engineering offices.</li> </ul>	<ul style="list-style-type: none"> <li>• The roofs shall be dry cleaned including gutters and down pipes, trash collected and put at a designated point once in every 3 months.</li> </ul>
7	Mill 'A'	<ul style="list-style-type: none"> <li>• Mill 'A'</li> </ul>	<ul style="list-style-type: none"> <li>• Dry cleaning twice in a week.</li> <li>• Rearrangement of motors.</li> </ul>

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	FACTORY WORKSHOP & MILL "A" CLEANING		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

(a) DATE \_\_\_\_\_

The preferred working hours are 7.00 am to 5.00 pm from Monday to Thursday and 7.00 am to 4.00 pm on Friday, cleaning of board room and Southern end office corridor to be done over the weekends once a day in the morning.

**LOT 5: CLEANING CONTRACT SCOPE ELECTRICAL & INSTRUMENTS.**

The following are areas under Electrical & Instrumentation,

1.	Mill 'A'	<ul style="list-style-type: none"> <li>• Mill 'A' reconditioned motors cage</li> </ul>
2.	Power House	<ul style="list-style-type: none"> <li>• Control room</li> <li>• Basement</li> <li>• Entire power house</li> </ul>
3.	Boilers	<ul style="list-style-type: none"> <li>• Switch rooms(1B,2B &amp; 3B)</li> <li>• Boiler 3B ID fan switch room</li> <li>• 1B/2B/3B Transformer rooms</li> <li>• Boilers HT switch room</li> <li>• Cleaning of selected motors on ppms</li> </ul>
4.	Bagasse store	<ul style="list-style-type: none"> <li>• Bagasse store control room</li> <li>• Cleaning of selected motors on ppms</li> </ul>
5.	River Pump Station	<ul style="list-style-type: none"> <li>• Switch room</li> </ul>
6.	Water treatment	<ul style="list-style-type: none"> <li>• HT switch room</li> <li>• Water treatment switch room</li> </ul>
7.	Front end	<ul style="list-style-type: none"> <li>• De-watering mills switch room</li> <li>• Diffuser switch room</li> <li>• Cane handling switch room</li> <li>• Cleaning of selected motors on ppms</li> </ul>
8.	Packaging plant	<ul style="list-style-type: none"> <li>• Packaging plant switch room {next to APM - back end}</li> <li>• CVT switch room</li> <li>• Bagging switch room</li> <li>• Electrical supervisor office</li> </ul>
9.	Process House	<ul style="list-style-type: none"> <li>• MCC 5</li> <li>• MCC 7</li> <li>• MCC 14</li> <li>• Evaporator MCC</li> <li>• B/C (New MCC) switch room</li> <li>• Highgrade BMA switch room</li> <li>• Cleaning of selected motors on PPMs</li> </ul>
10.	Ethanol	<ul style="list-style-type: none"> <li>• TG &amp; Boiler switch room</li> <li>• Fermentation and Distillation switch room</li> <li>• TG Basement/ cable Bay room</li> <li>• Air compressor room</li> <li>• Cleaning of selected motors on ppms</li> </ul>

The cleaning scope details is as follows:-

- Electrical workshop-
- To be cleaned once daily (dry cleaning - sweeping of floor).
- Trash to be transferred to the main dust bin while waste copper shall be taken to the foundry workshop.
- Walls shall be cleaned and cobwebs removed at least twice a week.
- Instruments lab.
- Wet cleaning to be done at floor and work-benches on a daily basis.
- Offices
- Wet cleaning to be done on the floors, tables and cabinets on a daily basis.
- Control rooms
- Wet cleaning to be conducted on the floor desks and tables at least twice in a day.
- Power house floor
- Wet cleaning to be done on the floor at least once in a day under supervision of an electrical technician/supervisor.
- Power house basement
- To be cleaned (dry cleaning) at least twice in a week under supervision.
- Switch rooms
- To be cleaned (dry cleaning) on a daily basis.
- MCC panels exteriors to be cleaned during PPM under supervision of an electrical technician/supervisor.
- Motors
  - ✓ Cleaning of selected motors during PPM under supervision of an electrical technician /supervisor.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING OF ELECTRICAL & INSTRUMENTS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER

NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## **LOT 6: ETHANOL BOILER AND TG BUILDING**

The Contractor shall carry out the following tasks at the Ethanol boiler:

### **A. Furnace**

- De-bashing of ash from all the boiler vessels and disposing it off onto ash trucks.
- Cleaning of the furnace and the entire boiler.
- Transporting and packing of firewood in the furnace in readiness for start up and lighting up of the boiler.
- Poking of the travelling Grate whenever it is choked with vinasse
- Attending to the vinasse firing system and vinasse tank i.e. deblocking and cleaning
- Manually turning of bagasse in the furnace through the manholes whenever firing is not efficient.

### **Fuel system**

#### **BBC1 , CC1, BBC2 , BAGASSE SILO (BOTH 2 SILOS) CHUTES between BBC1, CC1 and BBC2**

- Clean spill over bagasse or wood chips along the conveyor belts and the surfaces below the conveyor belts of the entire system
- Feeding of wood chips to the banker.
- Remove stones and huge wood pieces that come out at the end of the conveyor belts.
- Clearing chokes on the entire bagasse system from bagasse store to ethanol boiler.
- Clearing chokes on the bagasse feeders.

### **B. Screw feeder area and furnace area**

- Clean the furnace area. This includes the area in front of the furnace, the area at the sides of the furnace where the wood feeding furnace windows are located.
- Clean the areas adjacent to the two screw feeder and clear off all spilt bagasse by feeding it back to the screw feeders.
- Manual back feeding of bagasse at EL1
- Clearing chokes on the two screw feeders and any other section that may block.

### **C. Ash handling system.**

- Submerged belt conveyor- Cleaning and the area around the submerged belt.
- Cleaning of all the ash deposits along the belt and remove the ash that piles at the end of the submerged belt conveyor.
- In cases of water overflow due to water spillages, clear the water on the floor till dry.
- 1<sup>st</sup> , 2<sup>nd</sup> and 3<sup>rd</sup> effect s Economizers hopper areas, Primary and secondary super heater hopper areas (5 hoppers in total )- clean the ash spillages on the ground and the floor areas along these equipment by removing of ash from vessel hoppers.
- ESP, MDC , and chimney areas. – Clean ash spillages at the hoppers and the areas around the three equipment.

- Ash holding tank-clean any ash spillages at the area and Load the ash on to trucks.
- Cleaning all the drainages at the boiler and TG area and de blocking them when blocked.

**D. General cleaning**

- Sweeping and mopping the floors with soap and water around the boiler and TG building .
- Clearing of all walk ways within the boiler area.
- Cleaning of vessels that may require to be cleaned at the boiler and turbines area
- Clearing the grass and any other debris around the boiler area.

**E. Cleaning the turbine building**

The following are the cleaning jobs to be done at the turbine and generator room, TG control and DCS panels room, two MCC rooms, compressor room, ground floor cable rooms

- Cleaning the floor with soap and water of all the rooms as mentioned above.
- Removing cobwebs on the walls
- Cleaning the windows from inside and outside since the windows cannot be opened.
- Cleaning all tables and electrical cabinets
- Removing curtains when dirty to wash, drying them, ironing and returning them on the windows
- Cleaning the drainages and de blocking them when blocked inside and outside the TG building.
- Cleaning of machines as will be specified.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	ETHANOL BOILER AND TG BUILDING		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER

NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **LOT 7: CLEANING OF COGEN BOILER, TG BUILDING**

### **Part A: COGEN BOILER**

#### **7.1. 35 METER TO 6METER INCLUDING ELECTROSTATIC PRECIPITATOR (ESP) AND ASH SILO**

1. Clean all the structures
2. Clean all the hand rails
3. Remove all ash, bagasse and bagacillo deposits from all the elevations
4. Remove any foreign objects and unwanted material to scrap yard
5. Clear all cob webs
6. Ensure possession of a complete signed permit to work for all the jobs in this clause.

#### **7.2. FUEL HANDLING SYSTEM INCLUDING JUNCTION TOWER**

1. Clean system structure
2. Clean belt conveyors and related deck plates
3. Clean the steel carriers and related deck plates
4. Clean all handrails
5. Remove bagasse and bagacillo pile ups
6. Remove all scrapes to scrap yard
7. Assist in clearing of periodical chokes both at the drum and screw feeders as requested by Shift Management.
8. Ensure possession of a complete signed permit to work for all the jobs in this clause

#### **7.3 ESP (ELECTROSTATIC PRECIPITATOR), APH (AIR PRE-HEATER) AND FF (FORCED FLOW) HOPPERS;**

1. Remove accumulated ash and formed clinkers from six no. ESP hoppers opened for you by authorized **MSC** maintenance fitters.
2. Remove accumulated ash and formed clinkers from the two APH surge hoppers opened for you by authorized **MSC** fitters and deposit the same at the dumping site
3. Remove accumulated ash and formed clinkers from the two forced flow hoppers opened for you by authorized **MSC** fitters and deposit the same at the dumping site
4. Ensure possession of a complete signed permit to work for all the jobs in this clause.

