



MINUTES OF THE MANDATORY PRE-BID CONFERENCE FOR THE PROVISION OF CLEANING, SANITARY DISPOSAL, FUMIGATION AND GARBAGE COLLECTION AT UCHUMI, FINANCE AND UTALII HOUSES NAIROBI TENDER NUMBER: ONT/KDC/108/2024-2025 HELD AT UCHUMI HOUSE 17TH FLOOR MAIN BOARD ROOM ON 25TH JUNE 2025 FROM 10:00 AM

PRESENT:

- | | |
|--|---|
| 1. Aloyce John | Espat Solution Limited (espatsolutionltd@gmail.com) |
| 2. Julius Onyango | Lipstar Ventures Limited (linstarventures20@gmail.com) |
| 3. Kebeya Washington
(spicspan.cleaning@yahoo.com) | Spic n' Span Cleaning Ltd |
| 4. Evans Wachira | Babs Facilities (info@babsfacilities.com) |
| 5. Hellen Ouma
(info@candycanclean.com) | Candy and Candy Clean Services Ltd |
| 6. Patrick Waithaka
(info@butterflyfacilitiesltd.com) | Butterfly Facilities and Hygiene Limited |
| 7. Ongallo Aldrine | Kamtix Company Limited (info@kamtixgroup.com) |
| 8. Mogan Kiono | Cleanmark Limited (cleanmarklimited@gmail.com) |
| 9. Otieno Julius | Cleanco Investment Company (cleancoinv@gmail.com) |
| 10. Washington Onyango | Hever The Company Limited (hever@ignationgroup.com) |
| 11. Duncan Sang | Naturemark Company Limited (naturemark@gmail.com) |
| 12. Pabilio Muobe
(gocleaners49@gmail.com) | Go Cleaners Restores Enterprises Limited |
| 13. Augustine Oyaro
(info@superbroomservices.co.ke) | Superbroom Services Limited |
| 14. Danis Lukanu
(info@harvestfmg.com) | Harvest Facility Management Group Limited |
| 15. Benson Osobolo | Magaki Cleaning Services (magakievans@yahoo.com) |
| 16. Moses Odhiambo | Vinstar Express Services Limited (info@vinstarex.co.ke) |
| 17. Leonard Sakwa | Garbage Hero Limited (info@garbagehero.co.ke) |
| 18. Evans Oluoch | Idehenne Cleaning Services (evajuoga@gmail.com) |
| 19. Fredrick Nyaluk | Iceclean Care Group (info@icecleancare.com) |
| 20. Patricia N. Gachungi | KDC |
| 21. Edwin Kariuki | KDC |

AGENDA:

1. Preamble

The meeting was called to order.





2. Clarification

- i) It was stated that the contractor shall clean the windows internally and externally for all the buildings. (Uchumi, Utalii, Finance Houses). Safety and the right safety equipment shall be worn by staff while cleaning the windows.
- ii) At Utalii House, the Supply of Tissues shall be 30 bales of Tissue Paper per week
- iii) There will be Hand Paper Tissues to be supplied in the washrooms as follows:
The Dispensers shall be fixed by KDC

20 th Floor	3 (Three) Washrooms	3
19 th Floor	5 (Five) Washrooms	5
18 th Floor	3 (Three) Washrooms	3
17 th Floor	3 (Three) Washrooms	3
16 th Floor	3(Three) Washrooms	3

- iv) There will be Hand Paper Tissues for Dispensers in the Offices to be supplied as follows:

20 th Floor	3 (Three) Offices	3
19 th Floor	3 (Three) Offices	5
18 th Floor	3 (Three) Offices	3
17 th Floor	3 (Three) Offices	3
16 th Floor	3 (Three) Offices	3

3. Addendum One

The schedule of Costs shall be as per Annex One (Addendum One).

