



ADDENDUM NO. 1

**SUBJECT: PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES
TENDER NO. NHC/CGS/006/2021-22**

The National Housing Corporation (N.H.C) wish to inform all eligible bidders willing to participate in the above tender to take note of the following amendments to the tender document.

1. ADDITIONAL CLEANING & GARBAGE COLLECTION SITE

Site No. 19: Provision of Cleaning and Garbage Collection Services at NHC Olympic View, Kibera Nairobi

Description/Scope of Work

The site for the proposed works is situated in Kibera, adjacent to Kibera AIC Church, approximately seven point four (7.4) Kilometers from Nairobi CBD. It comprises of **flats and shops (110 units)** in an area of approximately 0.3559 Hectares. Should any bidder fail to locate the site he/she should contact the General Manager Estates.

A. Cleaning Services:

This consists of among other things;

I. Landscaped Areas

- ✓ Weeds should be removed and litter collected

II. Cleaning

- ✓ Sweeping and Cleaning of roads, pavements, staircases, within the blocks, and car parks at least daily and disposing of debris. The staircases should be cleaned with water daily while the pavements and parking areas should be cleaned with water whenever possible at least once every two weeks.

III. Storm water Drainages

- ✓ Opening of storm water drainages, clearing blockages and disposing any litter.
- ✓ The service provider will continuously clear the manholes and un-block the system. All drainages to be cleaned and unblocked twice a week or as need arises.

IV. Working Hours

The works are to be carried out during normal working hours to include even Saturdays and Sundays.

V. Chemicals for use

The Contractor is to use environmentally friendly chemicals for purposes of cleaning and disinfecting the site. These chemicals are to be provided by the contractor at their own cost.

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VI. Provisions and Standards of Services

A high standard of cleaning performance in the execution of the works is expected. Poor performance and substandard quality of work will be grounds for termination of the contract.

VII. Equipment

All cleaning personnel must be equipped with the right tools for their trade including skips, uniforms, hand gloves and any other tools of work.

VIII. Logistics

The contractor shall make arrangements and be responsible at their own cost for general transport requirements for all its personnel to and from the site.

VIII. Staffing

The contractor shall provide a minimum of three (3) number cleaners daily.

B. Garbage Collection

The service provider will:

- i. Provide high quality of polythene bags/alternative approved by NEMA to be supplied to the residents regularly at least 8 pieces per house/shop per month
- ii. Ensure all garbage is collected from respective skips/garbage collection site three times a week and disposed to relevant County Government approved dumping site.
- iii. Clean and disinfect the skip(s)/refuse area upon emptying.
- iv. Bear all costs of any disinfectants to be used.
- v. Provide protective clothing/equipment /attire for staff, protection from hazardous material.
- vi. Provide evidence of WIBA.
- vii. Attach copy of the Health & Safety Policy for the company.

2. REVISED PRICE SCHEDULE:

Site	Description	Minimum No. of Cleaners	Monthly Cost (Kshs)	Cost per Annum (Kshs)
1.	Cleaning Services at NHC House Offices	8		
	Cleaning Services at NHC House Common Areas	4		
	Total for NHC House Offices and Common Areas	12	N/A	
2.	Garbage Collection Services at NHC House	N/A		
3.	Cleaning & Garbage Collection Services at Langata I,II,III,IV,V & VI	23		
4.	Cleaning & Garbage Collection Services at Kisumu Mamboleo TP Estate	3		
5.	Cleaning & Garbage Collection Services at Kisii TP Scheme	2		