#### **7.4 BOILER GROUND FLOOR BETWEEN TG BUILDING AND THE CHIMNEY**

1. Clean all the basement floor work of the boiler
2. Clean all the service fans surrounding floor work
3. Clean the ash system basement floor work including the chimney
4. Clean the DM and make-up storage tank surroundings
5. Clean the junction tower basement floor work and surroundings
6. Remove any foreign objects and unwanted material to scrap yard.

## **7.5 BOILER GROUND FLOOR, ASH HANDLING SYSTEM REFUSES AND SCRAP DISPOSAL**

1. Remove all ash deposits around the ESP resulting from system malfunctions to dumping site.
2. Remove all ash deposits around the APH resulting from system malfunction to dumping site.
3. Evacuate the continuous discharges around the force flow, riddling hoppers and submerged ash conveyor to dumping site.

## **7.6 PERIPHERAL COMPOUND MAINTENANCE**

1. De-sludge all drains and trenches within and surrounding the boiler plant and ensure smooth flow of water
2. Remove any scraps within and in the drains to scrap site
3. Remove any mud pile ups around the access roads to dumping site
4. Clean all the roads surrounding the boiler including the main access road running from Cogen gate to the Diffuser gate next to WTP to the required standards.
5. Maintain flower pots & beds and regularly cut the grass on the strip between the drain running from cogen gate to the cogen ash silo, area between DM tank, ESP & the access roads.
6. Remove all scrap in the workshop finished goods yard.
- 7.

## **7.7 PACKING OF FIREWOOD**

1. Pack firewood in the cogen boiler during PPMs or as directed by the Production Manager or his representative.

## **Part B TG BUILDING**

### **7.8. ENTIRE ZERO METER LEVEL - MAIN HALL, CABLE ROOM AND OFFICES**

1. Mop the floor using soapy water and dry the same
2. Remove any water pile ups in all cable trenches
3. Dewater any other drains within the building.
4. Remove any foreign objects and unwanted material to scrap yard
5. Clean up all machine stools in the building
6. Clean all doors, windows, roofs and walls to required standard

### **7.9 THREE METER LEVEL PANEL ROOM**

1. Dry clean the floor using dust extraction machine
2. Clean all doors, windows, roofs and walls to required standard

### **7.10. FIVE METER FLOOR INCLUDING OFFICES AND TOILETS**

1. Mop the floors and stair cases using soapy water and dry the same.
2. Clean all doors, windows, roofs and walls to required standard
3. Clean all the toilets to the required standard on continual basis.

### **7.11 NINE METER LEVEL – TG HALL, OFFICES, SWAS, DCS ROOM, BATTERY AND UPS ROOMS**

1. Mop the floors and stair cases using soapy water and dry the same, (hall & offices)
2. Use **vacuum** cleaner machine in *DCS room*
3. Clean all doors, windows, roofs and walls to required standard
4. Clean up all machine stools in the building
5. Remove any foreign objects and unwanted material to scrap yard.
- 6.

**7.12 ALL STAIRCASES INCLUDING EXTERIOR STAIRS AND HAND RAILS**

1. Mop using soapy water to the required standard.

**7.13 FOURTEEN METER LEVEL**

1. Mop the floors and stair cases using soapy water and dry the same
2. Clean all doors, windows, and walls to required standard
3. Remove any foreign objects and unwanted material to scrap yard.
4. De-block all storm down comer pipes.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING OF CO-GEN BOILER, TG BUILDING		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **LOT 8: THE FERMENTATION, DISTILLATION, EVAPORATION AND RO PLANT**

### **A. Fermentation section**

- Recover all Molasses / fermented wash spillages at the fermentation area.
- carrying out CIP of all vessels that require CIP cleaning as will be instructed by the supervisor
- cleaning of all tanks and vessels within the fermentation area
- Desludging of fermenters and beer well
- Cleaning of all offices , laboratory, switch rooms and control rooms inside and out within fermentation section.
- de-blocking of pipes especially the molasses lines
- Cleaning the drainages and de blocking them when blocked
- Cleaning of all drainages inside and outside the fermentation area.
- Cleaning of all floors at the fermentation area
- Clean with water and soap all equipment, tanks, steel structures metallic walls ,windows etc in the fermentation area.
- Remove and carry away to designated areas all scrap generated from area of work
- Regular cleaning the caustic pit
- Sterilization of CVs and PFs.
- Removal of sludge from the vessels eg. the beer well.
- Continuous cleaning with soap and water of all wash rooms/Toilets at a specified frequency
- Making tea for all the staff on general at the ethanol plant.

### **B. Distillation section**

- Sweeping and mopping the floors in the distillation plant.
- Removing cobwebs on the walls
- Cleaning the drainages and de blocking them when blocked around the distillation section.
- Cleaning of vessels at the distillery as per requirement
- Brushing of condensers at the distillation plant

### **C. Daily receiver tanks**

- General cleaning of the daily receiver area
- Cleaning the daily receiver tanks and pipes as per requirement
- Cleaning of the process and DM water tanks.

### **D. Evaporation plant**

- Chemical Cleaning or brushing of tubes during maintenance.
- Sweeping and mopping the floors in the evaporation plant.
- Cleaning of all the tanks at the Evaporation plant.
- Filling caustic for caustic cleaning in the evaporators
- Draining of caustic from evaporators

- Brushing of evaporators
- Removing scales from evaporators
- Flushing of evaporators with water

**E. Lagoons**

- Cleaning of the lagoons/ vinasse concrete tanks during maintenance or as required.

**F. RO plant**

- Cleaning of the entire floor at the RO plant
- Cleaning of all drainages inside and outside the RO plant
- General cleaning at the RO plant.
- Cleaning and changing of the RO membranes.
- Leaning of all tanks at the RO plant.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING THE FERMENTATION, DISTILLATION, EVAPORATION AND RO PLANT		
TOTAL			

- - QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----
  - 
  - QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....
  - 
  - NAME OF THE FIRM & RUBBER STAMP.....
- TENDERER NAME: \_\_\_\_\_
- SIGNATURE \_\_\_\_\_
- DATE \_\_\_\_\_

**LOT 9: PERIPHERAL COMPOUND MAINTENANCE AT ASH MEANDERS AND PERIMETER WALL.**

1. Cutting of grass at ash meanders and between new scrap yard (wood yard) and perimeter wall.
2. Cleaning the storm drain between ethanol gate and B weighbridge.
3. Cutting of grass at the Diffuser supervisor’s office container and toilet.
4. Cutting grass around the perimeter wall 10 metres wide.
5. Cleaning / de-slugging the ash meanders
6. Raking all the grass, collecting the sludge and carrying it away.
7. Undertake all cleaning jobs around your area during OOC as you will be shown.
8. Cutting of grass at WTP and CO-GEN ESP areas.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	PERIPHERAL COMPOUND MAINTENANCE AT ASH MEANDERS AND PERIMETER WALL.		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = .....

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## **LOT 10: PROCESS HOUSE & PACKAGING SANITATION**

The Contract covers:

### **10.1 LOWER PANFLOOR CLEANING**

- Pans, vapour pipes, condensers, walkways and handrails
- LPF syrup/molasses boxes and their covers
- LPF top floor, entire area around the batch pans 1 to 6 and around and below CVP
- Walk ways below the batch pans 1 to 6 and around and below CVP
- Area around B/C centrifugals
- B/c seed and B/C massecuite receivers and pipes
- The entire ground floor up to no 2 sump pit and VCC/C-massecuite re-heater
- Drains under LPF pans, one that runs along the VCC within the perimeter fence and the drains between dryer house and B/C switch room.
- Maintain sump pit no 2 clean of debris and the same disposed off to designated site as instructed.
- Scrap metals removal to designated area
- Walkway behind B massecuite receivers
- Walkways/ladders and handrails
- Periodically clean with soap and water all surfaces during ppm days
- Clean control rooms both external and internal in your area
- Clean with water and soap all surfaces of equipment, steel structures and metallic walls at the LPF etc during OOC or as instructed.
- Remove and carry away to designated areas all scrap generated from area of work
- Area around the seal well for the CVP condenser
- Area around the final molasses scale, weighed molasses tank and pumps and all drains at the area within process house.

