

United Nations Nations Unies

UNITED NATIONS OFFICE AT NAIROBI • P.O. BOX 67578, NAIROBI
OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200
TÉL: + 254 (0)20 621234 • FAX: 254 (0)20 623211

GARDENING AND LANDSCAPING MAINTENANCE SCOPE OF WORK

The areas of work and the general requirements to be satisfied by the Contractor are listed below. The list is indicative but not exhaustive.

a) Nursery

The Contractor shall maintain and further develop the UN plant nursery situated at the UN compound. The Nursery shall have more than 200 different varieties of plants from which all necessary plants required for maintenance and further development of the compound will be drawn at no cost to the United Nations. The Contractor shall also produce compost soil for use in the United Nations compound. Should new species of plants or flowers be proposed to and agreed by the Building Management and Transportation Unit (BMTU), they will be purchased by the United Nations. The nursery should contain a large variety of indoor plants/pots to be made available for the Executive Directors' office.

b) Planted/developed areas

The Contractor shall maintain all planted/developed open areas including trees, lawns, shrubs, flowering plants, aquatic plants, etc.

The general maintenance on the planted/developed areas shall include watering, weeding, mowing, cutting, cultivating, control of insects (including ants and termites), fungus and other diseases by means of spraying with approved environmentally friendly insecticides, fungicides or other means, pruning adjustment and repair of tree ties, repair of minor washouts and other horticultural operations necessary for the proper growth of grass and plants and for keeping the landscaped areas neat in appearance. The Contractor shall maintain lawn areas to a maximum grass height of 30-50 mm and shall ensure that the lawns are free from weeds.

Areas which fail to show a uniform stand of grass, or which are not grassed with a suitable grass variety for the Gigiri area, or do not have grass at all, shall be re-sown with root cuttings and re-fertilized with the original mixture at the Contractor's expense until all the designated areas are covered with grass.

Whenever necessary, the Contractor shall remove soil up to a depth of 20-30 cm, take out all foreign materials in particular construction debris and cart away for disposal from the UN Complex and return the soil mixed with compost soil and fertilizers. The Contractor shall properly water, weed, mow, edge trim and otherwise maintain the grassed areas. Cutting of grass near the offices shall be done outside UN working hours.

c) Flower Beds

In prime areas, (eg conference plazas, delegates access road, roundabout, covered access to the lobby area, vicinity of office blocks outside cafeteria areas, planter-roof of registration desks, etc), the Contractor shall maintain varieties of flower species (both perennial and annual flowering). Where plants

United Nations Nations Unies

UNITED NATIONS OFFICE AT NAIROBI • P.O. BOX 67578, NAIROBI
OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200
TÉL: + 254 (0)20 621234 • FAX: 254 (0)20 623211

or plant types fail to achieve proper size or growth, they are to be replaced and similar or more suitable plants substituted. Those plants should come from the nursery.

d) Tree Cutting

The Contractor shall not cut down any tree without clearance from BMTU. Proper conventional signboards must be placed at appropriate locations when tree cutting takes place. The Contractor shall ensure that the workers wear appropriate gears.

e) Cleaning of walkways, tarmac areas and grounds

The Contractor shall be responsible for daily cleaning of all uncovered walkways and tarmac areas (parking areas, roads, storm water channels, etc.). The Contractor shall also be responsible for removing any foreign objects, e.g. paper, leaves, grass cuts, or other garbage on a daily basis. Special attention shall be paid to the vicinity of buildings (e.g. outside areas along office blocks) and lawn areas.

f) Access road to United Nations, Gigiri (United Nations Avenue)

The Contractor shall maintain palm trees and other plants including ground covers as well as sweeping of the road along the United Nations Avenue up to the end of the fence, i.e. approximately 2,357 metres.

g) Irrigation

The Contractor shall properly develop, maintain and service the irrigation system. Necessary spare parts, sprinklers, pipes and fittings will be supplied by UNON upon request from the Contractor. The Contractor shall not undertake maintenance of water pump and electrical equipment.

h) Northern Additional Land

The Contractor shall maintain the newly developed additional land to the North bordering Whispers and the lake to the same standard as the rest of the complex.

NOTE

The maintenance scope of work above is reflected indicating the nature of work to be undertaken by the Contractor. They are based on BMTU experience but are not necessarily exhaustive. The Contractor should regularly review, further develop and regularly update the scope in cooperation with BMTU.