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Site	Description	Minimum No. of Cleaners	Monthly Cost (Kshs)	Cost per Annum (Kshs)
6.	Cleaning & Garbage Collection Services at Woodley Estate	1		
7.	Cleaning & Garbage Collection Services at Changamwe Rentals - Mombasa	8		
8.	Cleaning & Garbage Collection Services at Makande Estate - Mombasa	2		
9.	Cleaning & Garbage Collection Services at Sadi Road	1		
10	Cleaning & Garbage Collection Services at Kakamega TP	2		
11	Cleaning & Garbage Collection Services at Nyeri TP	2		
12	Cleaning & Garbage Collection Services at Bububu TP	2		
13	Cleaning & Garbage Collection Services at Kanyakwar TP	4		
14	Cleaning & Garbage Collection Services at Stoni Athi Economy Phase I & II	4		
15	Cleaning & Garbage Collection Services at Stoni Athi Phase I	5		
16	Cleaning & Garbage Collection Services at EPS Factory	4		
17	Cleaning & Garbage Collection Services at Pumwani Phase I & II TP Scheme	5		
18	Cleaning & Garbage Collection Services at Park Road Affordable Housing Programme Scheme	30		
19	Provision of Cleaning and Garbage Collection Services at NHC Olympic View, Kibera Nairobi	3		

Note:

1. The calculated cost per annum for each site shall be transferred to the respective form of tender.
2. The garbage collected and the debris from the roads, car parks and drainage shall be removed from the estate and dumped at the Nairobi City County dumping site.

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3. FORM OF TENDER - PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES AT NHC OLYMPIC VIEW, KIBERA NAIROBI

Date _____

To:

Sir/Madam:

Having examined the Tender documents including Addenda Nos.....[insert addenda numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to in conformity with the said tender documents for the sum of or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our tender is accepted, to deliver the Services in accordance with the delivery schedule specified in the Schedule of Requirements. We agree to abide by this tender for the tender validity period specified in Clause 2.13 of the Appendix to Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We are not participating, as tenderers, in more than one tender in this tendering process. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws. 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 certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tender documents

Dated this _____ day of _____ 20____.

(Name)

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

Signature and Rubber Stamp of Tenderer

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4. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c)(Whichever applied to your type of business) and part 3(a) & 3(b) that is mandatory. You are advised that it is a serious offence to give false information on this form.

Mandatory
Part 1 – General:
Business Name
Location of business premises.
Plot No..... Street/Road
Postal Address Tel No.company Mobile
E mail address.....Contact PersonMobile.....
Nature of Business,.....
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.....
Name of your bankers Branch.

Complete part 2(a), 2(b) or 2(c)

Part 2 (a) – Sole Proprietor
Your name in full Age
Nationality Country of origin
Citizenship details

Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

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Part 2 (c) – Registered Company Private or Public

State the nominal and issued capital of company: Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

Mandatory

Part 3 (a) – Pursuant to section 59(1)(a),(2) and (3) of the Public Procurement Assets and Disposal Act related Regulations. This PROVISION OF /MUST be signed by all directors/ partner (s)/ sole proprietor of the company branch offices in the Country of -2022 registration)

I /we the Director(s).....of Company/Firm hereby declare that I /weare not a board member, employee or even.....a relative to anyemployee of National Hospital Insurance Fund.

Given details of partners /Directors /Sole proprietor as follows:

Name	Nationality	Citizenship Details	Signature
1.....			
2.....			
3.....			

Mandatory

Part 3(b) Public Procurement & Assets Disposal Act 2015 and related regulations or any other applicable legislation in the Country of registration).

Pursuant to section 41 of the Public Procurement and Asset Disposal Act 2015, I/ we the Directors/Partners/Sole Proprietor of this Company/Firm..... confirm that we have not been debarred in Kenya not to Participate in any Tender/Bidding in Kenya. **All Directors/ Partners /Sole Proprietor of the company MUST sign**

Name	Nationality	Citizenship Details	Signature
1.....			
2.....			
3.....			

Note:

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

SignDateStamp.....

Note:

1. The procuring entity shall disqualify a candidate who submits a document containing false information for purposes of qualification;
2. The procuring entity may disqualify a candidate if it finds at any time that the information submitted concerning the qualifications of the candidate was materially inaccurate or materially incomplete.
3. All incomplete questionnaires shall be disqualified.

All prospective bidders are therefore advised to take note of the above amendments to the tender documents which shall be bidding.

All other conditions and eligibility criteria remains the same.

Any clarifications on the same can be sought from the undersigned vide email address:
info@nhckkenya.go.ke

A handwritten signature in blue ink, followed by the date '05/05' and '2022' written below it.

Auko Mc' Omondi

For: Managing Director