

## **TERMS OF REFERENCE FOR RFP**

### **Procurement of Security, Cleaning, Fumigation and Garbage Collection Services in Nairobi, Kenya**

#### **Background**

Trade and Development Bank (TDB) formally known as PTA Bank, is a specialized African multilateral financial institution serving most of the Eastern and Southern Africa. The Bank's objective is to provide short, medium, and long-term financing to viable projects and trade finance activities in member states.

TDB is currently carrying out the development of a commercial building (The TDB Nairobi Office Development Project [NODP]) along Lenana Road opposite Sri-Lanka High Commission. The proposed office building consists of 19 floors (Ground + 18 floors and three Basement) Grade A office tower. Construction of the EDGE-Certified building, which is going to serve as the Bank's main office in Nairobi, is expected to be completed end of 2021. The Bank is looking to integrate suitable above services into the Building Architecture to support the facilities and Property management of the periodic maintenance of the building.

#### **General Objectives of the above services**

In the pursuit of TDB's vision to be a world-class African Development Finance Institution (DFI) advancing the economic development, integration and prosperity of the region, the role of above services is to spearhead the Bank's facility and property support activities, in collaboration with all Departments, in order to boost TDB's business development and quality growth, and in turn, achieve its vision.

#### **Objective of the Contract**

The Service Providers will provide the above services, as directed by the Facilities and Property management unit Team, working under the Corporate Services Department. The Service provider will in the first instance be engaged for a period of two years, be called upon, as and when the services are required. Only work assigned and performed will be paid for, upon the submission of invoices.

#### **Scope of Work and Expected Deliverables**

##### **A) Guarding Services**

- Ensure 24-hour Main Guarding Service at the TDB Premises Entrance Driveway (Entry & Exit), Main Gate, Street Level Plaza, Reception, Sky Gardens, Conference Facilities, Staircases and Access Points and Basement Car Park.
- Provide 24-hour QRF (Quick Reaction Force) service to respond to any emergency as required.
- Ensure that security officials on all sites are always equipped with a baton and torch light.
- Monitor access to and movement within the TDB premises, including restricted areas and report on procedures violation,

- Verify that all TDB office doors, windows, and all access points are properly locked and those left open inadvertently are properly locked and reported thereafter.
- Conduct ad hoc inspections to ensure that all services are guaranteed by the security guards of the company.
- Control of vehicle access into and out of the compound parking facilities; and ensure that vehicles entering the parking space are parked in the appropriate space assigned to TDB the vehicle belongs to and assisted to that effect by the guards. Maintain control of the parking access.
- Advise TDB on possible security measures to improve security service delivery in the TDB Building.

## **B) Cleaning Services**

The scope of the Contract shall include but not be limited to the following: Cleaning of office space, meeting rooms, stairways and common areas Cleaning of all bathrooms and their fixtures; Cleaning of the Lounge, Gymnasiums, and Kitchenets ; Cleaning of windows – internal and external.

- Offices/Reception Daily-Waste management and recycling, for further instructions. Three times a week - floors/carpets vacuumed. Two times a week – cleaning/dusting/vacuuming of fixtures such as cupboards, shelves, picture frames, couches, chairs, excluding desks and desk equipment Once a week - cleaning/dusting/vacuuming of window-sides/heaters, doors, glass doors and glass partitions Once a month – wet cleaning of the carpet in the reception or common area.
- Cleaning of Meeting / conference rooms, paper/waste bins emptied; tabletops cleaned; tables and chairs rearranged floors cleaned; fixtures cleaned; cleaning/dusting/vacuuming of window-sides/heaters, doors, glass doors and glass partitions daily.
- Cleaning of Bathrooms floors washed; fixtures cleaned and disinfected; Supplies, including toilet paper, paper towels, Kitchenettes, liquid soap, toilet disinfectant, etc., replenished as required Refilling hand sanitizers located in the elevators and various points around the building, as and when required.
- Cleaning Balconies Once a month – litter cleared from the balconies.
- Cleaning the Gym daily- floors and showers cleaned. Bottles/sprays with cleanser for the workout equipment to be refilled on demand basis Monthly - workout equipment dusted.
- Consumable Supplies: the vendor shall provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. This comprises of but is not limited to, all the supplies for toilets, kitchenettes, and desk cleaning including – toilet paper, paper towels, disinfectants, kitchen towels, kitchen paper towels, washing-up liquid, soap and replacement soap dispensers, detergents for the kitchenettes as well as hand sanitizer refills.