Yours Faithfully

FOR: KENYA DEVELOPMENT CORPORATION

Patricia N. Gachungi

Manager Supply Chain Management





25TH JUNE 2025

DEAR SIR/MADAM,

TENDER ADDENDUM ONE:

TENDER NUMBER: ONT/KDC/108/2024-2025

**PROVISION OF CLEANING, SANITARY DISPOSAL, FUMIGATION AND GARBAGE
COLLECTION AT UCHUMI, FINANCE AND UTALII HOUSES NAIROBI**

PRICE SCHEDULE (SCHEDULE OF COSTS)

The successful tenderer shall be considered for contract award, subject to **compliance with fair employment laws and practices (Section 55 of PPADA 2015):**

- i. The bidders must demonstrate that the quoted tender sums meet the minimum basic salary as per the prescribed government wages requirements for the particular category plus applicable statutory housing allowance, statutory deductions and employers contributions towards NHIF, NSSF, the Affordable Housing Levy and other statutory contributions required.
- ii. Demonstrate that the quoted tender sums also provide for the applicable insurance covers, overhead costs and a reasonable profit margin plus the applicable VAT + Capacity Building Levy of 0.03%
- iii. A bid whose total sum is **less than the sum of (i) and (ii)** above taking into account the number of staff to be engaged under the contract will be declared **non-responsive** irrespective whether it had met all other mandatory and technical qualification requirements.

SCHEDULE OF COSTS

No.	Premises Uchumi House	Rate Month (Ksh.)	Per	Rate Per Year (Ksh.)
1.	KDC OFFICES			
a.	Cleaning			
b.	Sanitary Bins (28)			
c.	Fumigation/ Disinfection			
2.	Common Areas			
a.	Cleaning common areas			
b.	Sanitary Bins (59)			
c.	Pest control/ Fumigation/ Disinfection			
d.	Garbage Disposal			
	Total			
	Add VAT + 0.03% Capacity Building Levy			
	Total Cost			

REL

No.	KNTB	Rate Per Month KShs.	Rate Per Year KShs.
A	Cleaning		
	Total		
	Add VAT + 0.03% Capacity Building Levy		
	Total Cost		

No.	Premises Finance House	Rate Per Month Kshs	Rate Per Year Kshs
A	Cleaning		
B	Sanitary Bins 40		
C	Garbage		
D	Pest Control and Fumigation		
	Total A, B, C and D		
	Add VAT + 0.03% Capacity Building Levy		
	Total Cost		

No.	Premises Utalii House	Rate Per Month (Ksh.)	Rate Per Year (Ksh.)
3.	Common areas		
a	Cleaning common areas		
b.	Sanitary Bins (60)		
c.	Fumigation/Disinfection		
d.	Garbage Disposal		
	Total		
	Add VAT + 0.03% Capacity Building Levy		
	Total Cost		

Hand Paper Tissues to be supplied in the washrooms:

		Rate Per Month (KShs.)	Rate Per Year (KShs.)
20 th Floor	3 (Three) Washrooms		
19 th Floor	5 (Five) Washrooms		
18 th Floor	3 (Three) Washrooms		
17 th Floor	3 (Three) Washrooms		
16 th Floor	3(Three) Washrooms		



Hand Paper Tissues for Dispensers in the Offices to be supplied as follows:

		Rate Per Month (KShs.)	Rate Per Year (KShs.)
20 th Floor	3 (Three) Offices		
19 th Floor	3 (Three) Offices		
18 th Floor	3 (Three) Offices		
17 th Floor	3 (Three) Offices		
16 th Floor	3 (Three) Offices		

Cumulative total (per month and per year Incl. VAT + 0.03 Capacity Building Levy) *To be transferred to the form of tender

	Rate Per Month (KShs.)	Rate Per Year (Kshs.)
KDC Offices + KNTB+ Finance+ Utalii+ Hand Paper Tissues (Washrooms) + Hand Paper Tissues (Dispensers in the Offices)		

Note:

- i. Prices quoted must be in KENYA SHILLINGS and inclusive of all incidental costs and applicable taxes.
- ii. Bidders MUST ensure that their bids are arithmetic error free
- iii. Bidders MUST ensure that all calculations are estimated to two decimal places.
- iv. Bidder should quote as per the price schedule format provided (The specification and Price Schedule Attached)
- v. All the unit prices shall remain fixed for the duration of the contract.

Signature: _____ And seal/Stamp

Name: _____

Position:

Authorized for and on behalf of (*specify name of tenderer*)

Date _____

Yours faithfully

FOR: KENYA DEVELOPMENT CORPORATION

PATRICIA N. GACHUNGI
FOR: DIRECTOR GENERAL

