



TENDER DOCUMENT

FOR

PROVISION OF CLEANING SERVICES

TENDER NO. MUST/ONT/CLEANING/18/2019-2020

RESERVED FOR AGPO

(YOUTH, WOMEN & PWDS)

AGPO CERTIFICATE NO: _____

CATEGORY _____

CLOSING/OPENING DATE:

WEDNESDAY, 3RD JUNE 2020

AT 10:00AM

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SECTION I - INVITATION FOR TENDERS

Date: 19th May 2020

TENDER REF. NO. MUST/ONT/CLEANING/18/2019-2020

TENDER NAME: PROVISION OF CLEANING SERVICES

- 1.1 Meru University of Science and Technology (MUST) invites sealed tenders from eligible contractors under AGPO for **Provision of cleaning services for a period of two years (2020-2022) subject to annual satisfactory performance review.**
- 1.2 Interested eligible bidders may obtain further information from and inspect the tender documents at **Procurement Office, Meru University of Science and Technology, Main Campus** located along **Meru – Maua Road, 15km from Meru Town** during official working hours between **8.00am and 5.00pm** Monday to Friday.
- 1.3 The tender documents may be downloaded free of charge from Meru University of Science and Technology website www.must.ac.ke or <https://tenders.go.ke>. Bidders who pick the tender documents from the Procurement Office are required to pay a non-refundable fee of **Kshs. 1,000** (Kenya Shillings One Thousand only) in cash at Meru University of Science and Technology Cash Office. Bidders who have paid are required to obtain an official receipt from the cash office at Meru University of Science and Technology. Those who download the Tender document should send an email giving the details of their firm, contact person, telephone numbers and email addresses to procurement@must.ac.ke so that any addendum / clarifications can be sent to their email address.
- 1.4 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for **one hundred and twenty (120) days** from the closing date of the tender.
- 1.5 Completed tender documents (**Original and Copy**) are to be enclosed in plain sealed envelopes, marked with the **tender number** and **name** and be deposited in the Tender Box located at the reception of Administration Block 2 or be addressed to:

**The Vice Chancellor,
Meru University of Science and Technology,
P.O. Box 972-60200,
Meru.**

so as to be received on or before **Wednesday, 3rd June 2020 at 10.00 am.**

- 1.6 Bidders who send their tender documents via postal or courier services should ensure that the tender documents are received at the reception of Administration Block 2 on or before Wednesday, 3rd June 2020 at 10.00 am.
- 1.7 Tenders will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend at the University Multipurpose Hall (MPH). Only one representative per bidder will be allowed during tender opening.
- 1.8 Late Tender Documents shall be rejected and returned unopened.

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the cover for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2 Meru University of Science and Technology employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 166 of the Act.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Meru University of Science and Technology to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the cleaning services under this Invitation for tenders.

2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Meru University of Science and Technology, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process

2.2.2 The price to be charged for the tender document shall be **Kshs.1, 000.**

2.2.3 Meru University of Science and Technology shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of the instructions to tenderers.

- (i) Instructions to Tenderers

- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Cleaning services
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Security Firm's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify Meru University of Science and Technology by post, fax or by email at Meru University of Science and Technology's address indicated in the Invitation for tenders. Meru University of Science and Technology will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by Meru University of Science and Technology. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 Meru University of Science and Technology shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%.

2.5 Amendment of Tender Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, Meru University of Science and Technology, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing and addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Meru University of Science and Technology, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Meru University of Science and Technology, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
 - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
 - (d) Declaration Form.

2.8 Form of Tender

- 2.8.1 The tenderer shall complete the **Tender Form and the Price Schedule** furnished in the tender documents, indicating the cleaning services to be provided.

2.9. Tender Prices

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the cleaning services it proposes to provide under the contract.

2.9.2 Prices indicated on the **Price Schedule** shall be the cost of the cleaning services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to Meru University of Science and Technology's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect Meru University of Science and Technology against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by Meru University of Science and Technology as non-responsive, pursuant to paragraph 2.20.5

2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity.

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity.
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for **120 days** after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Meru University of Science and Technology as non-responsive.

2.13.2 In exceptional circumstances, Meru University of Science and Technology may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each “**ORIGINAL TENDER**” and “**COPY OF TENDER,**” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL TENDER**” and “**COPY OF TENDER**”. The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) be addressed to Meru University of Science and Technology at the address given in the Invitation to Tender.
- (b) bear tender number and name in the invitation to tender and the words, “**DO NOT OPEN BEFORE *Wednesday, 3rd June 2020 at 10.00 am***”

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, Meru University of Science and Technology will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by Meru University of Science and Technology at the address specified under paragraph 2.15.2 not later than ***Wednesday, 3rd June 2020 at 10.00 am***

2.16.2 Meru University of Science and Technology may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of Meru University of Science and Technology and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit the tender box shall be received by Meru University of Science and Technology as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by Meru University of Science and Technology prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 Meru University of Science and Technology will open all tenders in the presence of tenderers' representatives who choose to attend, on ***Wednesday, 3rd June 2020 at 10.00 am*** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as Meru University of Science and Technology, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 Meru University of Science and Technology will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders Meru University of Science and Technology may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence Meru University of Science and Technology's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 Meru University of Science and Technology will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.20.3 Meru University of Science and Technology may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, Meru University of Science and Technology will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. Meru University of Science and Technology's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by Meru University of Science and Technology and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, Meru University of Science and Technology will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22. Evaluation and Comparison of Tenders

2.22.1 Meru University of Science and Technology will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 Meru University of Science and Technology's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 the following evaluation methods will be applied.

