



MINISTRY OF YOUTH AFFAIRS,  
CREATIVE ECONOMY AND SPORTS



### ADDENDUM FOR CLEANING SERVICES

TENDER NO. SDYCE/OT/9/2023-2025

TENDER NAME: - PROVISION OF CLEANING SERVICES

#### 1. Site visit

ITT 8.1 There will be Pre-arranged pre-tender visit of the sites on Monday 26<sup>th</sup> February 2024 as per the following schedule

NO.	Sites	Location	Contact person	Time
1.	Kencom House 3 <sup>rd</sup> Floor	Moi Avenue	0726170835	9:00am
2.	Uchumi House 3 <sup>rd</sup> Floor	Moi Avenue	0720325756	10:00am
3.	Absa Towers 15 <sup>th</sup> Floor	Loita Street Absa Towers	0723876934	11:00am
4.	At Kenya Institute of Mass Communication Complex 1st Floor and Ground Floor (Film Offices)	South B, Uholo Road, Off Mombasa Road Nairobi	0726580699	2:00pm
5.	Permanent Presidential Music Commission House	State House Rd, Nairobi City-Opposite state house gate C	0724146652	4:00pm

#### 2. Additional Cleaning Site

#### LOT 5. CLEANING SERVICES AT ABSA TOWERS 15<sup>TH</sup> FLOOR

#### **PRICE SCHEDULE FOR SERVICES**

LOCATION	AREAS	SCOPE OF WORKS	AREA (ft2)	Unit price	TOTAL COST (KSHS) PER MONTH
15 <sup>th</sup> floor ABSA Towers	<ul style="list-style-type: none"> <li>➤ Carpeted Offices</li> <li>➤ other offices</li> <li>➤ Furniture and fittings</li> <li>➤ Lobby and Stair</li> <li>➤ Stores</li> <li>➤ Corridors</li> <li>➤ Wash rooms</li> </ul>	1. Carpeted Office 2 <input type="checkbox"/> Vacuum cleaning daily <input type="checkbox"/> Shampooing to be done monthly <input type="checkbox"/> Stain removal <input type="checkbox"/> Emptying waste baskets daily <input type="checkbox"/> removal of stains when necessary	3480sqft		

		<div>2. other offices</div> <div><input type="checkbox"/> sweeping daily and machine scrubbing on weekly basis</div> <div><input type="checkbox"/> mopping the floors daily</div> <div><input type="checkbox"/> emptying waste baskets daily</div> <div><input type="checkbox"/> wiping windows and window panels daily</div> <div>3. Furniture and fittings</div> <div><input type="checkbox"/> Dusting and damp wiping daily</div> <div><input type="checkbox"/> Polishing of tables and desks.</div> <div><input type="checkbox"/> Dusting, damp wiping and disinfecting telephone headsets daily</div> <div><input type="checkbox"/> Movement and arrangement of furniture and other equipment when necessary.</div> <div><input type="checkbox"/> Polishing the leather sofa sets and chairs</div> <div>4.wash rooms</div> <div><input type="checkbox"/>Daily cleaning and supply of Hand washing soap &amp; urinal naphthalene coloured balls in the urinals</div>			
		GRAND TOTAL PER MONTH			
ITEM DESCRIPTION			AREA	TOTAL (KSHS) PER QUARTER	
2.FUMIGATION SERVICES AT ABSA TOWERS 15 <sup>TH</sup> FLOOR PER QUARTER					
			3480sqft		
NB:-Bidders are required to view the building/specific areas to confirm the above before quoting as the measurements given are mere guidelines					
Notes					
i). The price quoted should be inclusive of all applicable taxes ii). The rates shall apply for a period of two years					
Name of tenderer: .....					

Signature of tenderer: .....

Date: .....

Official Stamp:

Note: In case of discrepancy between unit price and total, the unit price shall prevail.