



Kenya Bureau of  
Standards  
Standards for quality life

**QUOTATION NO: KEBS/QUOT/477/2019/2020-PROVISION OF GARBAGE  
AND LABORATORY WASTE COLLECTION AND DISPOSAL**

**Kenya Bureau of Standards  
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NAIROBI**

**JUNE 2020.**

1. You are invited to submit a quotation on the item listed.
2. This quotation should be deposited in the quotation box provided in the main reception on or before **10.00AM. On Wednesday 24<sup>th</sup> June, 2020.**
3. 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.

## 3. TECHNICAL REQUIREMENTS

### **TECHNICAL SPECIFICATIONS FOR GARBAGE AND LABORATORY WASTE COLLECTION AND DISPOSAL**

#### **SPECIFICATIONS FOR GARBAGE AND LABORATORY WASTE COLLECTION AND DISPOSAL**

##### **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.

For some time now, the contracted garbage collector has only been capable of handling office waste. The inability to safely collect other types of waste especially laboratory waste has resulted in accumulation of the same within KEBS premises thus becoming a risk to the environment. There is therefore need to engage a NEMA licensed contractor who has the capacity and competence to collect and safely dispose **all** types of generated waste.

## 1. MANDATORY REQUIREMENTS

No.	SPECIFICATION
1.	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
2.	Must demonstrate capacity to provide adequate labour to cater for the requirements of KEBS by proof of current permanent staff
3.	Must demonstrate capacity collect and safely dispose physical, biological and chemical laboratory waste including evidence of competence
4.	A certified declaration from labour office that the service provider complies with minimum wage regulations. Evidence deposit slip/bank statement stamped by bank.
5.	Proof of provision of heavy duty garbage skips
6.	Must provide a list of vehicle(s) to be used in garbage collection (provide proof of ownership), log books and NEMA waste transportation license
7.	Must provide a list of equipment to be used in garbage collection
8.	Must provide a list of equipment to be used to collect laboratory /chemical /medical waste
9.	A copy of NEMA current license with explicit authority to dispose laboratory waste in line with Legal Notice No. 121.
10.	Copy of current / valid Tax compliance certificate issued by KRA.
11.	Copy of certificate of registration /incorporation.
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.
13.	Must provide evidence of being registered with NHIF and submit Valid compliance certificate.
14.	Proof of current insurance cover -WIBA, provide certificate from WIBA.
15.	Proof of existing office by providing lease/Tenancy agreement/ certificate of ownership.
16.	Site visit form filled and signed by KEBS representative at the site for tendering.

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.

## 2. 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	Laboratories & Clinic	. Chemical waste . Chemical bottles . Biochemical waste . Medical waste . Glass . Sharps	Waste to be segregated and disposed as per NEMA guidelines	Collection to be done twice a week
4	Workshops / Material laboratory	. Workshop waste . Material lab . Broken stones . Scrap metals . Sawdust/wood	Provide bins in all workshops	Collection to be done once a week
5	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

### 3. 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
Paper waste		WHITE
Organic waste (biodegradable)		GREEN
Laboratory waste (further segregated into physical, biological and chemical waste)		RED
Plastics		ORANGE



**b) Color –coded wheeler bins**



**c) Garden and other Waste Skip**

### **SEGREGATION AND GARBAGE COLLECTION DELIVERABLES**

- 1 a) One off supply of colour-coded garbage bins for garbage segregation
- 1 b) Provide dust bins in all areas with traffic
- 2) Provide 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 medical/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
- 10) Medical waste must always be incinerated.
- 11) contractor must wear overalls, safety shoes, heavy duty gloves and dust masks when handling waste and disinfect hands upon disposal.

## TECHNICAL EVALUATION CRITERIA

NO	CRITERIA - DEMONSTRATE ABILITY TO:	SCORE %	REMARKS BY THE BIDDERS
1	Provide color-coded 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 <b>daily</b>	10	
6	Segregate garbage	10	
7	Collect, maintain and dispose every category of waste differently	10	
8	Ways and means of disposal of laboratory waste	10	
9	Ways and means of disposal of clinic waste	10	
10	Provide and use of appropriate PPEs	10	
	Total	100	

Pass mark is 90/100

### NOTE:

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

### VISIT AND SURVEY

The bidder **must visit** the site for ascertaining the location and process of waste/garbage collection & disposal **on Monday 22<sup>nd</sup> June 2020**.

### DUE DILLIGENCE:

Due diligence will only be done to the successful bidder i.e. lowest responsive bidder and thereafter recommendation will be made for a further possible award.

The committee will set put the due diligence criteria to be used for the most responsive bidder to ascertain the accuracy of the information given in the documents, capacity and capability or the tenderers and confirm whether the quotation conform to the contract specifications.

## 7.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars 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 1 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 .....

	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age.....              Nationality.....Country of Origin.....              Citizenship details.....</p> <p><b>Date.....Signature of Tenderer.....</b></p>
	<p style="text-align: center;"><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows              Name Nationality Citizenship details Shares</p> <p>1. ....              2. ....              3. ....              4. ....</p> <p><b>Date.....Signature of Tenderer.....</b></p>
	<p style="text-align: center;"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public              State the nominal and issued capital of company              Nominal Kshs.              Issued Kshs.              Given details of all directors as follows              Name Nationality Citizenship details Shares</p> <p>1. ....              2. ....              3. ....              4. ....</p> <p><b>Date..... Signature of Tenderer.....</b></p>

**Signature and Stamp of Bidder .....**

**Name of Bidder (in CAPITALS) .....**

**Address.....**

**.....**

**Date .....**