



**KAA/OT/MIA/0043/2024-2025**

**29<sup>th</sup> November, 2024**

To: All Tenderers

**TENDER NAME: PROVISION OF CLEANING SERVICES FOR WASHROOMS AT MOI INTERNATIONAL AIRPORT**

***(Eligibility is Reserved for Duly Registered Persons Living with Disability Owned Enterprises (PWD))***

**TENDER NO: KAA/OT/MIA/0043/2024-2025**

**ADDENDUM NO. 2**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 10.1 of the bidding document for the referenced tender.

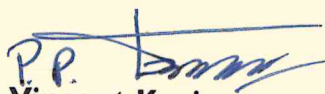
| No. | Clarification  | Response  |
|-----|--|---|
| 1.  | <p>In respect to the Preliminary/Mandatory Evaluation Criteria Number 17. we are expected to deliver samples for the materials as listed thereon, could the authority provide us with specifics on the following items which we are not able to establish what they mean exactly:</p> <p>1. <b>Floor Maintainer</b> (provide images, brands or general outlook)<br/>2. <b>Heavy duty cleaner</b> (provide images, brands or general outlook)<br/>3. <b>Pesticides</b> is any substance that is used to manage pests- (so we are not sure exactly what is required as a sample).<br/>4. <b>insecticides</b> - (they come in a wide range depending on which insects to control, providing samples for the whole range can be expensive bearing in mind we are not assured of an award).<br/>5. <b>Herbicides</b> - (they come in a wide range depending on which weeds to</p> | <p>Bidders are required to write an undertaking declaration or commitment letter that they shall provide materials approved by KEBS and chemicals/pesticide approved for use by Pharmacy and poisons Board.</p> <p>Below, is a list of sample range of consumables for this Tender:</p> <p>1. Hand paper towels 100% virgin pulp with multi fold<br/>2. Toilet paper (virgin pulp-200m/jumbo size)<br/>3. Toilet paper (Virgin pulp-200 sheets/25m)<br/>4. Hand Cream<br/>5. Multipurpose detergent<br/>6. Disinfectant<br/>7. Bleach<br/>8. Toilet cleaner<br/>9. Transparent lining for the bins<br/>10. Automatic air fresheners complete set and refills<br/>11. VIP &amp; VVIP toiletries<br/>12. Bin Liners (clear)</p> |

|    |   |   |
|----|---|---|
|    | control, providing samples for the whole range can be expensive bearing in mind we are not assured of an award).  | In regards to the provision of the samples, this shall be applicable to the winning bidder within Three (3) days on request before the award of the contract.   |
| 2. | Kindly clarify on the bill of quantities,<br><br>On pages 62 to 68, you have given the bill of quantities in full but we have noticed a repetition of some part of the first bill on pages 75-78 of the tender document. Clarify on this. | The Authority hereby clarify as follows;<br><br>The BoQ from page 62-68 remains, which yields the total cost of the contract for 3 years inclusive of applicable taxes and Public Procurement Capacity Building of 0.03% to be taken to the Form of Tender.<br>However, Pages 75-78 gives a distribution of washrooms at MIA.<br>Therefore, aids to obtaining a general breakdown of the cost of cleaning the washrooms in the areas listed in the airport and also to enable the client to understand how the total cost will be arrived at. |
| 3. | The Authority has amended and replace Bill of Quantity in its entirety- See Appendix I below.   |   |

The closing/opening date remains **5<sup>th</sup> December, 2024 at 11.00 a.m.**

Kindly ensure your tender is valid for a period of **126 days** from the closing/opening date of **5<sup>th</sup> December, 2024 at 11.00. a. m.**

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.



**Vincent Korir**

**GM (PROCUREMENT AND LOGISTICS)**

**For: MANAGING DIRECTOR/CEO** D.K

## Appendix I

### **BILLS OF QUANTITIES FOR PROVISION OF CLEANING SERVICES FOR WASHROOMS AT MOI INTERNATIONAL AIRPORT**

| NO                   | ITEM  | UNIT OF MEASURE | QTY PER MONTH (minimum) | UNIT PRICE | AMOUNT PER MONTH | AMOUNT PER YEAR | AMOUNT PER 3 YEARS |
|----------------------|---|-----------------|-------------------------|------------|------------------|-----------------|--------------------|
| <b>A.CONSUMABLES</b> |   |                 |                         |            |                  |                 |                    |
| 1                    | Toilet paper jumbo standard ( 200m virgin pulp) with multi fold | Bales           | 84                      |            |                  |                 |                    |
| 2                    | Hand paper (virgin pulp )                                       | Bales           | 177                     |            |                  |                 |                    |
| 3                    | Toilet paper (200 sheets/25m)                                   | Bales           | 1 Bale                  |            |                  |                 |                    |
| 4                    | Multipurpose detergent  | Ltrs            | 100                     |            |                  |                 |                    |
| 5                    | Disinfectant  | Ltrs            | 105                     |            |                  |                 |                    |
| 6                    | Air freshener   | Pcs             | 54                      |            |                  |                 |                    |
| 7                    | Toilet balls (white)  | Cartons         | 5                       |            |                  |                 |                    |
| 8                    | Hand cream  | Ltrs            | 175                     |            |                  |                 |                    |
| 9                    | Bleach  | Ltrs            | 25                      |            |                  |                 |                    |
| 10                   | Scrubbing powder  | Pcs             | 2 ( 48 pcs)             |            |                  |                 |                    |
| 12                   | Glass cleaner   | Pcs             | 4pcs ( a box has 6pcs ) |            |                  |                 |                    |
| 13                   | stain remover   | Ltrs            | 10                      |            |                  |                 |                    |
| 14                   | Toilet cleaner  | Cartons         | 3                       |            |                  |                 |                    |
| 15                   | Scourers ( 116)   | PCS             | 6 PKTS of 6PCS          |            |                  |                 |                    |
| 16                   | Cleaning dusters colour coded heavy duty                        | Pcs             | 40                      |            |                  |                 |                    |
| 17                   | Yellow dusters  | Pcs             | 20                      |            |                  |                 |                    |
| 18                   | Liners  | Nos             | 80                      |            |                  |                 |                    |
| 19.                  | Automatic air freshener   | Nos             | 84                      |            |                  |                 |                    |



