EGERTON UNIVERSITY SACCO SOCIETY LIMITED

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REQUEST FOR QUOTATION (RFQ)

PROVISION OF CLEANING AND SANITATION

RFQ REF: EUSACCO/RFQ/CS/2027

Egerton University Sacco Society Limited invites quotations from qualified and experienced service providers for the provision of cleaning, sanitation, grounds maintenance and tea services for a period of **one (1) year**.

1. SCOPE OF SERVICES

The successful service provider shall be expected to:

A. Cleaning Services

- Clean the basement, ground floor and first floor, including walls, doors, windows, floors, worktops and offices.
- Clean and disinfect male and female washrooms, including toilets and sanitary fittings.
- Collect and dispose of office waste through approved waste management methods.

B. Sanitary Services

- Supply, clean and replace sanitary bins twice a month.
- Ensure proper collection and disposal of sanitary waste.

C. Grounds Maintenance

- Maintain flower beds through weeding, mulching and pruning.
- Mow and maintain grass
- Sweep and maintain cabro-block paths.

- Clean and maintain storm water drainage channels.

D. Tea Services

- Provide staff tea daily at 10:00 a.m. and 4:00 p.m.
- Provide tea and refreshments during Board meetings and other official meetings as required.

2. GENERAL REQUIREMENTS

Interested firms should:

1. Have relevant experience in providing similar services.
2. Provide trained, uniformed and properly identified personnel.
3. Provide appropriate cleaning tools and equipment.
4. Ensure confidentiality and professionalism.
5. Provide comprehensive insurance cover for their personnel.

3. DOCUMENTS TO ACCOMPANY THE QUOTATION

- Company profile and relevant experience.
- Certificate of registration/incorporation.
- Valid business permit and Tax Compliance Certificate.
- Proof of employee insurance cover.
- At least two relevant references.
- Detailed financial quotation showing monthly and annual costs, inclusive of applicable taxes.

4. SUBMISSION OF QUOTATIONS

Quotations should be submitted by email to: **procurement@egertonsacco.coop**

Deadline: Tuesday, 8th December 2026.

Email subject: **RFQ – CLEANING AND SANITATION**

Late submissions will not be considered.

5. EVALUATION

Quotations will be evaluated based on compliance with the requirements, experience, capacity to deliver and price competitiveness. The Sacco reserves the right to accept or reject any quotation.