(a) Operational Plan

(i) Meru University of Science and Technology requires that the cleaning services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than Meru University of Science and Technology's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

(i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. Meru University of Science and Technology may

consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.23. Contacting Meru University of Science and Technology

2.23.1 Subject to paragraph 2.19 no tenderer shall contact Meru University of Science and Technology on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence Meru University of Science and Technology in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 Meru University of Science and Technology will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as Meru University of Science and Technology deems necessary and appropriate

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event Meru University of Science and Technology will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 Meru University of Science and Technology will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. Due diligence shall be carried out to the successful bidder before award of contract.

2.25.2 To qualify for contract awards, the tenderer shall have the following: -

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.26. Meru University of Science and Technology's Right to accept or Reject any or all Tenders

2.26.1 Meru University of Science and Technology reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for Meru University of Science and Technology's action. If Meru University of Science and Technology determines that none of the tenders is responsive, Meru University of Science and Technology shall notify each tenderer who submitted a tender.

2.26.2 Meru University of Science and Technology shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, Meru University of Science and Technology will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Meru University of Science and Technology pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 Meru University of Science and Technology will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

2.28.1 At the same time as Meru University of Science and Technology notifies the successful tenderer that its tender has been accepted, Meru University of Science and Technology will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Meru University of Science and Technology.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to Meru University of Science and Technology.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Meru University of Science and Technology may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 Meru University of Science and Technology requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 Meru University of Science and Technology will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for the provision of cleaning services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTION TO TENDER REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	<i>Eligible tenderers:</i> Firms Offering Cleaning Services Registered in Kenya and reserved for special groups (AGPO)
2.12	Form of Tender Security: Tender Securing Declaration in the format provided
2.15.2 (b)	<i>Day, date and time of tender closing:</i> WEDNESDAY, 3RD JUNE 2020 AT 10.00 AM
2.16.1	<i>Tender Language:</i> ENGLISH
2.16.3	<i>Bulky Tenders:</i> SHALL BE RECEIVED IN THE PROCUREMENT OFFICE
2.18.1	<i>Tender opening:</i> THE TENDERS SHALL BE OPENED AT MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY MULTIPURPOSE HALL (MPH).
2.20.1	<i>No correction of errors. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way.</i>

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between Meru University of Science and Technology and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to Meru University of Science and Technology under the Contract.
- (d) “Meru University of Science and Technology” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract.

3.3. Standards

3.3.1 The cleaning services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without Meru University of Science and Technology's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of Meru University of Science and Technology in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without Meru University of Science and Technology's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of Meru University of Science and Technology and shall be returned (all copies) to Meru University of Science and Technology on completion of the contract's or performance under the Contract if so required by Meru University of Science and Technology.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify Meru University of Science and Technology against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the cleaning services under the contract or any part thereof.

3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Meru University of Science and Technology the performance security where applicable in the amount specified in SCC.

3.6.2 The proceeds of the performance security shall be payable to Meru University of Science and Technology as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to Meru University of Science and Technology and shall be in the form of:

- a) Cash.

- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by Meru University of Science and Technology and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

3.7.1 Delivery of the cleaning services shall be made by the Contractor in accordance with the terms specified by Meru University of Science and Technology in the schedule of requirements and the special conditions of contract

3.8. Payment

3.8.1. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.8.2. Payment shall be made promptly by Meru University of Science and Technology, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

3.9.1 Prices charged by the contractor for provision of cleaning services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in Meru University of Science and Technology's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by Meru University of Science and Technology within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with Meru University of Science and Technology's prior written consent.

3.11. Termination for Default

3.11.1 Meru University of Science and Technology may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

- (a) if the Contractor fails to provide any or all of the cleaning services within the period(s) specified in the Contract, or within any extension thereof granted by Meru University of Science and Technology.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of Meru University of Science and Technology has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event Meru University of Science and Technology terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to Meru University of Science and Technology for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 Meru University of Science and Technology may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Meru University of Science and Technology.

3.13. Termination for Convenience

3.13.1 Meru University of Science and Technology by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The

notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination Meru University of Science and Technology may elect to cancel the cleaning services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

3.14.1 Meru University of Science and Technology and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in the same language.

3.16. Applicable Law

3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

3.17 Force Majeure

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18 Notices

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 These Special Conditions of Contract shall apply in regard to this contract. Whenever there is a conflict between the General Conditions of Contract (GCC) and the Special Condition of Contract (SCC), the provision herein shall prevail and supersede over those in the General Conditions of Contract.

4.2 Special Conditions of Contract as relates to the General Conditions of Contract

REFERENCE OF GENERAL CONDITIONS OF CONTRACT	SPECIAL CONDITION OF CONTRACT
2.14.2 Number of tender documents	(TWO) One Original and One copy
3.6 Performance security	NONE
3.7 Delivery of Services	As specified in schedule of requirements
3.8 Payment	As shall be specified in the contract
3.9 Price adjustment	As shall be specified in the contract
3.16 Applicable law	Laws of Kenya
3.18 Notices	The Vice Chancellor Meru University of Science and Technology P.O. Box 972-60200 Meru

EVALUATION TOOL

Stage 1: Mandatory Documents

These are mandatory requirements and bidders are expected to **attach all the documents** in order to proceed to the next stage of evaluation. This stage shall be evaluated on a **YES/NO** basis.