|  |                                    |                                 |                 |                                  |                             |                      |                             |
|--|------------------------------------|---------------------------------|-----------------|----------------------------------|-----------------------------|----------------------|-----------------------------|
|  | complete with batteries and refill |                                 |                 |                                  |                             |                      |                             |
|  | <b>SUB TOTAL</b>                   |                                 |                 |                                  |                             |                      |                             |
|  | <b>B-MANPOWER Staff</b>            |                                 |                 |                                  |                             |                      |                             |
|  |                                    | <b>Number of staff required</b> | <b>Total no</b> | <b>Wage per person per month</b> | <b>Total wage per month</b> | <b>Wage per year</b> | <b>Wage per three years</b> |
|  | MANAGER                            | 01                              | 01              |                                  |                             |                      |                             |
|  | SUPERVISOR                         | 06                              | 06              |                                  |                             |                      |                             |
|  | PLUMBER                            | 01                              | 01              |                                  |                             |                      |                             |
|  | STOREKEEPER                        | 01                              | 01              |                                  |                             |                      |                             |
|  | STEWARDS                           | 68                              | 68              |                                  |                             |                      |                             |
|  | <b>SUB TOTAL</b>                   |                                 |                 |                                  |                             |                      |                             |

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

Date \_\_\_\_\_ Stamp.....

**I. The Specifications and Priced Activity Schedule**  
**MINIMUM WAGE COMPLIANCE TABLE**

| Description        | Minimum No. of Staff | Indicate Minimum Salary per month Inclusive of House Allowance which must be in compliance with the latest government gazette on minimum wages. |
|--------------------|----------------------|---|
| <b>MANAGERS</b>    | 01                   |   |
| <b>SUPERVISORS</b> | 06                   |   |
| <b>PLUMBER</b>     | 01                   |   |
| <b>STOREKEEPER</b> | 01                   |   |
| <b>STEWARDS</b>    | 68                   |   |

### **LABOUR AND MATERIAL COST ANALYSIS BREAK DOWN**

| <b>COSTS ACTIVITIES</b>  | <b>Cost per Month<br/>in Kshs.</b> | <b>Cost for 12<br/>Month in Kshs</b> | <b>Cost for 3years<br/>in Kshs</b> |
|--|------------------------------------|--------------------------------------|------------------------------------|
| Cost for Materials   |                                    |                                      |                                    |
| Profit Margin  |                                    |                                      |                                    |
| Security Permit for 77 Staff   | N/A                                | 346,500.00 P.A                       |                                    |
| Add 16% VAT of Subtotal ( 2)   |                                    |                                      |                                    |
| Subtotal ( 2) inclusive of 16% VAT   |                                    |                                      |                                    |
| <b>Labour cost</b>   |                                    |                                      |                                    |
| <b>Total cost for 3years inclusive<br/>of taxes</b>  |                                    |                                      |                                    |
| <b>Grand Total for 3years</b>  |                                    |                                      |                                    |
| <b>GRAND TOTAL cost<br/>inclusive of applicable taxes<br/>and Public Procurement<br/>Capacity Building Levy of<br/>0.03% to be taken to the Form<br/>of Tender</b> |                                    |                                      |                                    |

**Note: Bidder is advised to ensure that the quoted total cost covers the staff salaries, associated costs, materials and a reasonable profit. Where salaries indicated under compliance table above do not meet the minimum government wage rate as gazetted or you have costed your bid below the indicated salary (basic plus house allowance) to be paid to each of the categories of staff, the bid shall not be considered as responsive irrespective of having met all the other requirements.**

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

Date \_\_\_\_\_ Stamp.....

**NOTE:**

**Bidders are informed that the list of minimum tools & Equipment required to be provided by a tenderer are list;**

|   |         |    |
|---|---------|----|
| Complete set of mop and aluminium mop handles                                     | Nos     | 20 |
| Hand brush  | Nos     | 68 |
| Caddy box for every cleaner on duty   | Nos     | -  |
| Trigger bottles   | Nos     | 30 |
| Floor Squeegees   | Nos     | 30 |
| Trolleys  | Nos     | -  |
| Toilet bowl brushes –white  | Cartons | 48 |
| Scrubbing machine (2no.)  | Nos     |    |
| Caution signs i.e. cleaning in progress/slippery floors for each set of washrooms | Nos     | 84 |
| Force pump  | Nos     | 5  |
| Pedal bins  | Nos     | 84 |
| Rubber door wedges  | Nos     | 84 |
| 5 step aluminium ladder (1)   | Nos     | -  |
| Dusting buckets   | Pcs     | 3  |
| Mop buckets   | pcs     | 1  |
| Hand gloves ( heavy duty  | Pcs     | 5  |
| Gumboots (for all staff)  | Pairs   | 77 |
| Sanitary bins   | Nos     | 84 |

**Equipment**

1. Scrubbing machines (Minimum 7 in number)
2. Scrubbing/Incorporating pads (Minimum 7 in number)
3. Dry and wet vacuum cleaner (minimum 4 in number)
4. Water sucking machine (minimum 1 in number)
5. Blower Machine (Minimum 1 in number)
6. Equivalent extension cables to the number of machines (Minimum 4No. extension cables not less than 10 Mtrs)
7. Housekeepers Trolley