

**DOCUMENT ONE/APPENDIX I?
CLEANING AND GARDENING SERVICES- OFFICE SIZE, LOCATION & SCOPE OF
WORK**

S/N	Description Of Job	Unit	Qty	Rate	Amount
	The works comprises of proper cleaning of all areas, office furniture, equipment and windows curtains as described herein and make the areas appear neat all the time and timely delivery on daily basis for 52 weeks				
WING A					
1	Office One	M ²	30.82		
	Room 1	M ²	11.84		
2	Office Two	M ²	9.90		
	Room 2.1	M ²	11.25		
3	Office Three	M ²	27.73		
	Room 3.1	M ²	15.51		
	Room 3.2	M ²	6.30		
4	Office Four	M ²	51.85		
5	Office Five	M ²	8.99		
	Rooms 5.1	M ²	21.12		
6	Office Six	M ²	16.47		
7	Office Seven	M ²	24.4		
8	Office Eight	M ²	11.88		
9	Office Nine	M ²	14.25		
10	Office Ten	M ²	12.6		
11	Office Eleven	M ²	8..16		
	Rooms 11.1	M ²	11.22		
12	Office Twelve	M ²	34.2		
	Rooms 12.1	M ²	15.17		
13	Office Thirteen	M ²	19.24		
14	Office Fourteen	M ²	15.54		
15	Office Fifteen	M2	15.3		
16	Office Sixteen	M ²	31.59		
17	Office Seventeen	M ²	9.3		
18	Office Eighteen	M ²	10.92		
19	Office Nineteen	M ²	22.79		
	Room 19.1	M ²	14.06		
	Room 19.2	M ²	10.64		
20	Office Twenty	M ²	10.64		
21	Office Twenty-One	M ²	10.23		
22	Office Twenty-Two	M ²	70.5		
WING B					

S/N	Description Of Job	Unit	Qty	Rate	Amount
23	Office Twenty-Three	M ²	17.98		
24	Office Twenty-Four	M ²	41.40		
25	Office Twenty-Five	M ²	63.84		
26	Office Twenty-Six	M ²	12.15		
27	Office Twenty-Seven	M ²	36.45		
28	Office Twenty-Eight	M ²	32.49		
	Room 28.1	M ²	15.64		
	Room 28.2	M ²	3.90		
29	Office Twenty-Nine	M ²	20.64		
30	Office Thirty	M ²	15.40		
31	Office Thirty-One	M ²	7.50		
32	Office Thirty-Two	M ²	18.40		
33	Office Thirty-Three	M ²	15.00		
34	Office Thirty-Four	M ²	26.22		
	Room 34.1	M ²	3.96		
35	Office Thirty-Five	M ²	28.06		
	Room 35.1	M ²	9.90		
36	Office Thirty-Six	M ²	42.78		
37	Office Thirty-Seven	M ²	17.49		
38	Office Thirty-Eight	M ²	10.66		
39	Office Thirty-Nine	M ²	9.30		
40	Office Forty	M ²	9.60		
41	Office Forty-One	M ²	3.36		
42	Sales Office	M ²	90		
43	JNIA Terminal II	M ²	241.57		
44	JNIA Terminal II – Line & Container	M ²	1461.6		
45	JNIA Terminal I – Hangar – Ground Floor	M ²	2825.50		
	JNIA Terminal I – Hangar – First Floor	M ²	2800.05		
	JNIA Terminal I – Hangar – Parking & Kitchen area	M ²	4331.52		
	JNIA Terminal I – Hangar – Apron	M ²	5674.3		
OUT STATION					
45	Arusha Office		128		
46	KIA Airport		115		
47	Mwanza Office		38		
48	Zanzibar Office		33		

TOILETS CLEANING

	Location	(Rooms)	Description Of Job	QTY	Unit Price per month T.Shs	Total Price per month T.shs
1.	Head Office	Gents Washroom - M ² 51.03	Sink	2		
			Urinals	6		
			Toilet	4		
		Female Washroom - M ² 25	Sink	2		
			Bathroom	1		
			Toilet	3		

GROUND MAINTENANCE AND GARDENING

S/N	Description Of Job	Unit	Qty	Rate	Amount
A	Main Office				
I	Maintenance and Garden Upkeep, and its surroundings, watering, cutting, pruning and keeping weed free grass.	M ²			
a.ii	including manure, importing black soil, planting grass, flowers potted plants	M ²			
	Sub-Total page 1 – 5 T.shs				

