



EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 - 00621, VILLAGE MARKET
NAIROBI, KENYA

January 13, 2020

Dear Prospective Offeror,

SUBJECT: RFQ.NO. PR8854578 – KISUMU OFFICE CLEANING CONTRACT.

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for provision of cleaning services on contract based on the provided Scope of work.

The U.S. Government intends to award a Purchase Order to a responsible vendor submitting a technically acceptable quotation at a reasonable price. Note that this RFQ does not commit the Embassy to make any award. The Embassy may cancel the RFQ entirely or in part without any obligation on its part.

Your proposal **MUST** be submitted in two forms as follows;

1. **RFQ No. PR8854578 FINANCIAL PROPOSAL:** This entails the **price quotation** indicating unit price for each line item and total prices (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. **RFQ No. PR8854578 TECHNICAL PROPOSAL:** This entails **detailed scope of work for the proposed services, in view of the SOW document provided.** (*Must not have your Letter Head or Company Stamp/Seal i.e. it should be on plain paper*). Your quotation reference number is required on this which matches the price proposal number).

Bidding Start Date: January 14th, 2019.

Bid Closing Date: January 28th, 2019 3.00PM East African time.

The RFQ should be addressed to The Contracting Officer, America Embassy through;
NairobiGSO-bids@state.gov, with a copy to **NandieJJ@state.gov**.

The U.S. Government intends to award a Purchase order to the responsible vendor submitting a technically acceptable quote with the lowest price, based on initial quotation without holding further discussions, although we may hold discussions with vendors in the competitive range in case with a need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Any questions regarding this solicitation should be directed to the **Contracting Officer, Nairobi** via NairobiGSO-bids@state.gov and NandieJJ@state.gov, during regular business hours.

Sincerely,

Lance Posey
Contracting Officer

DETAILED SCOPE OF WORK (SOW)

Cleaning Service Contract – Kisumu

WORK SCHEDULE:

- Monday thru Thursday 6am-4pm
- Friday 6am – 6pm
- No work on recognized Kenyan national holidays

DAILY TASK

- Floor sweeping, and mopping, wiping and polishing desk tops, chairs, computer monitors, bookshelves and Cabinets in the offices, kitchen, and open areas.(thorough cleaning of the work stations) for all levels of the building.
- Daily removal of cobwebs from walls and ceilings and daily window dusting
- Windows cleaning and dusting of window blinds daily
- Daily dusting of equipment including scanners, printers and photocopiers
- Clean, disinfect/sanitize, deodorize the washroom toilets, sinks and floors twice daily on all levels of the building.
- Replenish washrooms with supplies: toilet paper, hand towels, handwashing soap as needed on a daily basis.
- Cleaning the water cooler and the microwave daily
- Cleaning hand banister on the staircases daily
- Remove trash, sweep and mop staircases twice a day (morning and afternoon) for the entire building. Recommended times 9am and 2pm each day.
- Remove trash, sweeping, mopping and dusting of CRC Conference room on the first floor and the meeting room in the Glass Banda at CRC on twice a day. Times may fluctuate due to meetings, but at a minimum cleaning will take place prior to scheduled meetings. Designated staff will also assist to prepare these rooms for scheduled meetings which will included setting up additional tables and chairs as needed.
- Removing trash daily from offices, open spaces and bathrooms; replace garbage bags and taking and disposal of trash at the collecting point.
- Report any maintenance deficiencies that require immediate and future action to the designated CDC Administrative staff and/or Branch Deputy for Management and Operations.
- Monthly cleaning of fans and overhead for all levels of the building.

WEEKLY TASKS

- Sanitize water cooler weekly with light bleach solution Clean the microwave inside and outside daily
- Cleaning of bathrooms monthly: sanitize sinks, bathroom floors, walls, doors and clean windows

MONTHLY TASKS

- Monthly cleaning of fans and overhead for all levels of the building.
- Monthly cleaning and wiping of air conditioner units (exterior of the unit) for all levels of the building.

