

**DESCRIPTION OF WORKS TO ASSIST  
TENDERING FOR CLEANING SERVICES**

**TO**

**THE TANGANYIKA FARMERS' ASSOCIATION  
PLC**

**FOR**

**TFA ARUSHA SHOPPING CENTRE - ARUSHA**

(Plot No. TFA Godowns Sokoine Road, Esso Corner)

**& TFA HEAD QUARTERS - ARUSHA**

(Plot No. 76 Block "E" Adjacent Arusha School)

Plans for both Premises Attached Herewith

PROPOSED CONTRACT DURATION: 1<sup>ST</sup> SEPTEMBER 2017 TO 30<sup>TH</sup> AUGUST 2018

## **INTRODUCTION**

To assist tendering, TFA has set some guidelines so that all bidders have the same information. The description below is however provisional only and not binding to TFA. The wording herein shall not be taken to mean TFA is bound to accept or not accept or has accepted any bid and/or give reasons for its decision whatsoever.

These guidelines are only in addition to the usual tender submissions which include but not limited to Company profile, Ability & Experience to perform the tasks, List of Areas the bidder has performed duty, etc.

All cleaning to be done using appropriate cleaning and waste & dust removal equipments and materials acceptable for proper hygiene, nature of the premises/locations and health & safety of the occupants in the respective premises. The cleaning contractor shall be provided rooms at each premises sufficient to manage the cleaning activities and staff. The works include;

- a) Cleaning of grounds, wet areas, stairs, escape stairs, corridors, gutters, parking areas, storm drains, backyards and other surroundings.
- b) Cleaning of Centre Management Office at TFA-ASC as per schedule 3 below.
- c) Cleaning and disinfecting all toilets in the respective premises (All toilets should be clean and fresh at all times).
- d) Cleaning of car parking areas with proper hard brooms and other appropriate cleaning and support equipments.
- e) Emptying of waste bins surrounding the premises and in the referred offices and emptying the sanitary bins to the waste collection sites in the respective premises.
- f) Maintaining flowers and gardens and replacement of overgrown flowers/plants in the respective premises. Removing weeds in and around the planters/gardens.
- g) Supplying and distribution of toilet paper rolls so that they shall be available at all times in the respective holders/dispensers in all the toilets.
- h) Supplying and distribution of hand washing soap so that they shall be available at all times in the respective dispensers/holders/dishes.
- i) Supplying and distribution of urinal freshener-balls so that they shall be available at all times in the respective urinal-sinks in all toilets.
- j) Supplying and applying of air-freshener and air-disinfectant sprayers as often as required to render a fresh and nice feel in all toilets in the respective premises.
- k) Other cleaning works that may be necessitated and may occur beyond the schedule.

**DESCRIPTION OF PREMISES**

<b>PREMISES</b>	<b>ITEMS</b>	<b>DESCRIPTION</b>	<b>CLEANERS (NO.)</b>
<b>TFA Arusha Shopping Centre</b>	<b>Floors &amp; Corridors</b>	Ceramic tiles, wooden planks, with Timber/steel hand rails, concrete slabs	16
	<b>Office Walls</b>	Wooden.	
	<b>Car parks</b>	Concrete paving blocks	
	<b>Gardens &amp; surroundings</b>	Brick layered pots, other planters/gardens & backyards.	
	<b>Toilets</b>	32No Cubicles for Eastern & Western WCs with tiled walls & floors. 8No. Ceramic urinal bowls. 28No Ceramic hand-wash basins.	
	<b>Ceilings</b>	Gypsum material.	
	<b>Roof (dusting)</b>	Green painted timber planks & steel profile members.	
	<b>Perimeter Fence</b>	Layered bricks with steel members and attached planters.	
	<b>Storm Drains</b>	Covered/partly covered concrete channels with inspection chambers. Major storm drains at the road side between Esso & Sokoine Rd.	
<b>TFA Head Quarters</b>	<b>Floors &amp; Corridors</b>	Cement, Terrazzo, Tiled & Parquet with Timber/Steel hand rails	4
	<b>Office walls</b>	Plastered and oil painted corridor walls	
	<b>Car parks</b>	Bitumen and changarawe/kokoto	
	<b>Gardens &amp; surroundings</b>	Clay/concrete pots, other planters/gardens & backyards.	
	<b>Toilets</b>	10No Cubicles for Eastern & Western WCs with tiled walls & floors (partly terrazzo). 2No Open channel & tiled urinal. 2No Ceramic urinal bowls. 10No Ceramic hand-wash basins.	
	<b>Ceilings</b>	Gypsum & chip board material.	
	<b>Roof (dusting)</b>	Steel profile members.	
	<b>Perimeter Fence</b>	Cement blocks.	
<b>Storm Drains</b>	Open concrete channels.		

**TYPE OF WORK AND RELATED FREQUENCY**

The work shall involve cleaning of the premises in the following manner:-

S/NO	DESCRIPTION OF SERVICES	FREQUENCY
1.	Sweeping, dusting, moping & wet-cleaning of all pathways, corridors, ceilings/below roof, etc.	Daily before businesses start.
2.	Cleaning of all the floors, dusting-off walls & ceilings, cleaning all ceramic surfaces (toilets, urinals, basins & sinks) using appropriate tools, equipment, liquid soaps and suitable disinfectants.	Daily before businesses start & throughout the day.
3.	Collection of waste papers and all the other materials introduced to the areas and surroundings as wastes and emptying of the waste bins to refuse collection areas located at the respective sites, cleaning the waste bins and filling in appropriate polythene/plastic collection bags in the waste bins.	Daily & throughout the day.
4.	Emptying of sanitary bins at the TFA-ASC and TFA-HQ and to properly dispose of the sanitary waste and cleaning the sanitary bins and refilling the sanitary bins with appropriate polythene/plastic sanitary collection bags.	Daily & throughout the day.
5.	Ensure that all the surroundings of the premises are entirely clean at all times.	Daily & throughout the day.
6.	Maintaining of gardens and the flowers including watering and applying organic manure.	Daily & as required
7.	Removal of cobwebs, heavy dust and other sticking materials/elements from walls, glass panels, windows and ceilings on all corridors and offices.	Weekly
8.	Removal of sand and other dirties including grass from all the concrete pavements, driveways, car parks, backyards, storm water drains, gutters, etc. and cleaning the areas using appropriate equipments.	Weekly
9.	Cleaning and dusting-off TFA-ASC Management Office; walls, vacuum cleaning carpets and cleaning windows.	Weekly
10.	Cleaning of storm water drain by removing all unwanted elements and advising where repairs needed.	
11.	Scrubbing and polishing of floor with parquet, timber and terrazzo finishes using wax polish and other appropriate tools and materials.	Monthly