### **10.2 UPPER PANFLOOR CLEANING**

- Clean walkways above syrup and 'A' molasses boxes and their (boxes) covers.
- Behind syrup/'A' molasses boxes
- Top floor up to wall separating UPF and dryer house and around "B" magma/vacuum receiver
- Pan condenser and walkway
- Walkways and below the pans
- Walk way below syrup/'A' molasses boxes discharge valves
- "A" molasses receiver sides
- Floor next to "A" massecuites receivers and walkways.
- Pan wash and condensate receivers sides
- All walkways, support structures, beams, hand rails and pipes
- Walkway below "A" massecuite receivers and centrifugal feed pipes
- Bag/recover sugar from the elevator
- Sugar elevator, cross sugar scroll and small dryer inlet scroll.
- Ground floor, floor below HG centrifugals
- Drains and sump pit no.3

- Old A/B centrifugal floors
- Scrap metals removal to designated areas
- Clean all control rooms both internal and external in your area.
- Remove debris from injection water junction pit during ppm days or whenever need arise

### **10.3 SUGAR DRYERHOUSE SANITATION**

- Carry fortificants from store and prepare fortification pre-mix.
- Recover sugar from the two dryers.
- Area around the sugar dryers(the entire dryer floor)
- Area around the vibrating screen and the bulk sugar weigher
- Area around the cold, hot air fans
- Clean all sugar scrolls at dryer discharge, air filters, hot air heat exchanger during ppm or as instructed and along the bridge belt conveyor
- Remove trapped metals on magnets along bridge conveyor and weigh for record and clean the same during ppm or as instructed
- Recover all sugar spillages along the bridge conveyor
- Recover all the sugar spillages around the “A” melter tank
- Remelt all sugar recovered in “A” melter tank
- Re-melt “c” sugar recovered during OOC maintenance shutdown
- Sugar drier and associated steel structures(beams, columns, platforms etc)
- Cyclone system and support structures
- Ground floor and all reclaim drains. Return drain covers after cleaning
- Clean all the control rooms inside and outside in your area
- Clean with water and soap all equipment, steel structures, metal walls etc during OOC
- Remove and carry away to designated areas all scrap generated from area of work.
- Clean external surfaces of all equipment in your station of cobwebs and any other form of dirt during PPM, OOC or as instructed and areas within the perimeter fence at your workstation
- Clean overhead water tanks and the surroundings.

### **10.4 SANITATION AT PACKAGING PLANT AND ENVIRONS**

- Clean and Recover all sugar spillages along transfer conveyor to ‘A’ and “B” bins and top of the bins
- “A” and “B” sugar bins and associated steel structures (beams, columns, braces etc)
- All operation platform at “B” bagging ,Clean Block wall, sheet walls at “A” packing area
- “b” bagging floor and around the shaddoof elevator; “A” warehouse partitioning grills and ground floor(packaging and warehouse)
- Along conveyor in bagging and walkway and rails up to the partitioning grills
- Block between bagging and “b” warehouse
- Clean access control room, packaging shift supervisors room, packaging Superintendents’ office, APM-BE office, Electrical Supervisors office, packaging plant workshop, mechanical Supervisors’ office both inside and outside.
- Clean with water and soap all equipment, tanks, steel structures metallic walls etc in your area, with soap and water during OOC
- Remove and carry away to designated areas all scrap generated from area of work
- All reject bags from the new bagging scales to non-conforming product area
- Maintain clean the 5kg production area and the non-conforming product area on 24hour basis.
- Clean and organize bag control room and other control rooms inside and outside

- Clean pallets used to carry bags from store to bagging room and return them back to packaging for safe storage.
- Re-bagging of sugar under strict inspection and supervision from the production team.
- Aligning bagged sugar on the conveyor system
- Clean Platforms below “A” bins
- Removal of hanging thread pieces, damaged bags, damaged films and disposal as per instructions by MSC
- Continuously clean the packing operating plant including floors and drains on 24 hour basis.
- Clean with soap and water all metallic surfaces for all equipment, structures, walls in your area during ,PPM, OOC and as directed
- Clean and recover sugar along the trucking conveyor up to the discharge point.
- Remove and clean filters for the dust extraction system as per PPM schedule as instructed.
- Remelt in the ‘A’ melter tank all sugar recovered from process house during OOC, sugar dust from dust extraction system, bagging area and returns from warehouse.
- Returning reworks / damaged bales to the machine
- Clean the Packaging Plant, pallets plus any special jobs during PPM and OOC and whenever instructed.
- Cleaning the area along the road from time office towards sugar store, sugar loading bay up to product weighbridge. To include; washing bay, around packaging plant, compressor house and road towards entrance to Ethanol plant.
- Clean and maintain drains and oil traps that runs from time office and washing bay to product weighbridge within the perimeter wall including the effluent drain
- Cut grass along the road from time office, areas around sugar store, general services chemical store, around product weighbridge towards water treatment
- Collect scrap and clean around process house, sugar store, below UPF pan condensers, drains within these areas and back to the time office
- Area below overhead tanks and around process toilets.
- De-sludge injection water junction pit on PPM and/or as required.

**10.5 SANITATION AT COMPRESSOR HOUSE**

- Clean compressor house wall and floor structures
- Remove cobwebs and clean/ dedust equipment as instructed by MSC
- Clean and deblock all drainages in compressor house.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	PROCESS HOUSE & PACKAGING SANITATION		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**LOT- 11: JUICE TREATMENT CLEANING, CLARIFIER OPERATIONS, TUBE BRUSHING & CHEMICAL HANDLING**

The contract shall cover:

**11.1 JUICE TREATMENT CLEANING**

- Cleaning the area around Kestner top and bottom and associated equipment and structures.
- Entire juice treatment from ground to operating floor. Clean with soap and water all metal surfaces for all equipment, structures and walls
- Clean mixed juice tanks on PPM or as instructed.
- Drains in juice treatment and sump pit no.1
- Clean all control rooms both external and internal in your area
- Clean with soap and water all externals of the equipment, steel structures, metallic walls, during OOC
- Clean areas around 4A evaporator seal well up to milk-of lime mixing tank
- Clean CVP control room
- Remove and carry away all scrap generated from area of work to designated areas for disposal.

**11.2 JUICE CLARIFIER OPERATIONS**

- Preparation and dosing of juice flocculant into SRIs on 24h basis.
- Mud extraction from SRIs and recycle of the same back to the diffuser
- Monitoring juice liming, neutralized juice PH and treated syrup PH
- Monitoring juice clarity to ensure no carry-overs in clarified juice
- Liquidation of SRIs during plant stoppages or PPM
- Cleaning of SRIs, dorco pumps and mud mixer during stoppages or PPM.
- Note that the operational tasks are on shift basis and require 24h coverage.

**11.3 TUBE BRUSHING/CLEANING**

- Tube brushing of K, A and B evaporators within 6-8 hours and during OOC, descaling the evaporators and heaters during OOC.
- Tube brushing of heat-exchange juice heaters in process house and at the diffuser plant during plant runs and OOC
- Lubrication of all skato-skalo motors.
- Tube brush all pans during OOC or as need may rise during the crop
- Opening and closing of manholes/covers for all evaporators, juice heaters, juice tanks and juice clarifiers as instructed for maintenance and descaling of milk of lime system.
- Clean all trays beneath the heat exchangers.

**11.4 CHEMICAL HANDLING/CLEANING**

- Transportation of caustic from stores to process house/diffuser as per requirements
- Preparation of caustic soda solution for chemical cleaning of evaporator pots
- Charging and boiling caustic in evaporators, juice heaters and/or pans as required.
- Transportation of lime bags from chemical stores to Process House and diffuser.
- Mixing of lime at the diffuser and process house on 24 hr 7days basis. This is a shift job.
- Charging sulphur into the stoves on 24 hr, 7days basis. This is a shift job
- Deash the sulphur burners and deblock sulphitation system to sustain performance as instructed by MSC

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	JUICE TREATMENT CLEANING, CLARIFIER OPERATIONS, TUBE BRUSHING& CHEMICAL HANDLING		
TOTAL			

- QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----
- QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

- NAME OF THE FIRM & RUBBER STAMP.....
- TENDERER NAME: \_\_\_\_\_
- SIGNATURE \_\_\_\_\_
- DATE \_\_\_\_\_

**LOT-12: PERIPHERALS COMPOUND MAINTENANCE AT BACK-END**

The scope of this contract shall cover water treatment and effluent ponds. The contractor shall:

**12.1 CLEANING AT WATER TREATMENT PLANT**

The Contractor shall;

- Cut grass from old toilets towards water treatment to the storm drain running from sugar store to water treatment.
- Cut grass around spray pond, river pump and a long river pump delivery line.
- Housekeeping inside and outside sugar plant water treatment plant, cleaning with water and soap all the receiving tanks and pipes at the said stations.
- Desludge water clarifiers and filters as per requirements on shift basis.
- Transportation of water treatment chemicals to site and mixing of the same as directed by MSC. This is shift work and shall require 24hour coverage.
- Clean both injection and spray pond pits during OOC or as need may arise.
- Maintain river pump house clean all the time.
- Remove and carry out scrap and sweepings generated from your area of work and dispose them to designated areas.
- Clean storage tanks at the water tower as need may arise

**12.2 PERIPHERAL COMPOUND MAINTENANCE AT EFFLUENT PONDS**

The contract shall cover:

- Cutting of grass along effluent channel outside perimeter wall (both sides up to effluent ponds).
- Trimming off any trees/tree branches as may be directed by MSC.
- Cutting of grass around and between the effluent ponds.
- De-sludging effluent channel right from the factory perimeter wall to the effluent ponds.
- De-sludging all oil traps along the channel.
- Raking cut grass along effluent channel, around & between effluent ponds and carrying it away.
- Raking off scum layer on effluent ponds on a continuous basis for effective aeration
- Desludging proper the effluent channel during OOC.
- Transporting and dosage of chemicals at the effluent treatment ponds as per requirements

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	PERIPHERALS COMPOUND MAINTENANCE AT BACK-END		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**LOT 13: CO-GEN WTP, PRE-TREATMENT & COOLING TOWER CLEANING AND BULK CHEMICAL HANDLING.**

The scope for the above are as detailed below:-

**PART I**

1. The scope described covers ferrying, mixing and loading of bulk chemicals of Co-gen WTP as follows: -
  - ◆ Sodium Hypochlorite - 300Kgs / day.
  - ◆ Hydrochloride Acid - 350Kgs / day.
  - ◆ Caustic Soda - 150Kgs / day.
  - ◆ Sodium Chlorite - 96 Kgs/day
  - ◆ Flocculent - 80Kgs / daily
  - ◆ Coagulant - 3.5 Kgs/day
  
2. The contractor shall ferry the chemicals containers from stores to site – Pre-treatment Plant and WTP plant.

3. The contractors shall mix or otherwise load the chemicals accordingly into the dosing tanks as they shall be directly instructed by the WTP operator. The approximate daily quantities to be used as shown above.
4. This is a 24hours,7 days a week operation. The contractor shall avail personnel on 8hour shift basis.
5. The contractor shall dispose of all empty containers and bags to designated disposal sites as he shall be shown.
6. The contractor shall avoid unnecessary wastage or spillage of chemicals through careless handling. The company may be surcharge the contractor for any such loses incurred through negligence.