QUATERLY TASKS (to be coordinated with the CDC Administrative Assistant and conducted on the weekend with expected start time no later than 8:30am)

- **The floor to be stripped thoroughly cleaned and polished quarterly**
- **Wooden Staircase should be cleaned and polished on a quarterly basis**
- **Clean windows inside and outside quarterly**
- **Cleaning of walls and baseboards quarterly**
- **Polishing of metal partitions quarterly**

BI-ANNUAL TASK

- **Cleaning of upholstery items. To be shampooed and cleaned every six months**

- Contractor to assign supervisor who will visit no less than twice a week to monitor and ensure all aspects of the contract deliverables are met.
- Contractor should develop a checklist for staff to ensure that all aspects of the contract deliverables are met by assigned staff.
- Contractor will provide all necessary equipment, supplies, and materials necessary to complete the deliverables of the contract.
- Stewards will work under minimal supervision.
- Staff will be well groomed and provided with clean company uniforms and/or company shirt.
- Safeguard all the supply, equipment's/tools and machineries
- Staff will maintain identification badge to ensure safety security and continuous service.
- To provide with fringe benefits that do include Medical, in and Outpatient services.
- Staff will receive continuous training on new cleaning products and equipment available in the market to ensure that the highest cleaning efficiency and standards are maintained.
- Contractor will not be responsible for removal of bio-hazardous materials.

Bathroom stalls, sinks and floors:

Women: on each level

Men: on each level

Occupancy: contractor should visit location to determine the number of rooms/offices/conference rooms to be cleaned.

NB: -The vendor to supply all the cleaning supply, tools, equipment and machineries for cleaning on a daily, monthly, quarterly and bi-annual basis.

Bathroom

1. Paper towels (should not go below half full)
2. Tissue paper (should not go below half full)
3. Urinal Mats
4. Windex for the mirror
5. Toilet brush
6. Seat covers
7. Air freshener
8. Color coded gloves, red for bathroom and blue for offices, yellow for kitchen (industrial and disposable)
9. Color coded mop moping bucket red for bathroom and blue for common area
10. Color coded wiping clothes-red
11. Super bright
12. Multi surface cleaner with bleach
13. Liquid hand soap (should not go below half full)
14. Stripper
15. Disinfectant-jik, bactoguard

Office maintenance

1. General purpose cleaner (GPC)
2. Disinfectant for telephone
3. Trash bags (24 X 32)
4. Feather duster
5. Yellow duster
6. Pledge
7. Disposable gloves
8. Dust pan
9. Broom
10. Dust control mop
11. Mortein doom for mosquitoes
12. Carpet shampoo for the seats
13. Safety cables for quarterly cleaning of exterior window surfaces

Machineries required for quarterly cleaning and maintenance

- 1. Scrubbing/polishing machine and the accessories**
- 2. Extension cords with correct plugs for outlets**
- 3. Vacuum cleaner**
- 4. Extracting machine**

❖ **The steward should have wide knowledge in housekeeping and management.**

Please remember to include the statement that interested vendors must visit the site before submitting a proposal

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER	PAGE 1 OF 33
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER PR8854578	6. SOLICITATION ISSUE DATE JANUARY 14TH, 2020	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME LANCE L POSEY	b. TELEPHONE NUMBER 254-363-6075	8. OFFER DUE DATE/ LOCAL TIME JANUARY 28TH, 2020 /3PM	
9. ISSUED BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI KENYA		CODE KE500	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI GSO NAIROBI KENYA		16. ADMINISTERED BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI, KENYA			
17a. CONTRACTOR/OFFERER TELEPHONE NO.	CODE 	FACILITY CODE 	18a. PAYMENT WILL BE MADE BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621, NAIROBI, KENYA ATT: FINANCIAL MANAGEMENT OFFICE		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	REQUEST FOR QUOTATION FOR CLEANING SERVICE (RFQ. NO. PR8854578) BASED ON THE PROVIDED SCOPE OF WORK. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>	See attached scope			
25. ACCOUNTING AND APPROPRIATION DATA			26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA			<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i> LANCE L POSEY		31c. DATE SIGNED	

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Prescribed by GSA - FAR (48 CFR) 53.212

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