S/No.	Particulars	YES/No
1.	Form of Tender (duly filled, signed and stamped by the tenderer)	
2.	Must attach a copy of valid certificate on access to Government Procurement opportunities (AGPO) from the National Treasury	
3.	Attach a copy of Valid Tax Compliance Certificate from Kenya Revenue Authority (will be verified online through KRA's TCC Checker)	
4.	Must submit a duly completed Tender Securing declaration form.	
5.	A copy of Current Trading License/Business Permit	
6.	Copy of Certificate of registration/Incorporation and/or change of name	
7.	Confidential Business Questionnaire Form (duly filled, signed and stamped)	
8.	Tender document MUST be sequentially serialized (paginated) on every page. No loose documents will be accepted.	
9.	Must provide certified audited financial accounts for the last two years (2017 & 2018)	
10.	Must return two (2) tender documents (one original and one copy)	
11.	Must fill, sign and stamp anti-corruption declaration form available in the tender document	
12.	Must fill, sign and stamp anti-fraudulent practice declaration form available in the tender document	
13.	Must fill, sign and stamp non-debarment declaration form available in the tender document	
14.	Must provide valid compliance certificate from Ministry of Labour	
15.	Attach a valid copy of National Hospital Insurance Fund (NHIF) Compliance Certificate.	
16.	Attach a valid copy of National Social Security Fund (NSSF) Compliance Certificate.	
17.	Evidence of relevant, current and valid insurance covers e.g. Workman's Compensation, Fidelity, Public Liability and All Risks Covers.	
18.	Attach a valid NEMA License	

NOTE: Bidders should note that all the above requirements are mandatory. Failing to attach any will lead to automatic disqualification at this stage.

STAGE 2: Technical evaluation

This stage will be evaluated on a scoring basis as follows:

SNO	EVALUATION ATTRIBUTES	SCORES	MAX SCORES
1.	Evidence of physical address	Title deed/lease agreement/Utility bills – 10mks	10
2.	Number of years in the business as evidenced in business registration/certificate of incorporation	Above 5 years – 15mks 3 – 5 years – 10mks Below 3 years – 5mks	15
3.	Attach three evidences from institutions public/private where the firm has offered cleaning services successfully within the last five years i.e. Letter of award/signed contract/LPOs/LSOs	Each letter of award/signed contract/LPO/LSO - @5mks, max of three evidences	15
4.	Proof of ownership of cleaning Equipment and accessories owned by the firm (Ownership/Lease agreement)	List of cleaning equipment - 2mks Proof of ownership of equipment – 2mks	4
5.	Provide educational qualification of two top managers: Attach support documents i.e. CVs, copies of academic and professional certificates	Degree – 7mks Diploma - 3mks	7
6.	Organization structure	Organogram with details & responsibilities – 4mks	4
7.	Firm's Annual Turnover (Kshs) (as evidenced in the certified audited accounts) Above 5 million 5 – 10 million Below 5 million	15 marks 10 marks 5 marks	15
Total			70

NOTE: To qualify for financial evaluation stage bidders are expected to score at least **50 marks** out of maximum possible **70 marks** at the technical evaluation stage.

STAGE 3: FINANCIAL EVALUATION

NOTE: Evaluation using the following formula: Price quoted shall contribute to 30 marks of the total score and this shall be evaluated relatively on the basis of lowest quoted price using the formula

$$P_c = PL / P \times 30$$

Where; P_c is the allocated score,

PL is the lowest quoted price of bids passing the technical evaluation and P is the bidder's price under consideration.

The total score is the sum of the technical evaluation score plus the financial evaluation score. The successful bidder shall be awarded the contract on the basis of combined score and in consideration of due diligence report: Technical and Financial.

STAGE 4: DUE DILIGENCE

Due diligence may be carried out to the successful bidder as ranked in the financial stage (Highest combined technical and financial score).

AWARD OF CONTRACT

The bidder with the highest combined Technical and Financial scores shall be awarded the tender upon confirmation of the documented evidences submitted.

Note:

1. In case of a tie in the combined score, the bidder with the lowest tender sum shall be awarded the contract.
2. In case of a tie in the tender sum, the bidder with the highest combined score shall be awarded the contract.

SECTION V - SCHEDULE OF REQUIREMENTS

TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE FOR CLEANING SERVICES

Meru University of Science and Technology intends to engage a professional firm to provide comprehensive cleaning services in the main campus and all other campuses managed by the University.

1. The cleaning service will require the contractor firm to undertake the following tasks;

- Put warning signs when cleaning and remove after cleaning (Supplier to provide).
- Remove rubbish, dirt, stains cobwebs, spills, or foreign objects and generally ensure that all areas are clean.
- Ensure that all areas are free from any foul or unpleasant odors.
- Ensure that all polished retain their shining gloss.
- Collect and dispose all rubbish or refuse from the buildings to places designated for the purpose for the disposing.
- Cleaning of all the dustbins and having them dressed with liner bags.
- Thoroughly scrub floors and keep them dry always.
- Wipe; dust and clean all furniture in offices, workstations, computers and computer services shelves in offices, labs and library and all furniture in lecture halls.
- Keep all walls clean at all times.
- Cleaning of windows and mirrors.
- Arrangement of furniture in a professional manner reception, lobby areas, offices, boardrooms and other meeting venues and lecture halls.

