



# Tender Request Form

YEAR 2023 - 2024

**REQUEST FOR QUOTATION (RFQ) PROVISION OF CLEANING SERVICES**

Date: 26 <sup>th</sup> June 2023
Reference: RFQ 010 Provision of cleaning services

**Dear Sir/Madam,**

Pathologists Lancet Kenya Ltd, invites you to submit your bid for **Provision of Cleaning Services** as per the specifications provided in this tender document. Take note of the requirements and conditions pertaining to the bid & supply of the listed product in the specified branches across the country.

1. Please ensure that your submission is in pdf format, and free from any virus or corrupted files.
2. Any bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the bid by Pathologists Lancet Kenya.
3. Pathologists Lancet Kenya Ltd is under no obligation to award a contract to any Bidder due to this RFQ.
4. Annual quantity provided does not imply that Pathologists Lancet Kenya will buy the full quantity, but gives an indication for planning purposes

Delivery of bids: E-mail to [tenders-kenya@cerbalancetafrica.com](mailto:tenders-kenya@cerbalancetafrica.com)

**1. REQUIREMENTS: -**

1.	<b>Submission Deadline</b>	<b>18th July, 2023</b>							
2.	<b>Delivery Terms &amp; Timelines</b>	Immediately upon confirmation of Order (LPO)							
3.	<b>Duration of tender price</b>	1 year State your proposed conditions of price increase if any							
4.	<b>Payment Terms (Tick as appropriate)</b>	30 Days	<input type="checkbox"/>	60 Days	<input type="checkbox"/>	90 Days	<input type="checkbox"/>	120 Days	<input type="checkbox"/>
5.	<b>Early Settlement Discount (ESD)</b>	Kindly specify Percentage & Terms: ..... .....							
6.	<b>Required Documents to be submitted</b>	Company Registration / Certificate of Incorporation							
		KRA PIN							
		Recent CR12							
		Valid Tax Compliance Cert							
		3 Reference Letters from existing clients							
		Company Profile							
		Any other Value additions							
		Duly filled mandatory business questionnaire with particulars of the supplier							
		Name of partners (for partnership)							
		Duly filled price schedule							

## 2. TECHNICAL EVALUATION ON CAPACITY TO DELIVER THE CONTRACT

Technical evaluation shall be carried out only if the tender is determined to be responsive to the preliminary examination.

Bidder must demonstrate conformance to all the technical specifications and requirements of the tender document.

The Technical Evaluation will be based on compliance with the technical specifications set out below: -

TECHNICAL SPECIFICATIONS REQUIREMENTS	
1.	Provide a list of at least five (5) clients to which the company has done similar work in the last 2 years.
2.	Provide recommendation letters from the above-mentioned clients.
3.	Number of years in business of provision of cleaning services.
4.	Awards of excellence (if any) i.e. ISO certification (International/local- specify)

### PRICE SCHEDULE A:

#### FINANCIAL PROPOSAL (RATES) FOR PROVISION OF CLEANING SERVICES (Award will be done to the lowest rate proposed)

All information that we have provided automatically implies our full compliance with the requirements, terms, and conditions of the RFQ.

No.	BRANCH	LOCATION	COUNTY
1.	Main Laboratory/ Headquarters	5th Avenue Office Suites	Nairobi
2.	Buruburu – Depot	Acacia Place Building	Nairobi
3.	Eastleigh – Lab	Daaus Plaza	Nairobi
4.	Fortis – Depot	Fortis Office Suites	Nairobi
5.	Parklands – Lab	Park Place Office Suites	Nairobi
6.	Lote Tree Medical Centre	South C Muhoho Avenue	Nairobi
7.	Ongata Rongai – Depot	Kins Arcade, Magadi Road	Nairobi
8.	Garissa Lab	Garissa Express Building	Garissa
9.	Meru Lab	Nchengo House	Meru
10.	Thika Lab	Zuri centre, Kenyatta Highway	Kiambu
11.	Machakos Lab	Utisi Building, 1 <sup>st</sup> floor	Machakos
12.	Nyeri Lab	Lymo Plaza, 1 <sup>st</sup> floor	Nyeri
13.	Mombasa Lab	Biashara building, Ground floor	Mombasa
14.	Kisii Lab	Nyakongo Towers, 1 <sup>st</sup> floor	Kisii
15.	Eldoret Lab	Eldoret town	Eldoret
16.	Malindi Lab	Malindi town	Malindi
17.	Voi Lab	Voi Town centre	Taita taveta
18.	General Accident Lab	Next to Nairobi Hospital, 1 <sup>st</sup> floor	Nairobi
19.	SAKU Industrial Park	Mombasa road	Nairobi
20.	Nakuru Lab	Westside Mall, 2 <sup>nd</sup> floor	Nakuru

