



**Kenya Bureau of
Standards**

Standards for quality life

**QUOTATION NO. KEBS/RE-QUOTE/183/2020/2021: GARBAGE SEGREGATION AND
WASTE COLLECTION**

KENYA BUREAU OF STANDARDS

HEAD OFFICE

P.O. Box 54974-00200

NAIROBI

29TH OCTOBER 2020

1. You are invited to submit a quotation on the service listed above.
2. Completed quotation documents are to be enclosed in plain sealed envelopes marked with quotation reference number and be deposited in the **quotation box** provided in the main reception at KEBS Headquarters on or before 10:00 a.m. **4th November, 2020**
3. The bidder **MUST VISIT** the site for ascertaining the location of the bins on **2nd November 2020**.
4. Your quotation should include **all government taxes**

1. QUOTATION PRICE

Kenya shillings (in words)

In figures

2. VALIDITY PERIOD

The bid shall remain valid for a period of 120 (One Hundred and twenty) days from the date of submission.

SPECIFICATIONS FOR GARBAGE SEGREGATION AND WASTE COLLECTION

BACKGROUND

KEBS HQ generates different types of waste in the course of operations including office, laboratory, medical, gardening and kitchen waste. The waste can broadly be categorized as physical (paper, glass, plastics, e-waste), chemical (used chemicals, reagents, expired) and biological (food remains, samples,) waste. This waste can create significant health problems and an unpleasant working environment if not disposed of safely and appropriately. If not correctly disposed of, waste may provide breeding sites for insect-vectors, pests, snakes and vermin (rats) that increase the likelihood of disease transmission. It may also pollute water sources and the environment.

There is therefore need to engage a NEMA licensed firm, which has the capacity, and competence to collect and safely dispose all types of generated waste.

1. WASTE MANAGEMENT & EQUIPMENT

TYPES OF WASTE AND GARBAGE SEGREGATION

KEBS generates different kinds of waste and therefore the waste should be segregated:

NO.	AREA	NATURE OF GARBAGE	PROCESS OF WASTE COLLECTION & DISPOSAL	REMARKS
1	Canteen	Kitchen Waste	Two bins to be Positioned at the canteen area	Collection to be done twice a week
2	Offices	. Paper Waste . Cartons . Plastics . E-waste (obsolete ICT equipment / electronics)	The waste to be put in one section of the main skip	Collection to be done twice a week
3	Workshops / Material laboratory	. Workshop waste . Material lab waste . Used chemical bottles . Broken stones . Scrap metals . Sawdust/wood	Provide bins in all workshops, but material lab waste/broken stones to be collected behind the material lab	Collection to be done once a week
4	Garden area	. Garden waste . Fallen leaves . Fallen branches . Old flowers . Grass . Old trees	The waste to be put in the main skip	Collection to be done once a week

2. Bins and skips

a) Provide color-coded wheel bins and a lockable skip for the office and garden waste.

NATURE OF WASTE	COLOR ALLOCATED	DESCRIPTION	QUANTITY
Paper waste		WHITE	7
Organic waste (biodegradable)		GREEN	7
Laboratory waste		RED	7
Plastics		ORANGE	7
Total			28



b) Color –coded wheeler bins



c) Garden and other Waste Skip

3. SEGREGATION AND GARBAGE COLLECTION DELIVERABLES

- 1 a) One off supply of colour-coded wheeled garbage bins for garbage segregation
- 1 b) Colour coded garbage bins to be placed in all areas with traffic as directed by Admin.
- 2) One off Provision of two heavy duty skips one behind Block B and another one at Radiation lab for garbage storage
- 3) Empty bins and skips in all areas twice a week.
- 4) Clean and disinfect dust bins - preferably after every emptying.
- 5) Garbage collected to be transferred to the skip early in the morning.
- 6) Separate normal waste from other refuses like organic/chemical and store in separate storage.
- 7) Dispose at least after minimum two days to avoid contamination.
- 8) Collect, maintain and dispose every category of waste differently.
- 9) Normal garbage within the allowed dumping areas and duration.
- 10) Contractor must wear overalls, safety shoes, heavy duty gloves and dust masks when handling waste and disinfect hands upon disposal.

4. PRICE SCHEDULE SUMMARY

NO.	ITEM	UNIT PRICE	TOTAL COST IN (KSHS.)
1.	Provision of 28 colour coded wheel bins in all areas with traffic		
2.	Provision of two heavy duty skips for garbage storage		
3.	Overhaul Collection, maintenance and disposal of every category of waste.		
	TOTAL (Monthly)		

Kindly indicate price schedule for different bins and quantity

ANNUAL SUMMARY

NO.	SERVICE	TOTAL COST FOR THE YEAR (KSHS.)
1	GARBAGE SEGREGATION AND WASTE COLLECTION	

Signature and Stamp of tenderer

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

5. MANDATORY REQUIREMENTS

No.	Specification	Indicate Page Submitted In The Quotation Document.	Remarks
1.	Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2,3. . n) w h e r e n is the last page		Mandatory
2.	Must have a minimum of five (5) years' experience providing similar services of approximate contract value by producing letters of reference from at least five (5) public and private clients		Mandatory
3.	Must demonstrate capacity to provide adequate labour to cater for the requirements of KEBS by proof of current permanent staff		Mandatory
4.	Must demonstrate capacity to collect and safely dispose physical, biological and chemical waste including evidence of competence		Mandatory
5.	A certified declaration from labour office that the service provider complies with minimum wage regulations. Evidence deposit slip/bank statement stamped by bank.		Mandatory