## **PART II**

Describes the scope for Peripheral compound maintenance at Cogen Cooling Tower and Cogen WTP Pre-treatment area. The contractor shall:

1. Clear the compound around the Cogen cooling tower including slashing of grass and sweeping.
2. Clean the compound around the WTP Pre-treatment area.
3. Clean the operators room at Cogen Cooling Tower.
4. Desludge the Cooling Tower sump/pit during OOC.
5. Desludge the Pre-treatment aerator pits, HRSCC, and clarified water tanks during OOC or at any other time as shall be necessary.
6. The contractor shall dispose off any empty containers to a designated area.

## **PART III**

**Description and scope of works at the cogen water treatment plant covers the following areas:**

### **ENTIRE EQUIPMENTS AREA AND DRAINS WITHIN**

1. Dry clean the entire floor daily and use soapy water once a week
2. Clean all drains
3. Remove any foreign objects and unwanted material to scrap yard.
4. Clean equipment stools to the require standard.

### **PANEL ROOM AND MAIN HALL.**

1. Mop the floor using soapy water and dry the same.
2. Remove any standing water on the floor within the plant and outside
3. Clean equipment stools to the required standard regularly
4. Remove any foreign objects and unwanted material to scrap yard
5. Dry clean the panel room floor using dust extraction machine
6. Clean all doors, windows, roofs and walls to required standard.

### **ALL OTHER ROOMS INCLUDING THE CONTROL ROOM**

1. Mop the floor using soapy water and dry the same (to be done at least twice a day).
2. Remove any foreign objects and unwanted material to scrap yard
3. Clean all doors, windows, roofs and walls to required standard.



**PERIPHERALS**

1. Periodically cut the grass and maintain the flowers adjacent to the WTP and move the cut grass to a designated site.
2. De-sludge the effluent pit whenever need arises
3. Replace resins at the mixed bed vessels on need basis

**PRECAUTIONS: -**

- Due to the hazardous nature of the chemicals being handled the contractor shall provide suitable protective clothing to his personnel which must be worn at all times while handling the chemicals. These include chemicals resistant rubber hand gloves, eye goggles, rubber boots and respirators.
- Permit to work must be attained from the area engineer on a daily basis before commencing work.
- Contractor employees may be required to undergo relevant first aid drills on safe handling procedures.
- The contractor must surrender on monthly basis a copy of current and valid insurance to the area engineer.
- All accidents must be reported with detailed reports and accompanying statements to the area engineer and the safety officer.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CO-GEN WTP, PRE-TREATMENT & COOLING TOWER CLEANING AND BULK CHEMICAL HANDLING		
TOTAL			

- QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----
- QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....
- NAME OF THE FIRM & RUBBER STAMP.....
- TENDERER NAME: \_\_\_\_\_
- SIGNATURE \_\_\_\_\_
- DATE \_\_\_\_\_

## **SCHEDULE B: OFFICE CLEANING SERVICES**

### **LOT 1: PROVISION OF CLEANING SERVICES MAIN ADMIN.BLOCK AND ALL OFFICES AT MUMIAS SUGAR COMPANY.**

The contractor shall carry out the following tasks on floors and walls of offices, seminar rooms, toilets, stairways, rooms, corridors, reception areas and other areas within the facilities and or as directed by the Mumias Sugar representative. **The offices shall include fleet, facilities offices (Building), ODS, Agric Engineering offices, all laboratory offices .**

#### **1. JOB SPECIFICATION**

The contractor to undertake the following:-

- (a) Put warning signs when cleaning and remove after cleaning (Supplier to provide).
- (b) Staff must be in full personal protective equipment such as gloves, gumboots etc.
- (c) Open all windows in the room & Clean light fixtures with a damp cloth to remove dust and stains, wipe and clean all curtain boxes with a wet cloth and water and dry them
- (d) Clean all walls to remove stains, clean wooden partitions with a wooden cleaner and polish it with a wood polish
- (e) Clean all window grills, window panes and window frames with a window cleaner
- (f) Move the furniture from the rooms to allow cleaning. Clean the furniture with furniture polish before returning to the room
- (g) Sweep the floor to remove all litter and dust on the floor
- (h) Remove any visible stain on the floor
- (i) Soak the floor with a mixture of water and super stripper
- (j) Leave it for 10 minutes to soak
- (k) Scrub the floor with a scrubbing machine and a black pad
- (l) Use steel wool to scrub the corners, skirting and along the wall where the machine can't reach
- (m) Remove the water using a sucking machine
- (n) First rinse with clean water and remove the water using a sucking machine
- (o) Check and confirm that there are no stains on the floor, if there are, scrub again to ensure stains are removed
- (p) Rinse the floor a second time and remove the water using a sucking machine
- (q) Confirm that there are no stains and if any remove by hand scrubbing using steel wool and stripper
- (r) Clean the skirting to remove the stripper that split during cleaning
- (s) Rinse the floor the third and final time, remove the water using a sucking machine and leave it for thirty minutes to dry
- (t) First application of polish using a clean and dry mop & Give the room thirty minutes to dry
- (u) Second layer of polish to be applied & Give the room thirty minutes to dry
- (v) Third layer of polish to be applied and give the room thirty minutes to dry
- (w) Buff the room with a machine and yellow/soft pad to give it a shining finish
- (x) Sweep the floor with a feather duster
- (y) Return and arrange the furniture in the room
- (z) Empty and clean the dustbins and dress the bins with a liner bag.

## **DAILY DUTIES**

- (a) Place warning signs when cleaning.
- (b) Open the curtains/window blinds, windows and doors.
- (c) Sweep the floor using a soft and/or feather dusters .
- (d) Dust and clean all equipment (this includes computers, printers, shredders, telephones, etc) with a soft damp cloth. Ensure equipment is not damaged by water during cleaning.
- (e) Wipe all furniture including tables, seats and all cables with a damp cloth and dry them
- (f) All cables to be cleaned using super brite and steel wool, then wiped with a clean damp cloth
- (g) Mop the floor with a neutral maintainer.
- (h) Remove any stubborn stain from the floor with a buffing machine and green pad
- (i) Shine the floor with a buffing machine and yellow/soft pad
- (j) Sweep the floor after shinning with a feather duster
- (k) Arrange the furniture
- (l) Moving of furniture if need be
- (m) Clean all louvers and all windows
- (n) Dust and clean all wooden cabinets using a wood cleaner and polish
- (o) Dust and clean all metal cabinets using a wet damp cloth
- (p) Clean all skirting with a wet damp cloth
- (q) Clean doors and door frames along the corridors
- (r) Remove and clean cobwebs everywhere using appropriate equipment
- (s) Clean of the reception areas
- (t) Clean all leather seats using leather polish
- (u) Remove dirty from all the walls
- (v) Clean all street and garden lamps/lights
- (w) Clean all direction signs, notice boards and garden seats with soap and a clean damp cloth
- (x) Empty, clean and dress/line dustbins
- (y) Vacuum clean the carpeted areas daily using a vacuum cleaner

## **2. SCOPE OF WORK**

Provision of cleaning services on corridors, rooms and all offices at Mumias Sugar Company. The offices shall include fleet, facilities offices (Building), ODS, Agric Engineering offices, factory offices, all laboratory offices, RATS, Main Administration Block and the new office block and/ or as directed by the Mumias Sugar representative.

## **3. MANDATORY REQUIREMENTS**

The Bidder shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:

1. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
2. Safe use training and hospitality Schedule
3. A Supervisor daily checklist
4. Emergency or contingency measures in terms of staffing for any eventuality.
5. Type of chemicals and detergents to be used subject to Mumias Sugar representative approval in the respective site.
6. Method of disposal of various wastes as per specified in the NEMA Regulations.

**Permits**

- i. Valid Single Business Permit
- ii. Valid Tax Compliance Certificate/Tax exemption certificate
- iii. Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
- iv. WIBA.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	PROVISION OF CLEANING SERVICES MAIN ADMIN.BLOCK AND ALL OFFICES AT MUMIAS SUGAR COMPANY INCLUDING LABS .		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **LOT 2: PROVISION OF SANITARY SERVICES**

The contractor shall carry out the Provision of sanitary services to the following locations and any other additional toilets as directed by the Mumias Sugar representative.