## **C) Garbage Collection**

- Garbage collection shall be conducted either in the early morning or early evening, weekly on Saturdays of each month at the TDB premises and collection timings can be varied time to time. If for any reason the Contractor would be unable to haul the waste material/garbage on any of the agreed frequency and scheduled day of collection, the waste material/garbage shall be collected immediately, and an additional day shall be added to the monthly schedule.
- The collection and disposal services shall cover all office waste materials and other miscellaneous wastes deposited in a garbage bin/bag or designated area within the TDB Building.
- Loading of garbage into the garbage truck shall be made in the presence and with the consent/knowledge of authorized TDB personnel.

#### **D) Fumigation**

- Fumigation of the stipulated locations, including but not limited to Offices, Stores, Staircases, Plaza, Sky Gardens and Terraces, Garbage Room, Drainage Manholes, etc., against rodents, bats, and insects (roaches, termites, bees, etc.). The vendor shall use effective fumigants.
- Fumigation around the whole compound, all sewer lines, and manholes and along the hedge or fence to ensure rats, snakes, scorpions, or other common pests are kept away.
- The vendor shall destroy any white ant's nest found within the perimeter of the buildings and compound, and take out and destroy queen ants, impregnate holes and tunnels with approved insecticides and back-fill with hard materials well rammed and consolidated.
- Set strategy and constantly monitor different sites of the Commission for prior findings of sources of termites, insects, rodents, etc. with a focus on proactive preventive control than entertaining outbreaks of pests.
- Clear and present in advance possible breeding of insects
- Use pesticide products of appropriate approved standards, environmentally friendly and safe to human beings,
- Use globally approved and tested chemicals by the concerned local authority.
- Submit Produce periodical reports on services rendered as per the given work schedule and locations which shall be a requirement for payment.

### **GENERAL INFORMATION FOR ALL SERVICES**

#### **1. Duration of Contract**

The contracts are for a duration of 2 years on a need basis (TDB must be invoiced for each assignment individually, upon the submission of an ETR invoice).

#### **2. Validity of the Bids**

The bids received will be valid for a period of ninety (90) days from the date of opening.

### 3. Bids Opening

Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders' representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

### 4. Safety and Health

All work shall comply with all applicable national regulations and health requirements, and the TDB Health and Safety Policy. The vendor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

### 5. Selection Criteria

Criteria	Maximum Score
1. Technical Competences	70
2. Financial proposal	30
<b>Total Score</b>	<b>100</b>

### 6. Submission

All interested firms to submit their technical and Financial proposal (s), Respondents to the RFP should submit their documents zipped and sent to; [procurement@tdbgroup.org](mailto:procurement@tdbgroup.org) as subject matter labeled EXPRESSION OF INTEREST: (Indicating the service of interest as per tender information provided above) before noon the **6<sup>th</sup> July, 2021: TRADE AND DEVELOPMENT BANK ( TDB ); 197 LENANA PLACE, LENANA Rd., 1<sup>st</sup> Floor, P.O. BOX 48596-00-100, NAIROBI- KENYA.** The proposal(s) that must include:

- A written proposal showcasing the firms understanding of these Terms of Reference, equipment available, and previous experience.
- Team composition and current similar task assignment
- Detailed reference list indicating the scope\ and magnitude of similar assignments done in the last three (5) years.
- Registration and other statutory documents including updated TTC and passport or ID copies of the shareholders / Directors of the firm and valid license to undertake the services.
- 5 corporate references with contact details.
- Any award-winning medal and certification will be an added advantage.

Enquiries only to: [Bernard.Kobia@tdbgroup.org](mailto:Bernard.Kobia@tdbgroup.org) or [Sara.Elnour@tdbgroup.org](mailto:Sara.Elnour@tdbgroup.org)

*Disclaimers: TDB Group reserves the right to independently verify submitted documents, listed clients and similar works. TDB Group is not obliged to give reason for not selecting any persons/ firm. TDB Group reserves the right to discontinue this process without reference to any entity.*