21.	<b>Kericho Lab</b>	Sinedet Towers, 3 <sup>rd</sup> floor	Kericho
22.	<b>Kakamega Lab</b>	Mega Mall, 2 <sup>nd</sup> floor	Kakamega
23.	<b>Lancet Kisumu Lab</b>	Tufform Mall, 1 <sup>st</sup> floor	Kisumu
24	<b>Lancet Nyali</b>	Opp Total Nyali	Nyali

**NOTE:**

- 1) All the prices quoted must be inclusive of all taxes.

## DESCRIPTION OF SERVICES

### SCOPE OF WORK/SPECIFICATION OF REQUIREMENTS

Activity	Requirements	Frequency
1. Floor maintenance (resilient floors)	<ul style="list-style-type: none"><li>• Sweep and damp mop</li><li>• Machine burnish</li><li>• remove gum on all floors</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• As and when necessary</li><li>• As and when necessary.</li></ul>
2. Floor maintenance of marble, terrazzo, ceramic tiles and other tiles of similar made.	<ul style="list-style-type: none"><li>• Sweep</li><li>• Damp mop</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Daily</li></ul>
3. Dusting	<ul style="list-style-type: none"><li>• Dusting of all horizontal surfaces (low levels);</li><li>• Dusting of all high ledges and fittings;</li><li>• Dusting of all vertical surfaces (walls, cabinets, and etc);</li><li>• Dust all window ledges;</li><li>• Clean and disinfect all areas;</li><li>• Dust ornaments below 2m</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Weekly</li><li>• Weekly</li><li>• Weekly</li><li>• Weekly</li></ul>
4. Waste disposal	<ul style="list-style-type: none"><li>• Empty and clean all waste receptacles; and</li><li>• Remove all waste to a specified area</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Daily</li></ul>
5. Wall and paintwork	<ul style="list-style-type: none"><li>• Spot clean all low surfaces(glass, walls, doors and</li><li>• light switches);</li></ul>	<ul style="list-style-type: none"><li>• Daily</li></ul>
6. Glass and Metalwork	<ul style="list-style-type: none"><li>• Spot clean glass doors;</li><li>• Clean and polish brightmetal fittings</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Weekly</li></ul>

<p>7. Entrance and reception</p>	<ul style="list-style-type: none"> <li>• Sweep</li> <li>• Clean doormats</li> <li>• Wash steps</li> <li>• Dust all touchpoint surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> </ul>
<p>8. All toilets, rest rooms or ablutions</p>	<ul style="list-style-type: none"> <li>• Maintain floor cleanliness;</li> <li>• Damp mop floors with disinfectant;</li> <li>• Empty and clean all waste receptacles;</li> <li>• Clean and sanitize all bowls, basins and urinals;</li> <li>• Clean mirrors;</li> <li>• Clean all metals fittings;</li> <li>• Spot clean walls, doors, and partitions; and</li> <li>• Replenish and supply consumables</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li>   <li>• Daily</li>   <li>• Daily</li> <li>• Daily</li> <li>• Daily</li>   <li>• Daily</li> </ul>
<p>9. Miscellaneous</p>	<ul style="list-style-type: none"> <li>• Polish desks and office furniture;</li> <li>• Move furniture and clean under couches.</li> <li>• Strip and seal floors in the walkways.</li> <li>• N.B. all computer equipment is excluded</li> <li>• Interior window cleaning</li> <li>• Washing of dishes</li> <li>• Assistance with cleaning of other areas of the site only if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly</li>   <li>• Every 3 months</li>   <li>• Weekly</li>   <li>• As and when necessary.</li>   <li>• As and when necessary.</li> </ul>

**Name and Signature of the Supplier's Authorized Person**

Name.....Date.....

Designation.....

Signature..... Stamp.....

**SCHEDULE B: SITE SUPPLY COVERAGE FORM**

Please indicate your site coverage capacity if not all branches from the listed Schedule A above. (Vendors with capacity to supply across all branches will have an added advantage).

NO.	BRANCH	LOCATION	COST
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