2. STAFFING FOR CLEANING SERVICES

- Ensure a minimum of one Supervisor per region (regions will be explained by university housekeeping department).
 - Overall supervisor/site manager
 - Three supervisors at main campus
 - One supervisor at town campus
 - One supervisor at Marimba campus

- Ensure a clear reporting structure and clear communication with contact information for the supervisor.
- All staff should be fluent in English or Kiswahili.
- The staff should be of high moral integrity and with the relevant testimonials e.g. Certificate of Good Conduct.
- All staff should at all times be in branded uniforms and identification badges. all required protective gear must be provided.
- The contractor should provide adequate staff to offer the cleaning service and enough reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
- Bring an adequate no of staff (Minimum no 76) of cleaners to do cleaning duties in the university premises and pavements and the no of staff may be increased as need arises to cope with the work as follows;
- The university reserves the right of sending away any contractors staff who behaves in a manner not acceptable by the university.
- The supervisors should have at least 3 years' experience in cleaning
- Staff should be in flat black leather shoes or gumboots when necessary.
- Personal hygiene of staff is very important; they should be clean and presentable all the time.
- The contractor is expected to provide adequate equipment for use during cleaning.
- The contractor is expected to bring in his or her own detergents subject to approval by the university.

3. WORK SCHEDULE

The actual timetable for daily cleaning, weekly and monthly will be agreed on with each workstation. General cleaning will be done on Saturdays as and when required. A checklist of cleaning activities especially in the washrooms must be provided. Thorough supervision and adherence to the check list is highly expected from the supervisor in charge.

WORKING HOURS

- Monday to Friday's 6.00 am. to 6.00 p.m.

- Saturday's 6.00 am. to 6.00 p.m..
- Sunday and public holidays 6.00 am. to 6.00 p.m.
- A shift schedule as may be required e.g. during examination period.

4. EQUIPMENT AND MATERIALS

The contractor is expected to provide adequate and working equipment and materials for use during the duration of the contract. The university shall have the right to inspect, approve or reject equipment and materials provided by the Service Provider before commencement of the contract or during implementation.

The following is a list of the minimum required equipment for the contract:

The contractor is expected to provide adequate and working equipment for use during the duration of the contract. The following is a list of the minimum required equipment for the contract:

- a) Three (3) buffing/scrubbing machines and accessories.
- b) One (1) sucking machines and accessories.
- c) Five (5) 20m long Telescopic poles and accessories
- d) Two (2) Hoover machines,
- e) One (1) Carpet extractor
- f) One (1) Carpet vacuum and accessories
- g) Three (3) Extension cables capable of stretching 100 m.
- h) Twenty (20) hose pipes of 30 m each.
- i) Five (5) Three step indoor ladder
- j) Three (3) Cleaning Trolleys
- k) Automated air fresheners for in areas to be identified by University.
- l) Cleaning signs
- m) Any other equipment as may be required from time to time.

The Service Provider shall provide cleaners with all required materials and have a store of the cleaning materials in the university to ensure efficient and uninterrupted performance of duty.

Every cleaner shall have the following items:

- a) cobweb remover
- b) Hand brushes,
- c) Soft broom.
- d) Scrubbing broom
- e) Mop buckets- coded according to area of use.
- f) Mops- coded according to area of use.
- g) Floor rug
- h) Dust pan
- i) Table Dusters (Wet Cleaning)
- j) Small Bucket
- k) Scouring pads
- l) Steel wool
- m) Masks and gloves
- n) Caddy box
- o) Any other cleaning equipment as may be required.

The Service Provider shall provide and keep and store in the premises of the Client the following materials and the quality and brand of the said materials shall match the samples provided by the university.

1. Floor polish
2. Stripper
3. Floor Maintainer
4. General Purpose Cleaner Multipurpose / disinfectant liquid soap
5. Toilet cleaner
6. Furniture cleaner
7. Window cleaner
8. Leather cleaner as per sample
9. Dettol
10. Hand washing cream
11. Carpet shampoo

12. Floor wax
13. Scouring powder
14. Bleaching agent
15. Polishing agent
16. Dustbin liner bags -, different colours and size
17. Toilet balls
18. Air freshener
19. Wax / polish for corridors.
20. White board spirit.
21. Assorted buffing and scrubbing pads – black, green, yellow,
22. Grease remover
23. Stain removers
24. Any other cleaning detergent as may be required.

5. PROVISION OF TOILET PAPERS, HAND WASHING SOAPS AND AIR FRESHENERS

Supply of urinal balls, air fresheners, antibacterial liquid hand washing soaps, high quality brilliant white toilet papers. Samples of the toilet paper, hand soap and air fresheners shall be approved by University representatives. *These will be supplied to specific washrooms as directed by the university. Air freshener shall be provided in all washrooms.*

6. OBSERVATION OF OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND PRACTICES

The contractor will be required to ensure strict adherence to current occupational safety and health regulations in the workplace.

- a) All workers to be engaged in the provision of services must be of high integrity and must have a valid certificate of Good Conduct obtained from CID, Kenya Police.
- b) Tenderer must give a copy of a Valid Insurance Cover for all workers to be engaged in the provision of the cleaning services to MUST.
- c) Statement of occupational, safety and health policy of the tenderer.
- d) Statement by tenderer on adherence to the Labour Laws.

Evidence of (b), (c) and (d).

7. UNIVERSITY MAJOR EVENTS

The contractor will be required to do a thorough clean up; arrange venues and clearance after university major events such as graduation ceremony, examinations among others.

8. MOVING OF FURNITURE

The service provider shall be required arrange the furniture and move the furniture to other areas if need be. The service provider shall ensure that all furniture abandoned within the compound is returned to its right place.

9. INSPECTION AND EVALUATION OF THE SERVICE

Quarterly meetings shall be held with the contractor to evaluate periodic performance of the cleaning. The service provider in liaison with the University Housekeeping Department will ensure that:

- The scope of work is adhered to.
- Daily work plan is availed to housekeeping department.
- A checklist will be provided for all washrooms.
- The housekeeping will conduct a monthly stock taking for cleaning materials and equipment.