TABLE 1

AREA	NO OF TOILETS	NO OF URINALS	Bathrooms
Community centre	23	3	-
Nabongo club	4	1	-
Grocery market	7	1	-
MCH	6	1	-
Oketch park	4	1	-
Guest House & Mumias club	12	1	8
Managerial store	2	1	-
MDS compound	1	-	-
Main admin block and MDS	13	5	-
Rats	3	1	-
Main gate	2	-	-
Medical centre	9	1	-
Training centre	3	3	-
Supply chain	4	1	-
Water plant	6	-	-
Building yard	5	1	-
ODS registry	3	1	-
Security boxes			
• Managerial	2	nil	nil
• Artisan	2		
• Nabongo club	1		
• Main gate	2		
• Nabongo line	1		
• Upper central	2		
• Weighbridge	1		
Security, MD's gate house	2		
Agric engineering	5	5	-
ODS/ Easy coach	8	2	-
FSS	4	2	-
Agric main office	2	-	-
Harvesting	3	-	-
Transport	4	-	-
Fleet management	12	3	1
Agronomy	6	1	1
Boilers	3	1	-
Diffuser	3	1	-
Lab factory	2	1	-
Workshop	2	1	-
Senior staff	3	3	-
Head of factory	1	-	-
Boardroom	1	-	-

	Main stores	7	2	-
	Process	4	1	-
	Ethanol plant	4	1	-
	Tree nursery	2	-	-
	Seed cane	1	-	-
	Safety toilets	1	-	-
	Contractors toilet	3	-	-
	Pit latrine at water tower	1	-	-
	Packaging	6	3	4
	<b>Total</b>			

### **JOB SPECIFICATION**

#### **The Contractor of Service shall:**

Put warning signs when cleaning and remove after cleaning (Supplier to provide).

1. Staff must be in full personal protective equipment such as gloves, gumboots etc.
2. Open all windows in the room & clean light fixtures with a damp cloth to remove dust and stains, wipe and clean all curtain boxes with a wet cloth and water and dry them
3. Clean all walls to remove stains, clean wooden partitions with a wooden cleaner and polish it with a wood polish
4. Clean all window grills, window panes and window frames with a window cleaner
5. Soak the floor with a mixture of water and super stripper and remove any visible stain on the floor
6. Leave it for 10 minutes to soak
7. Scrub the floor with a scrubbing machine and a black pad
8. Use steel wool to scrub the corners, skirting and along the wall where the machine can't reach
9. First rinse with clean water and remove the water using a sucking machine or clean mopper
10. Check and confirm that there are no stains on the floor, if there are, scrub again to ensure stains are removed
11. Confirm that there are no stains and if any remove by hand scrubbing using steel wool and stripper  
Rinse the floor the third and final time, remove the water using a sucking machine or a clean mopper and leave it for thirty minutes to dry
12. First application of polish using a clean and dry mop & Give the room thirty minutes to dry
13. Second layer of polish to be applied & Give the room thirty minutes to dry
14. Third layer of polish to be applied and give the room thirty minutes to dry
15. Buff the room with a machine and yellow/soft pad to give it a shining finish
16. Empty and clean the dustbins and dress the bins with a liner bag
17. After cleaning the pit latrine using a detergent, apply kerrol disinfectant

#### **DAILY DUTIES**

- Place warning signs when cleaning
- By use of vim, jik and a detergent, use super brite & brush to scrub the water closet pan & WHB, then wash with clean water
- Sweep the floor using a soft and/or feather dusters
- Mop the floor with a neutral maintainer and remove any stubborn stain from the floor with a buffing machine and green pad
- Open the curtains/window blinds, windows and doors, clean all louvers and all windows
- Remove and clean cobwebs everywhere using appropriate equipment
- Remove dirt from all the walls using a soapy & damp cloth, then use a clean dry cloth to dry the surfaces

**SCOPE OF WORK:**

Provision of sanitary services in Mumias Sugar Company as indicated in Table one and/ or as directed by the Mumias Sugar representative.

**MANDATORY REQUIREMENTS:**

The Bidder shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:

- Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
- Safe use training and hospitality Schedule
- A Supervisor daily checklist
- Emergency or contingency measures in terms of staffing for any eventuality.
- Type of chemicals and detergents to be used subject to Mumias Sugar representative approval in the respective site.
- Method of disposal of various wastes as per specified in the NEMA Regulations.

**Permits**

- Valid Single Business Permit.
- Valid Tax Compliance Certificate/Tax exemption certificate.
- Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must).
- WIBA

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	PROVISION OF SANITARY SERVICES		
<b>TOTAL</b>			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **LOT 3: WAREHOUSE END PRODUCT**

#### **End product Warehouse Cleaning**

##### **Scope of work:**

- Clean all sugar, water and ethanol warehouses, both inside and around the warehouse.
- Clean all sugar ,water and ethanol warehouse offices both inside and outside
- Continuously clean Bulk storage ethanol tanks;
  - 600 KL-4tanks
  - 40KL-2tanks
  - 80KL-3tanks
  - 120KL-1tank
  - 10KL-1tankTotal 11 tanks
- Clean and Recover all sugar spillages in the warehouse, bag and arrange it orderly for re-melt.
  - Clean and recover sugar at discharge point, bag it and arrange it orderly for re-melt.
  - Clean sugar bins and associated steel structures (beams, columns, braces etc.) in the warehouse
- Clean all pallets continuously, arrange them orderly and for safe storage in all warehouses
- Collect litter /scrap and clean around Sugar, water and Ethanol Warehouse house.
- Cut grass and maintain cleanliness in the area between perimeter wall and the sugar warehouse, water warehouse and adjacent to the product weighbridge.
- Re-bagging and re-baling of sugar damaged in the warehouse under strict inspection and supervision from the warehouse team.
- Recording and arrangement of damaged bales and bags at rework point.
- Isolating damaged water bottles in the water warehouse.
- Removal of hanging thread pieces, damaged bags, damaged films and disposal as per instructions by MSC
- **OOO** thorough cleaning in all warehouses as follows;
  - Cobweb removal ,
  - Cleaning of Beams and other metallic structures
  - Cleaning of walls
  - Floor wet cleaning
  - Cleaning of Sugar Conveyor belt
  - Pallets cleaning
- And any other jobs as directed by Warehouse management.



**REQUIREMENTS**

**The contractor shall provide;**

- All cleaning material e.g. brooms, detergent, mops, cleaning rugs ,cobweb removers etc,
- All cleaning equipment e.g. containers, vacuum cleaners
- Uniforms and Protective clothing as per Company safety regulations.
- Protectives for safety as per Company Safety regulations e.g. gloves, respirators,masks,earphones
- Food safety Health certificates as per the SHE regulation.
- Insurance for the staff

**NB: MSC shall provide water and space for keeping equipment.**

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	END PRODUCT WAREHOUSE CLEANING		
<b>TOTAL</b>			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **LOT 4: STORES AND WAREHOUSES CLEANING**

### **PART 1: MAIN STORE WAREHOUSE AND RAT STORES**

#### **Scope:**

The contract shall undertake the following :

- Cleaning of bins
- Arrangement of stock items
- Clearing cobwebs and dusting the cages
- Cleaning floors-cages and corridors
- Dusting and vacuuming racks and bins
- Dusting and vacuuming spares
- Cleaning trenches within warehouse
- Cleaning gutters along warehouse roof
- Cleaning all offices in the warehouses

### **PART 2: MAIN STORES YARD**

- Cleaning the chemical stores and packaging store
- Cleaning the yard
- Arrangement of stocks in the yard
- Weeding and pruning of flowers/trees

### **PART 3: RECEIVING BAY**

- Cleaning and dusting of the receiving area and offices
- Clearing cobwebs and dusting
- Cleaning and tidying the area around the receiving bay
- Clearing the trenches around the receiving bay
- Arranging of spares

### **PART 4: FERTILIZER STORES**

- Cleaning and dusting in and around the offices
- Cleaning chemical stores
- Clearing cobwebs in the stores and offices
- Cleaning the yard and clearing the trenches
- Cleaning the gutters along the roof

### **PART 5: FUEL STATION**

- Cleaning all offices

- Cleaning lubricant store
- Arranging the stocks

**PART 6: MAIN STORES OFFICES**

- Cleaning ,dusting and clearing of cobwebs in all general offices and corridors
- Clearing trenches around the offices

**NOTE:**

1. All work must be done under the supervision of an appointed responsible stores personnel
2. Must have well maintained registers of workers at a point at a time subject to warehouse managers checks
3. All contractor’s workers shall be searched at exits
4. Contractor to provide protective clothing and cleaning materials
5. Contractor to provide current insurance cover for the workers
6. Any other contractual requirements as required by procurement

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	STORES AND WAREHOUSE CLEANING		
<b>TOTAL</b>			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP .....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**LOT 5: CANE BUYING CENTRES**

**PART 1: BUMULA CANE BUYING CENTRE**

**Scope:**

The contract shall undertake the following:

- Cleaning of toilet and ablution block
- Washing of two weighbridge platforms 3 times a day
- Cleaning of the token offices and drivers waiting bay
- Sweeping of cane yard and collecting dropped cane in the yard for disposal
- Slashing of grass in the cane yard and weeding flower beds
- Maintenance of perimeter fence
- Cleaning and desisting of drainage three times per month.

