

**RESPONSE TO CLARIFICATION SOUGHT BY BIDDERS DURING THE SITE VISIT/PRE-TENDER MEETING HELD ON 30TH NOVEMBER, 2022**

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| **TENDER NO. EACC/T/33/2022-2023 - TENDER FOR PROVISION OF CLEANING, SANITARY DISPOSAL AND GARBAGE COLLECTION SERVICES** |
| **S/n** | **Bidders’ Question/concern** | **Response** |
|  | Clarify on the quantities of washroom consumables to be supplied by the service provider. | * The service provider will be required to replenish washroom consumables for the Commission Headquarters at Integrity Centre only. Bidders should be guided by the number of staff washrooms to determine the quantities.
* Average number of staff using the washrooms at Integrity Centre is tabulate below.

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| **Floor and Wing** | **Average No of Users** |
| Ground Floor | Valley Road Wing | 54 |
|  | Jakaya Kikwete Road Wing | 25 |
| 1st Floor | Valley Road Wing | 52 |
|  | Jakaya Kikwete Road Wing | 55 |
| 2nd Floor | Valley Road Wing | 55 |
|  | Jakaya Kikwete Road Wing | 43 |
| 3rd Floor | Valley Road Wing | 41 |
|  | Jakaya Kikwete Road Wing | 26 |

* The number is exclusive of approximate 100 non-staff who visit the Integrity Centre per day.
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| * Average monthly consumption consumables amounts

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| **No.**  | **Item description** | **Brand**  | **Approximated Quantity per month**  |
| 1. | Jumbo Tissue  | Velvex | 700Pieces |
| 2.  | Tissue Small | Velvex | 96 Pieces |
| 3. | Barrels 2 per wk. | Velvex | 120 Pieces |
| 8. | Air Fresheners  | Johnson | 120 Cans |
| 10. | Dettol Hand wash  | Dettol | 150 Cans X 500ML |
| 12. | Toilet balls  | Pride | 150pcs  |
| 17. | Waste paper bags  |  | 100 pcs |
| 19. | Interfolded Velvex  | Velvex | 400 pcs |
| 22. | Urinal Screen mat |  | 60 pcs |

* The daily cleaning shall be undertaken continuously to ensure the washrooms are clean at all times.

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|  | Will soap and tissue paper dispensers for the washrooms be provided by the procuring entity or the service provider? | The Procuring entity shall provide |
|  | Besides Integrity Centre, which Regional Offices will require disposal of sanitary waste? | * Disposal of sanitary waste will cover the Commission headquarters at Integrity Centre, and three Regional Offices namely, in Kisii, Eldoret and Garissa. Each of the three Regional Offices has one sanitary bin which is emptied twice a month.
* As per the Tender document
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|  | Does the cleaning of high walls include the external part of the windows? | High wall cleaning will only cover the internal part of the Integrity Centre, the reception area. As shown during the site visit |
|  | If site visit is not mandatory for the Regional Offices, what will guide bidders in their quotation for the same? | The tender document provides details of the nature of surfaces/floors to be cleaned (tiled, carpeted or cemented), approximate floor area and frequency. Nonetheless, bidders are at liberty to visit any of the Commission offices to confirm the details if they wish. |
|  | Does the fumigation service cover all the Regional Offices? | Yes, the monthly fumigation service covers all the Commission offices listed in the tender document. |
|  | Who will provide new plants and flowers whenever a need for replacement or addition arises? | The Commission shall provide. |
|  | What is the number of employees/cleaners required? | The service provider is expected to determine and deploy optimal staff based on the proposed methodology/operational plan for undertaking the assignment |
|  | How should the response to the tender be submitted? | * Completed tender documents MUST be submitted through the IFMIS system
* The original Form of Tender comprising the five documents listed must be dropped in the tender box at Integrity Centre, Ground Floor
* Scanned copy of the Form of Tender comprising the five documents listed to be attached to the bid documents and submitted through IFMIS.
* Refer to Invitation to Tender instructions and Mandatory evaluation criteria evaluation number 7
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|  | In regard to part C of the Evaluation Criteria, how many CVs are required to earn a bidder the full marks? | The number of CVs will depend on each bidders proposed key staff team and the tasks that would be assigned based on the proposed methodology/operational plan for undertaking the assignment |
|  | The tender securing bid, We are in the PWD category and will fill the tender securing declaration form, do we need to submit the Bid Security Bid too. | For this Tender, bidders are only expected to submit a Tender Securing Declaration Form in the format provided (Mandatory requirement No. 8)  |
|  | All Tenders must be accompanied by a Tender Securing form of a Bank guarantee from a reputable bank valid for 150 Days from the date of tender closureNote:( This tender is for disadvantaged groups, does it need a tender securing declaration form or the bank letter?) kindly clarify. | For this Tender, bidders are only expected to submit a Tender Securing Declaration Form in the format provided (Mandatory requirement No. 8)  |
|  | Attach Contractual liability insurance policy cover of not less than Kshs.3, 000,000/- per year.(This is mainly applied to construction firms but not cleaning firms)  kindly clarify. | * Contractual liability insurance policy cover of not less than Kshs.3, 000,000/- per year is a requirement as per the mandatory requirement number 13.
* Note, Contractual liability insurance policy cover is not only limited to construction firms only.
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|  | Provide LPOs or Contracts to which the company has done similar services, minimum annual contract of Kshs 15 Million shillings. Please clarify, is it ksh.5 million per year or 15 million shillings as per the mandatory requirement? | * Provide LPOs or Contracts to which the company has done similar services, minimum annual contract of Kshs 15 Million shillings.
* Each contract shall be with a minimum annual contract of Kshs 15 Million shillings. Maximum marks shall be awarded to a three (3) contracts and others prorated as per the formulae provided.
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|  | The price schedule does not include consumables to be provided | * The price schedule to be quoted by the bidders shall be inclusive the consumables to be invoiced monthly
* There is no price schedule for consumables
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