DESCRIPTIONS /SCOPE OF CLEANING SERVICE

Administration, academic/lecture halls and Library areas

- a) Buffing machines and pad should be used when cleaning and maintaining offices, rooms, classrooms, and library to remove stains and give the floor a shiny finish
- b) Cleaning and sweeping of the pavements and storm water drainage within the university buildings to be done daily.
- c) Cleaning and Collection of litter and other rubbish from dust bins to central areas for disposal.
- d) Cleaning of all windows, dusting and arrangement of furniture shall be done daily

Receptions Entrance Area

- Floors should be mopped twice a day and scrubbed as necessary and more often in the wet season.

- Walls and skirting should be wiped daily with approved detergents to remove marks and stains.
- Door mats and mud scrappers must be free from mud and dust.
- Reception desks and chairs always clean and neatly arranged.
- Sockets and switches free from dust and cobwebs.

Offices / Meeting Venues/ Boardrooms

- All offices / meeting venues/ boardrooms must be moped and scrubbed appropriately.
- Polishing and buffing must be done as frequently as necessary.
- Vacuum cleaning of all carpeted surfaces must be done daily and shampooing be done fortnightly.
- Telephone receivers, computer keyboards and mouse should be disinfected as frequently as necessary.
- Office furniture always clean, free from dust and neatly arranged.
- Meeting venues should be ready thirty (30) minutes before beginning of a meeting (confirm details from housekeeping)

Washrooms

- Keep toilets and urinals clean, dry and disinfected at all times.
- Scrub sinks and toilet bowls with approved detergent and disinfectant.
- Any system failures such as leakages should be reported for prompt repair.
- Seats and enclosure piping and water closets should be shiny with no stains.
- Toilet bowls should be free of marks and stains.
- Toilet papers supplied by contractors shall be available and suitably positioned as agreed.
- Basins, sinks and urinals must be cleaned with an approved disinfectant throughout the day.
- Provide adequate urinal sanitizers/toilet balls to prevent the buildup of uric acid and remove bad odor at all times.
- Underneath basins/sinks fittings free from stains, dust and streak marks.

- Hand washing soap to be supplied daily.
- Ensure that in all WCs an air freshening block is always available.
- Wipe mirrors and remove marks.
- Disinfect all hand touch facilities i.e. door handles, flush & tap handles.
- Washrooms cleaning and freshening should be done after every thirty minutes especially student washrooms.

Corridors and staircases

- All Corridors and staircases in common areas should be cleaned as appropriately and always dry.
- Dust bins free from dirt and properly positioned.
- Sockets and switches free from dust and cobwebs.

Floors

Carpeted floors

- These floors should be cleaned daily using vacuum cleaners and shampooed as appropriately depending on usage.
- Care should be taken to ensure that the carpets are not damaged by detergents or machines used.

P.V.C. Tiles, Screed, Ceramic, Terrazzo and Concrete

- These floors should be cleaned as appropriately. Machine scrubbing should be done once in a month using suitable detergent or stain remover. Relevant polish /wax should be applied on the floors after scrubbing and buffing to shine.

Ceilings, Windows and Grills

- Ceilings must always be clean and cobweb free.
- All windows, panes and grills must be cleaned and dusted every day. All efforts should be put to reach high windows.

Pavement and Verandas

- Pavements should be swept daily and thoroughly cleaned at least twice a week or as necessary.
- Paper and litter should be collected and disposed of appropriately.

- All verandas and corridors should be cleaned daily and kept dry at all times.

Laboratories, workshops and hospital

- a) Cleaning and sweeping of pavements and verandas including cleaning of storm water drainage to be done daily.
- b) All pavements around these areas to be cleaned daily
- c) Cleaning of drainages to be done three days a week
- d) All bins should be emptied as per the directive of the labs, workshop and hospital staff.
- e) Enough liner bags to be provided for all dustbins in offices and litter bins.
- f) Cleaning of floor surface areas should be on a daily basis morning and afternoon scrubbing with hot water, soap, hand brush and machine if need be.
- g) Table surfaces must be disinfected after cleaning with a disinfectant approved by the university.

HOSTELS

- a) The areas to be cleaned by 10.00am
- b) All surfaces shall be free from litter, debris, dust and any foreign matter.
- c) All surfaces shall have a uniform appearance, shiny, dry, and free from spillages, removable stains, superficial marks and loose debris.
- d) The surfaces shall be dry and free from stubborn stains and spillages.
- e) The surface shall be free from visible loose debris, dust and cobwebs.
- f) Wiping and washing fixtures and fittings shall be shiny, free from debris, dust and cobwebs and removable stains/marks, have a uniform appearance and be dry.
- g) Polishing, the surfaces shall be dry and free from stubborn stains/marks, spillage, debris and shall have a bright even sheen.
- h) Damp wiping and washing all sanitary fittings surface shall be free from debris, dust removable stains/marks, oils, fluids and dry odour free and shall have a uniform appearance.
- i) Drainages shall be free of silt, debris, blockages, algae, bad odour and stagnant water,
- j) The pavements and corridors shall be a litter free zone.

- k) Louvers, windows and window panes and grills shall be free of dust and stains/marks.
- l) Floor corners, door frames, socket covers, walls, rails, skirting, shall be free from debris, dust, cobwebs
- m) Dustbins shall be empty and cleaned.
- n) Cleaning all washrooms shall be dry, clean, free of foul smell, stainless, dust free
- o) All washrooms to be manned after cleaning
- p) General cleaning of all student's rooms shall be done twice a semester (opening and closing of the semester). This shall include fumigation
- q) Cleaning, wiping and polishing all furniture the surface shall have a clean, dry, shiny uniform appearance, free from dust and stains/marks.
- r) All electrical appliances, electronics and cables shall be clean, dry and free from dust and stains/marks.
- s) Telephone sets shall be disinfected, clean, dry and free from dust, stains/marks.