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	BUMULA CANE BUYING CENTRE		
<b>TOTAL</b>			

- QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----
- 
- QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....
- 
- NAME OF THE FIRM & RUBBER STAMP.....
- TENDERER NAME: \_\_\_\_\_
- SIGNATURE \_\_\_\_\_
- DATE \_\_\_\_\_

**PART 2: KISOKO CANE BUYING CENTRE**

**Scope:** The contractor shall clean as follows:

- General cleaning ,collection & disposal of trampled on cane from the centre
- Cleaning of toilets, ablution block & provision of sanitary
- Sweeping ,mopping of offices & collection of office wastes
- Weeding flower beds, slashing grass and collection of disposal
- Cleaning of drains of mud/soil and all debris

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	KISOKO CANE BUYING CENTRE		
<b>TOTAL</b>			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **SCHEDULE C: GROUND MAINTENANCE**

### **PART 1: DRAINS CLEARING AND MAINTENANCE & CLEANING OF THE GROCERY MARKET**

The supplier of service shall offer to MSC the following services as per the terms & condition in the job specification & scope for each job

#### **1. DRAINS CLEARING AND MAINTENANCE**

##### **JOB SPECIFICATION**

The Contractor shall;

- a. Clean the drains to depths and levels as directed.
- b. Rake the debris and deposit at designated points ready for collection.
- c. Level the excavated soil from the drains as directed, to avoid heaping by the sides and creating ugly features.
- d. Shall clear the culverts to allow smooth flow of water, and the soil excavated along the outlet drains be leveled as directed
- e. Level any already existing heaps/hills along the drainage as directed.
- f. Clear and open clogged culverts to allow smooth flow of water. The soil excavated along the outlet drains shall be leveled as directed.
- g. Check and clean all other drains other than the one being maintained on a particular day.
- h. Be required to clean all drains as need arises during the cycle in order to maintain the standards and beauty.
- i. Shall clean drains in the mentioned areas & any other as directed by the supervisor

Shall provide the listed appropriate tools for carrying out the works;

- Long handled shovels, jembs, rakes, spades and more than one wheelbarrow

##### **SCOPE OF WORK**

The service provider shall carry out work [drain clearing and maintenance] of the following areas:

All drainages within the estates which includes: Nabongo Road, Luanda Road, Kakamega avenue, Busia road, Kericho road, Bungoma road, Elgon road, Elgon close, Malava road, New LCD houses drain, School road, Marama road, Grocery market, Nyamira road, Eshimuli road, Medical & Training Centre, ODS Administrative Block, West Gate, Agricultural Eng, Golf Course, Oketch Park and Mumias Avenue from Shibale to Main offices., Water plant, RATS (Internal Audit), Weighbridge "B", Nzoia road, new office block

Drainage from Agronomy-through stores-factory- water treatment plant, drain from medical through Agronomy.

## **2. CLEANING OF THE GROCERY MARKET**

The contractor shall;

- a) Use a rake and broom to clean the grounds, collect rubbish at the Grocery market daily, main administration, Nabongo club, Sports Complex, Factory Canteen, RATS, Training and Medical Centre, MCH/FP, Guest House, Industrial Park and at the Car Parks and deposit the same at designated points ready for collection.
- b) Shall clean the Grocery Market floor, walls, work benches, vacant stalls and cages, by use of water and approved detergents and make sure that the surfaces are dry for use.
- c) Provide the listed tools for carrying out the works;
  - Brooms, buckets, mutton cloth and mops
  - Wheel barrows (more than one)
  - Rakes, spades, jembes, fork jembes.
  - Any other tools necessary for performance of his work
- d) The contractors employees shall be in full PPEs

## **3. TRIMMING, WEEDING AND MAINTENANCE OF FLOWER BEDS AND HEDGES**

Flower bed weeding and maintenance

### **JOB DESCRIPTION**

The contractor shall;

1. Weed, rake, water and trim the flowers as directed.
2. Replace withered flowers to maintain and create new flowerbeds as directed.
3. Deposit the raked trash at designated points ready for collection.
4. Be required to weed and maintain any overgrown weeds in the flowerbeds during the cycle to sustain the standards and beauty.
5. Daily check all areas and collect stones, sticks, branches and any other objects and put at designated points.
6. Provide the listed tools for carrying out the works;
  - Pruning shears
  - Jembes
  - Rakes
  - Watering cans
  - Wheelbarrows (more than one)
  - Any other tools necessary for performance
7. Trim and maintain all flowers in the estates including the mentioned areas.
8. Required to uproot tall plants as directed from time to time.

**SCOPE OF WORK**

Shall trim, weed & carry out maintenance of the flowers/flowerbeds and hedges along estate roads, flowers & beds at vacant houses, offices including the new office block, training centre, Medical, MCH, Sports complex, Agric Engineering, Factory, Rats yard and any other area as directed by MSC rep.

**MANDATORY REQUIREMENTS**

- (a) The Bidder shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:
  - i. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
  - ii. Safe use training and hospitality Schedule
  - iii. A Supervisor daily checklist
  - iv. Emergency or contingency measures in terms of staffing for any eventuality.
  - v. Type of chemicals and detergents [for grocery market] to be used subject to Mumias Sugar representative approval in the respective site.
  - vi. Method of disposal of various wastes as per specified in the NEMA Regulations.
- (b) Permits
  - i. Valid Single Business Permit
  - ii. Valid Tax Compliance Certificate/Tax exemption certificate
  - iii. Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
  - iv. WIBA policy

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	DRAINS CLEARING AND MAINTENANCE		
2	CLEANING OF GROCERY MARKET		
3	TRIMMING, WEEDING AND MAINTENANCE OF FLOWER BEDS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = .....

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....



TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **PART 1: BUSH HOGGING OF FIELDS AND LAWN MOWING OF COMPOUNDS**

By use of lawn mowers, a gyro-mower attached to a tractor and any other light duty engine machine, the supplier of service shall cut grass as per the job specification below:

### **1. JOB SPECIFICATIONS**

#### **BUSH HOGGING OF FIELDS**

The contractor shall;

- a) Have a serviceable gyro-mower.
- b) Have a serviceable tractor of 80-90HP.
- c) Cut grass to a height of 15 mm
- d) Slash left over patches using a hand slasher. Rake the grass and deposit at designated points.
- e) Daily check all areas and collect stones, sticks, branches and any other objects and put at designated points ready for collection.
- f) Be required to cut any overgrown grass.

#### **LAWN MOWING OF COMPOUNDS.**

The contractor shall;

- a) Have six serviceable lawn mowers.(enough)
- b) Use a lawn mower to cut grass as directed.
- c) Use a hand slasher to slash the left over patches, unutilized areas and under trees, rake the grass and deposit at designated points ready for collection.
- d) Slash grass at any unutilized area as will be directed e.g. unused gardens
- e) Be required to cut the overgrown grass during the cycle in order to maintain the standards and beauty.

- f) Provide the following tools alongside the lawn mowers;
  - Hand slashers,
  - Rakes,
  - Wheelbarrows,
  - Jembes,
  - Fork, Jembes and Pangas.
- g) Cut and uproot any hedges within his area of operation and carry the trash to a designated point.
- h) Collect sticks, stones, and any other objects and put at designated points for disposal.  
Equipment, vehicles, Tools and Machines to be used to achieve intended purpose in all areas.

## **PART 2 : GARBAGE COLLECTION AND DISPOSAL**

- i) Should be in possession of two serviceable vehicles/trucks approved by NEMA for garbage collection
- ii) By use of a broom sweep & heap trash and load using spade or empty filled up dustbins onto a NEMA approved vehicle
- iii) Shall collect tree branches & litter as directed by MSC rep and deliver at designated points within the estates or the factory.
- iv) Use designated routes
- v) All employees shall be in full PPE's

### **2. SCOPE OF WORK**

- i. **Bush hogging of fields and Lawn mowing of compounds** shall entail use of lawn mowers, a gyro-mower attached to a tractor and any other light duty engine machine, to cut grass within managerial & the outer estates, the new office block, the main administration block offices and fields within Mumias Sugar campus.

- ii. **Garbage Collection & Disposal**

The supplier of service shall collect garbage, heaps of waste, litter from all the estates, along the estate roads, in fields, offices & within the factory whether dumped at designated points or in dustbins and eventually deposit the waste at NEMA approved sites.

The supplier of service shall also be required to collect tree branches & litter as directed by MSC rep and deliver at designated points within the estates or the factory.

### **3. MANDATORY REQUIREMENTS**

The Bidder shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:

- Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
- Safe use training and hospitality Schedule
- A Supervisor daily checklist
- Emergency or contingency measures in terms of staffing for any eventuality.
- Type of chemicals and detergents to be used subject to Mumias Sugar representative approval in the respective site.

Method of disposal of various wastes as per specified in the NEMA Regulations.

