

KENYA FORESTRY RESEARCH INSTITUTE



Ref: KEFRI/AD/SD/VOL.XI/294

27th July, 2020

TO ALL TENDERERS

Dear All,

ADDENDUM No. 1

TENDER NO: KEFRI/ONT/002/2021-2022

TENDER REFERENCE NUMBER: PROVISION OF CLEANING SERVICES

The Kenya Forestry Research Institute (KEFRI) makes amendment/clarification to the above-mentioned tender, advertised on MyGov. – Issue No. 03/2021-2022, which appeared on the Daily Nation Newspaper of **Tuesday, 20th July, 2021** and the tender document uploaded at <https://www.kefri.org/components/tenders/tenders.html> and the Public Procurement Information Portal (www.tenders.go.ke) **as follows;**

- 1) Section VII - Description of Services;
- 2) Section V – Tendering Forms -Price Schedule Forms- Cost Areas

No.	SECTION VII - DESCRIPTION OF SERVICES	Clarification/ Corrections
1	<p>Toilets/Latrines/Washrooms</p> <ul style="list-style-type: none"> • Liaise with Administrative officer to ensure adequate toilet accessories are placed (Tissue Papers and liquid soap, moth balls and air fresheners to be bought by KEFRI) 	<p>KEFRI –Will provide the following;</p> <ul style="list-style-type: none"> • Stores/Offices (the size of the stores will be determined by KEFRI from time to time) • Water • Electricity <p>The successful contractor/Service Provider shall be required to supply the below listed consumables for her use in the provision of the contracted service;</p> <ol style="list-style-type: none"> a) Floor Polish b) Detergents c) Insecticides d) Window cleaners e) Toilet Brushes/Toilet Bowl brushes f) Quality white Toilet papers small size g) Hand washing soap/cream/ foam h) Air fresheners Toilets balls <ul style="list-style-type: none"> • Any other consumables required for purposes of the provision of cleaning service

2) SECTION V – TENDERING FORMS -PRICE SCHEDULE FORMS- COST AREAS

Table 28 of the tender document is amended as follows;

Table 28: The Specifications and Priced Activity Schedules

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services Finish type			Unit (Area (M ²))	Unit Price	Total Price per Service
1	Directorate, SDD R& D Block	Floor		Rubber tiles	16	
		Walls		Ceramic	52	
		windows		Clear Glass	8	
2	Research wing A	Ground floor	Floor	Rubber tiles	30	
		1 st floor		Rubber tiles	24	
3	Research wing B	Ground floor	Floor	Terrazzo	45	
		1 st floor		Terrazzo	45	
		Walls		Ceramic	140	
		Windows		Clear Glass & Louvre panes	10	
4	Training block	Ground floor	Floor	Terrazzo	16	
		1 st floor		Terrazzo	16	
		Auditorium		Terrazzo	63	
		Walls		Ceramic	120	
		Windows		Louvre Glass panes	12	
5	Procurement Block	Floor		PVC Tiles	24	
		wall		Ceramic Tile/cement finish	70	
6	Admin/ HR Block	Ground floor	Floor	Rubber tiles	30	
		1 st floor		Rubber tiles	30	
		Walls		Ceramic tiles		
		Windows		Clear Glass & louvre panes	6	
7.	Account Block	Floor		Rubber tiles	15	

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Service No	Location and Description of Services Finish type			Unit (Area (M ²))	Unit Price	Total Price per Service
		Walls	Ceramic tiles	38		
		Windows	Clear Glass & louvre panes	5		
8.	Insectary	Floor	Ceramic	8		
		Walls	Ceramic	16		
		Windows	Clear Glass & louvre panes	6		
9.	Transport/ Garage/ Workshop	Walls	Ceramic tiles	48		
		Floor	Rubber tiles	24		
		Windows	Clear Glass & louvre panes	6		
<i>Office Floor/Walls/Windows</i>						
1.	Directorate, SDD R& D Block	Director	Carpet	40		
		B/Rm, Registry	PVC tiles	140		
		Open Area	Marble tiles	60		
		SDDR&D, DFBEM	Wood Parquet	64		
		Verandah walls	Clear glass	60		
2.	Adm/HR Block	Ground floor	Terrazzo	452		
		1 st floor	Terrazzo	452		
		Verandah	Terrazzo	130		
		Ramp	Rubber Tiles	15		
		Staircases	Cement screed	20		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	180		
		Windows	Clear Glass & louvre panes	224		
3.	Accounts Block	Floor	PVC Tiles	384		
		Verandah	Concrete cementscreed	32		
		Walls	Plaster & painted			
		Windows	Clear Glass & louvre panes	60		

