

## **Scope of Work Order for the OCI / ARSO -I VU Office Located at Gigiri Police Station**

1. Break down the work order -
  - Contact information – US Embassy ARSO-I/OCI Office
  - Assignment – Vetted Unit Office at the Gigiri Police Station
  - Work description – Cleaning services, Waste management and Compound maintenance.
2. The RSO/OCI office intends to have Cleaning services, Waste management and Compound maintenance at the Vetted Unit Office located at the Gigiri Police Station.
3. The assignment area consists of offices, washrooms (containing both male and female toilets), Reception, a kitchen, verandas adjacent to the offices and yards next to the offices /flower beds/ parking yard and grass cutting around the building.
4. A scope in detail involves.
  - Offices – Cleaning the offices everyday – Monday to Friday (Cleaning involving the floor, dusting the desks and taking out the trash, if any) This will be done every day in the morning.
  - Washrooms – Cleaning the washrooms to allow for use including provision of sanitary disposal services for female washrooms, provision of soap, air freshener and toilet paper.
  - Kitchen – ensure the kitchen and the dishes therein are clean and ready for use.
  - Veranda – ensuring that the veranda adjacent to the offices is cleaned (Monday to Friday)
  - Yards – ensure that the yards are well maintained – grass cutting/trimming/ flowers tendering and that there is no waste around the yard.
  - Reception Area – Mopping, dusting, and trash collection (Monday to Friday)
  - All floor area above should be machine scrubbed and polished once a week.
5. The assignment area will be cleaned, waste collected and disposed as well as compound adjacent to the offices well maintained.
6. For purposes of this assignment area, this work order is expected to be executed on a weekly basis from Monday to Friday, unless otherwise advised. Area consists of offices, Reception area, washrooms (containing both male and female toilets), a kitchen, flowerbeds, verandas adjacent to the offices and yards next to the offices.

**SUPPLIES:**

Supply and place jumbo size toilet rolls in every washroom- **each workday.**

Supply urinal balls: **each workday.**

Supply and place automated air fresheners at every washroom. **(1 per month)**

Supply and place hand paper towels in every toilet. **each workday.**

Supply and replace trash bags, empty content into the designated locations **each workday.**

Supply hand washing soap- **each workday.**

**EVALUATION CRITERIA**

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

Through the accompanying technical report, the contractor shall demonstrate the following:

- Full understanding of the scope of work through the proposal. The vendor must indicate clearly how he/she intends to offer services with minimum interruption to embassy operations.
- Financial Capacity to deliver the required services
- Human resource capacity (appropriate mix of labor force.)
- Technical Capacity and experience in similar project in terms of technical detail and magnitude.
- Must have at least 3 satisfactorily completed projects within the last three years. Contacts of satisfied customers' point of contact are required.

**Equipment list:**

1. Scrubbers,
2. Brushes, brooms, mops, squeezers
3. Dusting rags, scrubbing clothes, towels, dusters, sponges

**General requirements**

1. All work is to comply with all applicable safety standards as described during pre-commencement training by safety team.
2. The contractor shall rectify any damage to affected areas if caused by the activities related to non-compliance of sound procedures.
3. The contractor shall supply all materials and labor in order to complete the work. The materials must be made available in a timely manner and therefore the responsibility to procure the specified items is with the vendor. Supply and storage scheduled of toiletries / detergents

shall be done in coordination with COR and surplus must be handed in at the end on the contract period. Receiving shall be done by COR and documentation of receipt done on a monthly basis.

4. All waste material to be taken from site and disposed of by the contractor.

5. All Documentation regarding: daily, weekly, monthly, quarterly and annual schedule must be submitted to the COR as required.