IMPORTANT

- a) Do not use metal scrapers, blades or steel wool on either surface of the glass
- b) Do not allow water or cleaning fluids to remain in contact with the glass, frame, sealants or gaskets for long periods
- c) Do not use abrasive cleaning solutions or materials
- d) There shall be no breakages and/or damages to the company assets and in the event of any breakages/damages, the service provider shall be surcharged.

CLEANING PERFORMANCE STANDARDS OF ALL AREAS IN THE UNIVERSITY

Lobby Entrance and Cleaning should be ready by 7:30am

A. Sweeping and Dusting

- a) Lobby and entrance floors to be clean and free of dirt and there should be no dirt remaining in corners, behind doors, or where the dirt is picked up with the dustpan after the sweeping operation.
- b) Gums and other sticky substance should be removed from the area.
- c) Grills and woodwork should be dust-free after dusting.

- d) There will not be any spots or smudges on the wall surfaces, caused by touching the wall with the treated dust cloth.

B. Polishing and Wall Spotting

- a) Doorknobs push bars, kick plates, railings, doors and other surfaces should be cleaned and polished to an acceptable luster.
- b) Wall surfaces up to a standing height will be free of finger marks, smudges, and other dirt spots of any kinds.

C. Mopping

- a) Lobby and entrance doors should be free of loose and/or caked dirt
- b) Particles should not be present on overall appearance of cleanliness after the mopping operation.
- c) Walls, baseboards, and other surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- d) All surfaces should be dry and the corners clean after mopping and

D. Trash Removal

- a) All wastepaper baskets will be empty and in place, clean and ready for use. Liners will be inserted as required.
- b) Waste/paper baskets and shredders shall be empty and clean.

E. Sweeping or Vacuum Cleaning

- a) There will not be any dirt left in corners, under furniture, or behind doors.
- b) Baseboards, furniture, and equipment will not be disfigured or damaged during the cleaning operation.
- c) There will not be any dirt left where sweepings were picked up.
- d) Furniture and equipment moved during sweeping will be replaced.
- e) There will be no trash or foreign matter under desks, tables, or chairs.

F. Dusting

- a) There will not be any dust streaks on desks or other office equipment.
- b) Woodwork, after being properly dusted, will appear bright.

- c) Corners and crevices will be free from any dust.
- d) There will not be any oily spots or smudges on walls, caused by touching
- e) Windowsills, door ledges, doorframes, door louvers, window frames, wainscoting, baseboards, columns, and partitions will be free of dust.

A. CLEANING SERVICES, AREAS, FREQUENCY

1. Stripping- to be done once a month or when need arises
2. Cleaning of carpeted rooms- to be shampoo cleaned once a week
3. Intense cleaning of all washrooms in the University and manned throughout the day
4. Stripping, scrubbing washing, drying and polishing all floored corridors – all corridors will be stripped and polished every weekend or as need arise
5. Washing all floors, windows, glass partitions, doors, rails, pillars and walls in the stairwells of the university – daily
6. All drainages in the university to be cleaned daily
7. Garbage management – garbage to be collected and disposed daily by 8:00am.

FUMIGATION OF BUILDINGS

All rooms in the hostels shall be fumigated at the end of every semester. Fumigation in other shall as need arises e.g. infestation of insects/parasites .

NB

The tenderer is required to visit the site prior to submission of the quotation in order to establish the magnitude of the work. the attached site visit letter/form should be duly signed and attached to the tender document.

PRICE SCHEDULE FORM

PRICE SCHEDULE OF SERVICES

The service provider should indicate the cost that is necessary to meet the requirements of Meru University of Science and Technology. The price quotation should include all applicable taxes for purposes of the price schedule and shall adhere to itemized Description below upon contract execution.

Note: All columns on price schedule table MUST be filled.

	AREAS/BUILDING TO BE CLEANED	FLOOR TYPE	AREA IN M ²	APPROX NO. OF CLEANERS	UNIT PRICE PER AREA/ BUILDING
1.	Administration block one – 2 floors – offices <ul style="list-style-type: none"> - VC & boardroom - DVC AFP - Executive lounge & PR - HR/Planning Offices - Finance - Registrar AP& Registry, kitchenette - Ladies & Gents Washrooms Stairs and corridors	Tiles	1200m ²		
2.	Administration block two 2 floors – offices <ul style="list-style-type: none"> - DVC ARS - Registrar A&S - DR AP, Admissions , Cash Office - ICT /Computer Labs - Examinations, Reception area ,DR admin, auditors, payroll, Ladies & Gents 	Tiles	1080m ²		
3.	Academic block A 2 floors <ul style="list-style-type: none"> - Multimedia lab - Computer lab - Offices -Agric, Business, 	Terrazzo	1020m ²		

	Quality Assurance, Examination & DOS, Sacco office, Odel, 2 Staff lounge, CCTV control room, Sports Office				
4.	Academic block B 2 floors - 2 labs – physical science & chemistry	Terrazzo	1020m ²		
	- 5 lecture rooms - 2 offices – Dean & COD science - Ladies & Gents washrooms Stairs and corridor				
5.	Academic block c 2 floors - 2 Labs – biological & agric. - 3 offices – biological sci, agric & food sci - Six lecture rooms - Ladies & gents washrooms. Stairs and corridor	Terrazzo	1020m ²		
6.	Multipurpose hall - Open hall - 2 Procurement offices - ICT Office, Student councilors office, Student finance - Stores office - Ladies & gents washrooms All pavements and the surface around multipurpose hall	Tiles	700m ²		
7.	Old Engineering Workshops - Three offices – Deans & CODs - Three workshops Motor vehicle workshop - Electrical workshop/carpentry	Red oxide screed	/ 270 m ² x3		