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services Finish type			Unit (Area (M ²))	Unit Price	Total Price per Service
4.	Research wing A	Ground floor	Epoxy painting	645		
		1 st floor	Epoxy painting	651		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	200		
5.	Research wing B	Ground floor	Terrazzo	1,191		
		1 st floor	Terrazzo	1,191		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	627		
6.	Training block	Ground floor	Terrazzo	496		
			Wood Parquet	270		
		1 st floor	Terrazzo	766		
		Auditorium floor	Terrazzo	392		
		Walls	Plaster & painted			
		Verandah walls	Clay Amboseli blocks	210		
7.	Procurement Block	Floor	Concrete floor with cement screed	540		
		Walls	Plaster & painted			
		Windows	Clear glass panes	16		
8.	Insectary	Walls	Plaster & painted			
		Floor	Ceramic Tiles	40		
			Epoxy paint	144		
Windows	Clear Glass & louvre panes	10				
9.	Transport/Ga rage	Floor	Concrete floor with cement screed	524		
		Walls	Plaster & painted			
		Windows	Clear Glass & louvre panes	38		
10	Uncovered walkways	At Auditorium, Joining Wing A & B	Terrazzo	392		

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Service No	Location and Description of Services Finish type			Unit (Area (M ²))	Unit Price	Total Price per Service
11	Covered walkways	Training Block	Terrazzo	180		
		Joining wing A, Account & Directorate	Concrete floor with cement screed	116		
12	Mirrors			10		
13	Terrazzo /cement staircases	Wing A, wing B & Training Block		64		
14.	KEFRI House	Verandah	Concrete floor with plain cement screed	120		
		Dining Hall	Floor -Wood parquets	240		
			Wall Plastered & Painted	105		
			Windows -Clear Glass	70		
			Ceiling -Acoustic ceiling board	250		
		Kitchen	Floor -Rubber tile	52		
			Wall -Plastered & Painted	90		
		Cateress Offices	Floor -PVC tiles	10		
			Wall -Plastered & Painted	60		
			Ceiling -Acoustic ceiling board	10		
		Store Office (3No.)	Floor -Terrazzo	28		
			Wall -Plastered & Painted			
			Ceiling -Acoustic ceiling board	28		
		Laundry	Floor -Concrete with plain cement screed	57		
Plastered & Painted	300					
Open area	Floor -Concrete with plain cement screed	101				
Washrooms	Floor -Rubber tiles	44				

Date: _____, ITT No: PROVISION OF CLEANING SERVICES						
Service No	Location and Description of Services Finish type			Unit (Area (M²))	Unit Price	Total Price per Service
			<i>Wall -Ceramic tiles</i>	<i>90</i>		
			<i>Ceiling -Acoustic ceiling board</i>	<i>44</i>		
SUB-TOTAL SECTION A						
SCHEDULE OF PAYABLE CONSUMABLES						
No	Item Description	U.o.M	Quantities per month	Cost per Unit – KES Inclusive of VAT	Total per Month - KES	Total per Annum -KES
1.	Good quality Toilet paper- (white) (to be replenish as required)	Bales	25			
2.	Good quality Paper Hand towels-white- 240 sheets 1 ply size 210 x 20mm. (to be replenish as required)	Bales	20			
SUB-TOTAL SECTION - B						
GRAND TOTAL (SUB TOTAL A + SUB TOTAL B) TO BE CARRIED TO THE FORM OF TENDER - INCLUSIVE OF ALL GOVERNMENT TAXES						

NB/ - ITT 32- Shall be applied in arithmetical errors

Name of Tenderer *[insert complete name of Tenderer]*

.....
Signature of Tenderer [signature of person signing the Tender]

.....
Name of the Person Signing the Tenderer (Authorized Person to sign the tender)

.....
Date: [insert date]

The format must not be altered.

All the other Instructions remains the same.

A handwritten signature in blue ink. It consists of a horizontal line with a stylized 'N' and 'T' on the left, a small 'J.' in the middle, and 'SS' on the right.

Ngeny J. Tingos

Ag. Deputy Director Supply Chain Management