6.	Proof of provision of heavy duty garbage skips		Mandatory
7.	Must provide a list of vehicle(s) to be used in garbage collection (provide proof of ownership), log books and NEMA waste transportation license		Mandatory
8.	Must provide a list of equipment to be used in garbage collection		Mandatory
9.	A copy of NEMA current license with explicit authority to dispose all kind of waste in line with Legal Notice No. 121		Mandatory
10.	Copy of current / valid Tax compliance certificate issued by KRA.		Mandatory
11.	Copy of certificate of registration /incorporation.		Mandatory
12.	Must provide Evidence of registration with NSSF and submit Valid compliance certificate and also submit evidence of remittance of Employees Contributions for the last (3) three months		Mandatory
14.	Must provide evidence of being registered with NHIF and submit Valid compliance certificate		Mandatory
15.	Proof of current insurance cover -WIBA, provide WIBA Insurance cover.		Mandatory
16.	Proof of existing office by providing lease/Tenancy agreement/ certificate of ownership		Mandatory
17.	Dully filled, signed and stamped Business Questionnaire		Mandatory
18.	Dully filled, signed and stamped self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice form.		Mandatory
19.	Dully filled, signed and stamped non-debarment declaration form.		Mandatory
20.	Copy of site visit certificate		Mandatory

Failure to provide any of the above mentioned will lead to automatic disqualification of the firm at the mandatory evaluation stage. The bidders that will meet the mandatory requirement above will qualify to proceed to mandatory technical evaluation stage.

6. TECHNICAL EVALUATION CRITERIA

NO	CRITERIA - DEMONSTRATE ABILITY TO:	SCORE %	REMARKS BY THE BIDDERS	Indicate Page Submitted In The Quotation Document.
1	Provide color coded wheeled garbage bins for garbage segregation	10		
2	Provide dust bins in all areas with traffic	10		
3	Provide two heavy duty skips for garbage storage	10		
4	Empty bins and skips in all areas twice a week	10		
5	Clean and disinfect dust bins daily	10		
6	Segregate garbage	10		
7	Collect, maintain and dispose every category of waste differently	10		
8	Timely Weekly collection of garbage	10		
9	Ways and means of segregation and disposal of workshop and material waste	10		
10	Provide and use of appropriate PPEs	10		
	Total	100		

Pass mark is 90/100

NOTE:

Kindly note the contract will run for a period of one (1) year.

To be eligible for financial evaluation, tenderers must score at least ninety percent (90%) in the technical evaluation stage.

Stage 3 Financial Evaluation

Bidders scoring ninety percent (90%) and above in the technical evaluation will be subjected to financial evaluation. The bidders offering the lowest financial quotation will be considered for award of the contract.

Financial Position & Terms of Trade

1. Attach a copy of firm's two certified financial statements (2018 and 2019) giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

SECTION B. PAST EXPERIENCE

NAMES OF THE APPLICANT CLIENTS IN THE LAST FIVE YEARS, NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (Organization)

(a) Name of Client (organization).....

- i. Address of Client (organization).....
 - ii. Name of Contract Person at the client (organization)
 - iii. Telephone No. of client
 - iv. Value of Contract
 - v. Duration of Contract (date)
- (Attach documents evidence of existence of contract).

(b) Name of 2nd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- i. Value of Contract (date)
- iv. Duration of Contract (date)

(Attach documental evidence of existence of contract)

(c) Name of 3rd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract
- v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

(d) Name of 4th Client (organization)

- vi. Address of Client (organization)
- vii. Name of Contact Person at the client (organization)
- viii. Telephone No. of Client
- ix. Value of Contract
- Duration of Contract (date)

(Attach documental evidence of existence of contract)

(e) Name of 5th Client (organization)

- x. Address of Client (organization)
- xi. Name of Contact Person at the client (organization)
- xii. Telephone No. of Client
- xiii. Value of Contract
- Duration of Contract (date)

(Attach documental evidence of existence of contract)

Section C: FORMAT OF CURRICULUM VITAE (CV) FOR TEAM LEADER AND PROFESSIONAL STAFF

Proposed

Position: _____

Name of

Firm: _____

Name of

Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe my qualifications, my experience, and me.

Date: _____

[Signature of staff member]

Date: _____

[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

Section D: Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1- General:

Business Name:

Location of business premises:

Plot No:

Postal address:

Nature of business:

Current trade license: Expiring date

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

Name of your bankers: Branch

Part 2 (a) – Sole Proprietors:

Your Name in full Age

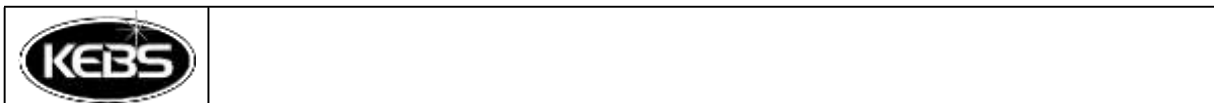
Nationality Country of origin

Citizenship details

Part 2 (b)

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 Ksh.....

Issued Ksh.....

Give details of all directors as follows

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

Date..... Signature of tenderer.....

If Kenya citizen, indicate “citizenship details” whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)

Section F: Litigation/Arbitration Incidences

Litigation and Arbitration Incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I: SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of

..... in the Republic of do hereby make a

statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director

of (insert name of the Company) who is a Bidder in

respect of **Quotation No. KEBS/RE-QUOT/183/2020/2021** for **GARBAGE AND LABORATORY WASTE COLLECTION** and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of the **KEBS** which is the procuring entity.

3. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

4. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title)

(Signature)

Date

Bidder's Official Stamp

SECTION G: NON-DEBARMENT DECLARATION

We (insert the name of the company/supplier

.....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

Section H: DECLARATION

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Signed & stamped: _____

Name: _____

Position in the company: _____

Date: _____