8.	Prefabricated buildings <ul style="list-style-type: none"> - Ten offices - Student centre - Procurement store - Four classes - TV room 	Tiles	120m ² 150m ² 120m ² 240m ²		
9.	Tuition block floors and ground floor <ul style="list-style-type: none"> - 16 lecture rooms and computer labs - Ladies & gents washrooms - Offices-education, staff lounge Stairs and lamp and corridor	Tiles & terrazzo	3000m ²		
10.	Food science 2 floors and ground floor <ul style="list-style-type: none"> - 3 labs - 3 offices - Ladies & gents washrooms 	Tiles & terrazzo	1100m ²		
11.	Hostel A 1 floor and ground floor - 4 Wash rooms	Terrazzo	1400m ²		
	<ul style="list-style-type: none"> - Corridors & stairs - 2 Common rooms - One Office, Tv room All rooms at the end of every semester				
12.	Hostel B – 1 floors <ul style="list-style-type: none"> - 4 Wash rooms - Corridors & stairs - 2 Common rooms - One office, TV room All rooms at the end of every semester – cleaned and fumigated.	Terrazzo	1400m ²		
13.	Hostel C 2 floor and ground floor <ul style="list-style-type: none"> - 3 Wash rooms - Corridors & stairs - 2 Common rooms - 3 Laundry rooms 	Tiles	2500m ²		

	<ul style="list-style-type: none"> - One office, TV room <p>All rooms at every semester--cleaned and fumigated.</p>				
14.	<p>Prefabs offices / stores – four blocks</p> <ul style="list-style-type: none"> - 2 washrooms - Corridors, 	Tiles	16m2x2		
15.	<p>Standard hostels block 1</p> <ul style="list-style-type: none"> - Washrooms and corridors <p>All rooms at the end of every semester-- cleaned and fumigated.</p>	Tiles	600m ²		
16.	<p>Standard hostels block 2</p> <ul style="list-style-type: none"> - Washrooms corridors <p>All rooms at every semester -- cleaned and fumigated.</p>	Tiles	600m ²		
17.	<p>Standard block 3</p> <ul style="list-style-type: none"> - Washrooms corridors <p>All rooms at the end of every semester-- cleaned and fumigated.</p>	Tiles	600m ²		
18.	<p>Marambii Library</p> <p>Floor and ground floor</p> <ul style="list-style-type: none"> -Office -Boardroom -Bookshelves reading area ,Multi media room - Ladies & gents washrooms 	Tiles	2200m ²		
19.	<p>Engineering complex A – 3 floors</p> <ul style="list-style-type: none"> - Lecture room - Offices, corridor, rumps and stairs - Ladies & gent's washrooms - Laboratories 	Tiles & terrazzo	5100m ²		

	Engineering complex B - Lecture room - Offices, corridor, ramps and stairs - Ladies & gent's washrooms Laboratories	Tiles & terrazzo	1470M ²		
20.	New Engineering workshops - five blocks with - Offices - Laboratories/workshops - Ladies & gents' washrooms	Terrazzo	2400m ²		
21.	Innovation Centre - Offices ,stairs and corridors and - board rooms - Ladies & gents washrooms	Tiles	2600m ²		
22.	Dais and its paved areas - Open area - Stores - Ladies & gents washrooms	Tiles screed /	800m ²		
23.	Hospital - Hospital area - Ladies & gents washrooms - Offices - Duty house - Health science - Ladies & gents washrooms - Offices, reception - Lecture rooms	Red oxide	1500m ²		
25.	Public Toilets - Ladies & gents	Tiles	70m ²		
26	Farm offices Ladies and Gents				
	Procurement building - Procurement offices - Transport offices - Procurement stores	Tiles and screed	1875m ²		

27.	Hart towers Town campus 3 floors - Lecture rooms - Offices ,clinic, library, computer lab, - Ladies & gents washrooms Stairs and corridors from ground floor and balcony	Tiles	380m ²		
28.	Marimba campus – - Lecture rooms and labs - Offices - Ladies & washrooms - 2 blocks of hostels	Tiles screed /	1875m ²		
Grand total					

Note:

Cleaning costing to be inclusive of pavements/walkways surrounding and connecting the buildings to other areas.

Provision of toiletries – tissues, sanitizers and hand wash.

NOTE: Total cost for each building must be indicated.

Amount in words (AS STATED IN THE FORM OF TENDER): Kenya shillings:

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

NOTE:

- i) In case of discrepancy between total price and the price stated on form of tender, the price on form of tender shall prevail.
- ii) The successful bidder shall enter into a 2 (two) year contract, renewable in the second year upon satisfactory performance.
- iii) Payments shall be made at the end of every Month within 30 days upon receipt of Invoice(s) or as shall be agreed.

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER-** The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** -The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** -The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** -When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to Meru University of Science and Technology.
6. **Performance security Form** -The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to Meru University of Science and Technology.
7. **Tender Securing Declaration Form** - The tenderer shall provide the tender securing declaration in the form included.