5. GRASS CUTTING (consider cross checking numbering, why is this 5 and there is not 4.3.2.1)

S/N	Description Of Job	Unit	Qty	Rate	Amount
6.1	Cutting of grass				
	The cutting should be such that average depth of grass is minimal including removal of grass and shrubs on all the surrounding areas.	M ²			
6.2	Clean existing open channel drainage, including removing all unwanted waste away, grasses and de- slotting the channels	M ²			
	Sub-Total page 6				
	Subtotal (From page 1 to 6) T.shs.				
TOTAL AMOUNT PER MONTH					
TOTAL FOR TWELVE (12) MONTHS					
ADD 18% VAT					
TOTAL FOR TWELVE (12) MONTHS (VAT INCLUSIVE)					

SCOPE OF WORKS

The major works to be executed on respective zones will involve:

- De-silting of culverts and side drains.
- Gardening including manuring of plants and flowers.
- General cleanliness of compounds.

- Garbage management in the hangar.
- To sweep and mop all floors, stairs, staircases landing and corridors daily.
- To supply toilet papers, air fresheners.
- To clean and dust all offices furniture daily.
- To clean, sanitize and disinfect all toilets, wash basins, and sinks daily.
- To clean all wood/steel panels, doors and glasses daily
- To remove all unwanted spots and stains from all walls and pillars daily.
- To empty all waste paper baskets and remove rubbish from the premises to the allocated place for refuse collection daily.
- To sweep and remove all dirty leaves and the like from roof covering and papers around the compound daily.
- To dust and clean A/C, telephones, fans and lamps fittings once every week.
- To clean and mop all concrete paved surfaces once every week.
- To clean and removing all cobwebs from the walls, ceiling boards and other areas daily.
- To ensure neatness in all areas both during week days.
- To polish all brass or copper plates and door closure and the like once every month.
- To shampoo all carpets quarterly
- To supply cleaning materials such as hand soaps, air fresher, jicks, disinfectant, insect killers, and the like. The materials should be available all the times.

▪ **PART I – EXTERNAL WORKS:**

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WORKS TO BE COVERED:

- Grass cutting every once every month (this may vary during rainy seasons)
- Pest Control quarterly.
- De-silting of **culverts** and side drains once every month.
- Gardening including manuring of plants and flowers daily.
- General cleanliness of compounds daily.
- Garbage management to be dumped every Friday.
- WC garbage to be disposed twice a month.

PART II – INDOOR WORKS:

ZONE I: MAIN OFFICE BUILDING

- All offices and toilets in the main office building. Here we need to be sure is main office building referring to DP Office or all main offices where cleaning is being done? I was thinking may be ZONE A to be all external works irrespective of location and ZONE B to be all internal works irrespective of location so as to remove any ambiguity.

WORKS TO BE COVERED:

- To clean and mop all floors, carpets and corridors daily
- To clean, mop and dust all offices furniture daily.
- To clean sanitation and disinfect all toilets, wash basins, and sinks daily.
- To clean all wood/steel panels, doors and glass windows daily
- To remove all unwanted spots and stains from all walls and pillars daily.
- To empty all waste paper baskets and remove rubbish from the premises to the allocated place for refuse collection daily.
- To clean and remove all cobwebs from the walls, ceiling boards and other areas daily.
- To wash towels daily.
- To dust and clean A/C, telephones, fans and lamps fittings once every week.
- To clean and mop all concrete paved surfaces once every week.
- To polish all brass or copper plates and door closure and the like once every month.
- To shampoo all carpets quarterly
- All workshops and base area should be scrubbed twice a month.
- All offices should be scrubbed once a month.
- All steel structures to be cleaned weekly.
- All elevation windows to be cleaned weekly.
- Cleaning and organization of hangar plant rooms weekly.

- To supply cleaning materials such as hand soaps, air fresher, jiks, disinfectant, insect killers, and the like. The materials should be available all the time
- WC garbage to be disposed twice a month.

Note:

- ✚ Service Providers are encouraged to visit the site where services will be provided also advised to have at least 12 workers (is this in total?) in order for cleanness activities to run smoothly.