**Permits**

1. Valid Single Business Permit
2. Valid Tax Compliance Certificate/Tax exemption certificate
3. Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
4. WIBA policy
5. Certified NEMA Certificates for garbage management and transportation. This should be contacted in accordance to NEMA and County Government Regulations thus the executor must comply with those regulations.
6. License or authority/permit from relevant County Governments to transport and dump waste to designated dump site.

**CONTRACT SUM**

ITEM	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	BUSH HOGGING OF FIELDS AND LAWN MOWING OF COMPOUNDS		
2	GARBAGE COLLECTION AND DISPOSAL		

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = .....

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = \_\_\_\_\_

NAME OF THE FIRM & RUBBER STAMP \_\_\_\_\_.

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **PART 3: MANUAL SLASHING OF COMPOUNDS**

### **MANUAL SLASHING & SWEEPING OF ESTATE ROADS**

#### **1. JOB SPECIFICATION**

The contractor shall;

1. Use a hand Slasher to cut grass to height of 15mm.
2. Rake the grass and deposit at designated points ready for collection.
3. Cut and uproot any hedge in his area of operation as will be directed.
4. Be required to cut any overgrown grass during the cycle in order to maintain the standards and beauty.
5. Provide the listed tools for carrying out the works;
  - Hand Slashers
  - Sharpening files
  - Rakes
  - Any other tools necessary for performance of his work.
- 6 Shall slash any unutilized area, along estate fences and access roads/ panya routes, vacant houses as will be directed.

#### **2. SCOPE OF WORK**

The supplier of service shall cut grass along the estate roads, vacant houses, artisan pond, lower central ponds, factory ponds and children's playground areas within the estates and any other area as directed by the supervisor

#### **3. MANDATORY REQUIREMENTS**

The Bidder shall provide a **Work plan** which will form part of evaluation. The work plan will contain the following details:

1. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
2. Safe use training and hospitality Schedule
3. A Supervisor daily checklist
4. Emergency or contingency measures in terms of staffing for any eventuality.
5. Type of chemicals and detergents to be used subject to Mumias Sugar representative approval in the respective site.
6. Method of disposal of various wastes as per specified in the NEMA Regulations.

##### **Permits**

- Valid Single Business Permit
- Valid Tax Compliance Certificate/Tax exemption certificate
- Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
- WIBA policy

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	MANUAL SLASHING AND SWEEPING OF ESTATE ROADS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **PART 4: CLEANING OF MUMIAS AVENUE & MAINTENANCE OF FLOWERS**

Flower bed weeding and maintenance

### **1. JOB DESCRIPTION**

The contractor shall;

1. Weed, rake, water and trim the flowers along Mumias avenue.
2. Replace withered flowers to maintain and create new flowerbeds as directed.
3. Deposit the raked trash at designated points ready for collection.
4. Be required to weed and maintain any overgrown weeds in the flowerbeds during the cycle to sustain the standards and beauty.
5. Daily check all areas and collect stones, sticks, branches and any other objects and put at designated points.
6. Provide the listed tools for carrying out the works;
  - Pruning shears
  - Jembes
  - Rakes
  - Watering cans
  - Wheelbarrows (more than one)
  - Any other tools necessary for performance
7. Sweep, rake and collect trash along Mumias avenue & deposit at designated sites
8. Clear and open clogged culverts to allow smooth flow of water

### **2. SCOPE OF WORK**

Shall trim, weed & carry out maintenance of the flowers/flowerbeds along Mumias avenue including the roundabout, sweep the road & the walkways and any other area as directed by MSC rep.

### **3. MANDATORY REQUIREMENTS**

The Bidder shall provide a **work plan** which will form part of evaluation. The work plan will contain the following details:

1. Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis. This shall include their intended wage rates, which shall be in accordance with the labor law
2. Safe use training and hospitality Schedule
3. A Supervisor daily checklist
4. Emergency or contingency measures in terms of staffing for any eventuality.
5. Type of chemicals and detergents [for grocery market] to be used subject to Mumias Sugar representative approval in the respective site.
6. Method of disposal of various wastes as per specified in the NEMA Regulations.

#### **Permits**

- Valid Single Business Permit
- Valid Tax Compliance Certificate/Tax exemption certificate
- Certificate of incorporation/Business registration in the target group.(proof of registration in the target group is a must)
- WIBA policy

**CONTRACT SUM**

S/N	DESCRIPTION	QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL	QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL
1	CLEANING OF MUMIAS AVENUE & MAINTENANCE OF FLOWERS		
TOTAL			

QUOTED AMOUNT PER MONTH [KSHS] 16% VAT INCL = -----

QUOTED AMOUNT PER YEAR [KSHS] 16% VAT INCL = .....

NAME OF THE FIRM & RUBBER STAMP.....

TENDERER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **SECTION F STANDARD FORMS AND PRICE SCHEDULE**

- 1. Bidding Schedule**
- 2. Tender Form**
- 3. Tender Security Form**
- 4. Contract Form**
- 5. Performance Bank Guarantee Form**
- 6. Qualification Information (Schedules)**
- 7. Tender Questionnaire**
- 8. Confidential Business Questionnaire**
- 9. Insurance Evaluation Table**
- 10. Site Visit Clearance Certificate**



## Bidding Schedule

### SCHEDULE 1: FACTORY SERVICES

NO	DESCRIPTION	Quoted Price per Month incl. of 16% VAT	Quoted Price per Year incl. of 16% VAT
LOT 1	OPERATION OF HYDRO-UNLOADER		
LOT 2	CLEANING AT THE DIFFUSER		
LOT 3	CLEANING OF BAGASSE SYSTEM AND BOILERS		
LOT 4	FACTORY WORKSHOP AND MILL”A” CLEANING		
LOT 5	CLEANING CONTRACT SCOPE ELECTRICAL & INSTRUMENTS.		
LOT 6	ETHANOL BOILER AND TG BUILDING		
LOT 7	CLEANING OF CO-GEN BOILER, TG BUILDING		
LOT 8	FERMENTATION, DISTILLATION, EVAPORATION & RO PLANT		
LOT 9	PERIPHERAL COMPOUND MAINTANANCE AT ASH MEANDERS AND PERIMETER WALL.		
LOT 10	PROCESS HOUSE & PACKING SANITATION		
LOT 11	JUICE TREATMENT CLEANING, CLARIFIER OPERATIONS TUBE BRUSHING & CHEMICAL HANDLING		
LOT 12	<ul style="list-style-type: none"> <li>• PERIPHERAL COMPOUND MAINTENANCE AT BACK-END AND</li> <li>• PERIPHERAL MAINTENANCE AT EFFLUENT PONDS</li> </ul>		
LOT 13	CO-GEN WTP, TREATMENT & COOLING TOWER CLEANING AND BULK CHEMICAL HANDLING.		

NO	DESCRIPTION	Quoted Price per Month incl. of 16% VAT	Quoted Price per Year incl. of 16% VAT
<b>SCHEDULE B</b>			
<b>OFFICE CLEANING SERVICES</b>			
LOT 1	PROVISION OF CLEANING SERVICES MAIN ADMINISTRATION BLOCK AND ALL OFFICES AT MUMIAS SUGAR COMPANY		
LOT 2	PROVISION OF SANITARY SERVICES		
LOT 3	WAREHOUSE END PRODUCT		
LOT 4	STORES AND WAREHOUSE CLEANING (INBOUND)		
LOT 5	CANE BUYING CENTRES <ul style="list-style-type: none"> <li>• Bumula Cane Buying</li> <li>• Kisoko Cane Buying</li> </ul>		
<b>SCHEDULE C</b>			
PART 1	DARINS CLEANING AND MAINTENANCE & CLEANING OF THE GROCERY MARKET TRIMMING, WEEDING & MAINTENANCE OF FLOWER BEDS AND HEDGES.		
PART 2	BUSH HOGGING OF FIELDS AND LAWN MOWING OF COMPOUNDS, GARBAGE COLLECTION AND DISPOSAL		
PART 3	MANUAL SLASHING OF COMPOUNDS <ul style="list-style-type: none"> <li>• Manual slashing and Sweeping of Estates</li> <li>• Cleaning of Mumias Avenue &amp; Maintenance of Flowers</li> </ul>		

**SECTION G. TENDER FORM**

**To: Mumias Sugar Company Limited,  
Private Bag,  
MUMIAS, Kenya.**

**Gentlemen and/or Ladies:**

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Provision of Cleaning, Grounds Maintenance, Garbage collection, Factory General Services in conformity with the said bidding documents for the sum of \_\_\_\_\_ VAT Inclusive or such other sums as may be ascertained in accordance with the Schedule of Rates attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the schedule specified in the Schedule of Assignment.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Employer.

We agree to abide by this Tender for a period of **120** days from the date fixed for Tender opening under Clause 5 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.

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.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We hereby declare that we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt act with regard to this purchase.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[In the capacity of]*

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**TENDER SECURITY**  
*(To be on the Letterhead of the Bank)*

Whereas \_\_\_\_\_ (hereinafter called “the Tenderer”) has submitted its tender date \_\_\_\_\_ for the provision of \_\_\_\_\_ (hereinafter called “the Tender”).