FORM OF TENDER

TO: The Vice Chancellor,

Date _____

Meru University of
Science and Technology
P.O Box 972-60200
MERU

Tender No: MUST/ONT/CLEANING/18/2019-2020

Gentlemen and/or Ladies

1. Having examined the tender documents including Addenda No (Insert number). The receipt of which is hereby duly acknowledged, we the undersigned, offer to provide cleaning services in conformity with the tender documents at a total annual sum of Kshs.

.....
.....
.....
.....
.....

(Total tender amount in words and figures, Quotation to include all charges and taxes and be in Kenya shillings)

Or such other sum as may be ascertained with the schedule of prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide cleaning services in accordance with the delivery schedule specified in the schedule of requirements.
3. We agree to abide by this Tender for a period of 120 days from the date fixed for tender opening as per the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. 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.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

TENDER SECURING DECLARATION FORM

[The Tenderer shall complete this Form in accordance with the instructions indicated]

Date: [insert date (as day, month and year) of Proposal Submission] Tender No. [insert number of bidding process]

To: [insert complete name of Client]

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I accept that we will automatically be suspended from being eligible for bidding in any contract with the Client for the period of time of 2years starting on [insert date], if I am in breach of my obligation(s) under the bid conditions, because I –
 - (a) have withdrawn my Bid during the period of bid validity specified in the Information to Consultants; or
 - (b) having been notified of the acceptance of my Bid by the Client during the period of bid validity, fail or refuse to execute the Contract, if required, or
3. I understand that this Bid Securing Declaration shall expire if I am not the Successful Bidder, upon the earlier of:
 - (i) My receipt of a copy of your notification of the name of the successful Bidder; or
 - (ii) Thirty days after the expiration of validity of my Tender.

Signed: [insert signature of the consultant]

Dated on day of, [insert date of signing]

FIRM'S AUTHORIZATION FORM

TO: Meru University of Science and Technology of Science and Technology

WHEREAS _____
(Name of the firm)

Who are established and reputable firm of _____
(Name and/or description of the service)

Do hereby authorize _____
(Name and address of Agent)

To submit a tender, and subsequently negotiate and sign the Contract with you against tender No.

(Reference of the Tender)

for the above services.

We hereby extend our full guarantee and warranty as per the General conditions of Contract for the service offered for supply by the firm against this Invitation for Tenders.

(Signature for and of behalf of the firm)

Note: This letter of authority should be in the letterhead of the Firm and should be signed by a person competent.

**SELF-DECLARATION FORM
ANTI-CORRUPTION DECLARATION**

We (*insert the name of the company*) _____
declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply—

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company) _____
declares and guarantees that no person in our organization has or will be involved
in a fraudulent practice in any procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

NON - DEBARMENT DECLARATION

We (insert the name of the company) _____
declares and guarantees that no director or any person who has any controlling
interest in our organization has been debarred from participating in a procurement
proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Whichever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.

Part _____ General:

Business Name

.....

Location of business premises

.....

Plot No. Street/Road

Postal Address Tel. No.Fax

.....

Email

Nature of business

Registration Certificate No.

Maximum value of business which you can handle at any one time Kshs.

.....

Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs..
Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship Details
Shares		
1.....		
2.....		
3.....		
4.....		
5.....		
.		

Date.....Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

CONTRACT FORM

THIS AGREEMENT made on the _day of _20_ between Meru University of Science and Technology of P.O Box 972-60200, Meru (hereinafter called “procuring entity”) of the one part and

_____ (Name of tenderer) of

_____ (City and country of tenderer)

(Hereinafter called “the tenderer”) of the other part.

WHEREAS the university invited tenders for provision of cleaning services to the University and has accepted a tender by the tenderer for the above in the sum of

(Contract price in words and figures) hereinafter called “the contract price”)

NOW THIS AGREEMENT WITNESS AS FOLLOWS

1. In this agreement words and expression shall have the same meanings as are respective assigned to them in the conditions of contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, Viz
 - (a) The Tender form and price schedule submitted by the tenderer
 - (b) The Schedule of Requirements
 - (c) The Technical Specifications
 - (d) The General Conditions of Contract
 - (e) The Special Conditions of Contract: and
 - (f) The University’s Notification of Award
3. In consideration of the payments to be made by the University to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the University to provide the service and to remedy defects therein in conformity in all respects with the provisions of the contracts.
4. The University hereby covenants to pay the tenderer in consideration of the provision of the services and remedying of defects therein, the Contract price or such other sum as may become payable under the provision of the contracts at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws on the day and year written

Signed sealed, delivered by _____ the _____ (for the university)

Signed sealed, delivered by _____ the _____ (for the tenderer)

In the presence of _____

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of cleaning services (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of Meru University of Science and Technology*] (hereinafter called < Meru University of Science and Technology > in the sum of [*state the amount*] for which payment well and truly to be made to the said Meru University of Science and Technology, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by Meru University of Science and Technology on the Form; or
2. If the tender, having been notified of the acceptance of its tender by Meru University of Science and Technology during the period of tender validity
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to Meru University of Science and Technology up to the above amount upon receipt of its first written demand, without Meru University of Science and Technology having to substantiate its demand, provided that in its demand Meru University of Science and Technology will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:
Meru University of Science and Technology

WHEREAS *[name of tenderer]*
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____
_ *[reference number of the contract]* dated _____ to
20 supply
[description of cleaning services] (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of *[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____
20 _____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

The Vice Chancellor
Meru University of Science and Technology
P.O. Box 972-60200
Meru

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of
address: Physical address.....Fax No.....Tel. No.....Email

....., hereby request the Public Procurement Administrative Review Board to
review the whole/part of the above mentioned decision on the following grounds,
namely:-

- 1.
2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
2. etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
..... day of20.....

SIGNED
Board Secretary