KNOW ALL PEOPLE by these present that WE \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called “the Bank”), are bound unto \_\_\_\_\_ (hereinafter called “the Employer”) in the sum for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2015

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 the Employer 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 the Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer 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 (have the date required for the tender security validity) and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the Bank)

**SECTION I**  
**CONTRACT FORM**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2018 between **Mumias Sugar Company Limited** of Kenya (hereinafter called “the Procuring entity”) of the one part and..... of..... [City and country of tenderer] (Hereinafter called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for certain goods, viz. , **Tender for the Provision of Cleaning, Grounds Maintenance, Garbage collection, Factory General 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**
  - (a) **The Procuring entity’s Notification of Award.**
  - (b) **Service level agreements**
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the 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 on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_(for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of\_\_\_\_\_

**J. PERFORMANCE BANK GUARANTEE**

*(To be on the Letterhead of the Bank)*

To: Mumias Sugar Company Limited,  
Private Bag,  
**MUMIAS. Kenya.**

WHEREAS \_\_\_\_\_ *[name of Contractor]*  
(hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated  
\_\_\_\_\_ 2018 to provide \_\_\_\_\_  
(hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total \_\_\_\_\_  
(*words*) \_\_\_\_\_ (*figures*), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the \_\_\_\_\_ limits of \_\_\_\_\_  
\_\_\_\_\_ 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 \_\_\_\_\_ 2018.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## K. QUALIFICATION INFORMATION

### 1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of tenderer (attach copies of the follow up Certificates);

Registration Certificate

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VAT/PIN Certificate

---

Power of attorney of signatory of tender

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Trade License

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1.2 Work performed as Main Contractor on works of a similar nature and volume over the last three years. Also list details of work under way or committed, including expected completion date. Attach reference letter of previous contracts.

<b>Project Name</b>	<b>Name of client &amp; contact Person</b>	<b>Type of work Performed and year of completion</b>	<b>Value of Contract</b>

1.3 Audited Financial report for the last two (2) years: Attach a copy.

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1.4 Name, address and telephone, and facsimile numbers of banks that may provide reference if contacted by the Employer.

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1.5 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

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## TENDER QUESTIONNAIRE

*Please fill in block letters.*

1. Full names of tenderer;

.....  
.....

2. Full Physical address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);

.....  
.....

3. Telephone number (s) of tenderer;

.....  
.....

4. Facsimile, e-mail of the of tenderer;

.....  
.....

5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;

.....  
.....

6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone);

.....  
.....

\_\_\_\_\_  
Signature of Tenderer

*Rubber stamp of company*

Make copy and deliver to: \_\_\_\_\_ (Name of Employer)

**M. MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Must be filled by all applicants or renderers' who choose to participate in this tender)*

*Name of Applicant (S)*

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

You are advised that giving wrong or false information on this Form will lead to automatic disqualification / termination of your business proposal at your cost.

**Part 1 – General**

Business

Name:.....

Certificate of Incorporation / Registration No.

.....

Location of business premises: Country

.....

Physical address ..... Town

Building..... Floor.....

Plot No. .... Street / Road

..... Postal Address..... Postal / Country

Code.....

Telephone No's ..... Fax No's.

.....

E-mail address .....

Website .....

Contact Person (*Full Names*) ..... Direct / Mobile No's. ....

Title

.....

..... Power of Attorney (**Yes / No**) If **Yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc*) .....

**(Applicable to Local suppliers only)**

Local Authority Trading License No. .... Expiry

Date.....

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (*US\$/KShs*)

.....s this successfully undertaken? **Yes / No**.

.....(If **Yes**, attach reference)

Name (s) of your banker (s) .....

Branches ..... Tel No's. ....

**Part 2 (a) – Sole Proprietor**

Full names .....

Nationality..... Country of Origin .....

\*Citizenship details .....

Company ..... Profile

*(Attach brochures or annual reports in case of public companies)*

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1. ....

2. ....

3.....

4.....

Company Profile .....(Attach brochures)

**Part 2 (c) – Registered Company**

Private or public .....

Company Profile .....(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs .....

Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1.....

2.....

3.....

4.....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by Mumias Sugar and any other public or private institutions.

Full Names .....

Signature .....

Dated this .....day of .....2018.

In the capacity of .....

Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

- a) .....
- b) .....
- c) .....
- d) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of. 2018.

Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....

In the capacity of .....is .....day of  
.....2018

Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (g) – Interest in the Firm:**

Is there any person / persons in Mumias Sugar or any other public institution who has interest in the Firm? Yes / No ..... (Delete as necessary) Institution  
.....  
.....  
.....

(Title) (Signature) (Date)

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or equipments in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) ..... E-mail  
address.....

Cell phone no  
.....

(Note: The person should be at the level of director).

\*Attach proof of citizenship

\* Attach certified copies of the following documents:

- a) Previous orders from companies supplied before
- b) Certificate of Incorporation / Registration
- c) Valid Tax Compliance Certificate /Tax exemption
- d) VAT Certificate (for local suppliers)
- e) Single Business Permit
- f) The Power of Attorney if the bidder is in a joint venture arrangement

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give Mumias Sugar Company Limited authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names:

.....

Signature.....

For and on behalf of M/s

.....

In the capacity of

.....

Dated this ..... day of .....2018.

Suppliers' / Company's Official Rubber Stamp .....

**INSURANCE EVALUATION TABLE**

<b>INSURANCE POLICY</b>	<b>INSURANCE PROVIDER</b>	<b>POLICY NO.</b>

**MUMIAS SUGAR COMPANY LIMITED**

**PROVISION OF CLEANING, GROUNDS MAINTENANCE, GARBAGE COLLECTION,  
FACTORY GENERAL SERVICES**

**SITE VISIT BRIEFING MEETING CERTIFICATE**

This is to certify that M/s. \_\_\_\_\_ have  
visited, inspected, verified the scope of works and attended the briefing meeting at \_\_\_\_\_ (Name of  
site).

**Mumias Sugar Representative.**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

**Tenderers Representative.**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

## **DRAFT SERVICE LEVEL REQUIREMENT**

Kindly note this is a sample and shall be customized based on the area requirement contract awarded

### **IT IS EXPECTED THAT AFTER COMPLETION OF TASK:-**

- a) All surfaces shall be free from litter, debris, dust and any foreign matter.
- b) All surfaces shall have a uniform appearance, shiny, dry, free from spillages, removable stains, superficial marks and loose debris.
- c) The surfaces shall be dry and free from stubborn stains, spillages, ingrained dirt, scuffmarks, debris and have a uniform appearance.
- d) All mats and carpeted surfaces shall be clean, dry and free from litter, dust, stains/marks and any foreign matter.
- e) The surface shall be free from visible loose debris, dust and cobwebs.
- f) Damp wipe/spot wash the surface shall be free from debris, dust, cobwebs and stubborn stains.
- g) Wiping and washing fixtures and fittings shall be shiny, free from debris, dust and cobwebs and removable stains/marks, have a uniform appearance and be dry.
- h) Polishing, the surfaces shall be dry and free from stubborn stains/marks, spillage, debris and shall have a bright even sheen.
- i) Damp wiping and washing all sanitary fittings surface shall be free from debris, dust removable stains/marks, oils, fluids and dry odour free and shall have a uniform appearance.
- j) Drainages shall be free of silt, debris, blockages, algae, bad odour, stagnant water, rodents and vermin.
- k) The Compounds shall be a litter free zone.
- l) The uprooted weeds, cut grass, shrubs and fallen leaves shall be buried at the base of trees or designated area.
- m) Louvers, windows and window panes and grills shall be free of dust and stains/marks.
- n) Floor corners, door frames, socket covers, walls, rails, skirting, shall be free from debris, dust, cobwebs and stubborn stains/marks.
- o) Waste/paper baskets and shredders shall be empty and clean.
- p) Dustbins shall be empty, clean and lined with fresh clean bags.
- q) Cleaning all washrooms shall be dry, clean, free of foul smell, stainless, dust free
- r) Cleaning toilet bowls, toilet seats, toilet covers, sinks, flush handles, door handles, hand driers, tissue/soap dispensers, dustbins, partitions and walls shall be clean, dry and free from debris, dust and stains/marks.
- s) Roads, parking lots and walkways shall be free of debris, litter, oil spills, soil and mud.
- t) Sports areas shall be free from dust, dry, stains, dirt, debris, cobwebs, oil and vapour stains/marks.
- u) There shall be no breakages and/or damages to the company assets and in the event of any breakages/damages, the Contractor shall be surcharged.
- v) Cleaning curtains and blinds shall be clean, dry and free from creases.
- w) Cleaning, wiping and polishing all furniture the surface shall have a clean, dry, shiny uniform appearance, free from dust and stains/marks.
- x) All electrical appliances, electronics and cables shall be clean, dry and free from dust and stains/marks.
- y) Telephone sets shall be disinfected, clean, dry and free from dust, stains/marks.
- z) All documents/files shall be free from dust.



- Water Treatment Plants and Tanks shall be free from silt, debris, residue, discolourations and stains/marks.
- The door hinges shall be well greased.
- Material Safety Data Sheet must be provided.

**Mumias Sugar Representatives**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Official Stamp \_\_\_\_\_

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

**Contractor Representatives**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Official Stamp \_\_\_\_\_

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