CLEANING SERVICES AT THE UN COMPLEX

Maintenance Tasks

Areas to be cleaned have been grouped into the following categories:

a) Offices:

- 11 three-storey blocks - M, N, P, Q, R, S, T, U, V, W and X.
- 8 two-storey blocks - A, B, C, D, E, F, G and I
- Block H comprising of workshops and stores.
- Block J is a single-storey block.

b) Conference Areas:

This comprises of two large conference rooms, which can accommodate 500 delegates each, two medium conference rooms for 100 delegates each, four small committee's room, which can accommodate between 20-40 delegates and a delegates lounge with a capacity of 80-100 delegates. Other related areas are:

- Document distribution areas
- Conference service offices
- Interpreters/Technician booths
- Interpreters lounge
- Registration Desk Area

c) Public and Special use areas include:

- Main entrance - covered front patio
- Lobby access to fountain area
- Fountain Area
- Stairs and Ramps

d) Corridors

e) Washrooms

f) Stores and Archives

g) Tea Rooms

h) Workshops

i) Libraries

j) Commercial areas which include banks, travel agencies, post office, fuel station, gift shops etc

k) Audio Visual/video conference areas

l) Central Registry

m) Documents/Reproduction and Distribution Area

n) Recreation Centre/Gymnasium

o) Visitors' Pavilion, Gate House A and B and the fire station.

SANITARY/WASTE DISPOSAL SERVICES

SCOPE OF WORK

Requirements:

1. The Contractor must be registered with the Nairobi City Council/other relevant authority and must be fully authorized to carry out refuse collection/disposal services.
2. The Contractor must ensure that the refuse collected is not scattered within the complex or elsewhere and shall keep the whole transit area clean/neat.

A. Clinic Waste Disposal

1. The Contractor shall provide a ten-litre bin with a foot-operated lid and any other make-up to comply fully with all necessary health considerations. This bin shall be used to collect clinic waste, which includes syringes, bandages, needles etc. used by the UN Medical Services Clinic in UNON Complex, Gigiri as and when requested but at least once a month.
2. The Contractor shall incinerate the collected waste to temperatures above 1500 degrees centigrade so as to disintegrate the clinic waste completely. The bin is to be replaced whenever collections are done.
3. The Contractor must ensure that the refuse collected is not scattered within the complex or elsewhere and shall keep the whole transit area clean/neat.
4. The Contractor shall be under the direct supervision of BMTU.

B. Refuse Collection Services

1. The Contractor shall provide 4 skips of 7.5 cm each, which shall be placed (at designated locations within the UN complex) at all times.
2. The Contractor shall collect refuse from the United Nations premises twice a week or more often if so required.
3. The refuse will consist of all types of materials including building debris.
4. The Contractor shall ensure the confidentiality as well as environmental concern for the refuse collected and ensure that the refuse collected is disposed off appropriately at an approved site by the Nairobi City Council. The Contractor will have to provide satisfactory proof to this effect.

**BUILDINGS AND EXTERNAL WORKS MAINTENANCE
SCOPE OF THE CONTRACTOR'S SERVICES**

1.1 The maintenance tasks under the Buildings and External works maintenance contract are related to the area indicated below. This summarized list is not exhaustive and the contractor may be required to perform other tasks, which may be necessary to maintain all buildings, and external works to the standards acceptable to UNON.

1.2 Structure and masonry works

This relates to the maintenance of all sub-structure, structure, roofs, roads and masonry walls including floor finishing, joinery works (including doors, windows, glazed areas, etc), and any other features and components of the built up areas. All areas with roughcast concrete finish shall be cleaned using coconut brushes or other appropriate materials. UNON shall supply the brushes.

1.3 Water and Sewage systems

This includes all the systems, components and fittings related to water supply (including water pump, water tanks, water distribution, hydrants, etc), water drainage systems, (including both water pipes and open drainage), sewage pump etc), grease traps toilet groups (including all fittings and wall and floor finishes) waterscape systems, etc. The contractor shall make arrangements with the relevant authority to test water supply from the Nairobi City Council, Boreholes and for irrigation systems.

1.4 External Works

This includes fences, roads, car parks, footpaths drainage etc

1.5 Sign making works

This includes nameplate engraving (using UNON engraving machine) and minor general signboards.

1.6 Workshop

This is to be set up with the contractor's own machinery to do all types of joinery, furniture, metal works, terrazzo works, including welding and spray painting and other form of paint work. The contractor shall also be responsible for provision of such items as bits, discs, blades and any other item necessary for the equipment to be used to give/achieve the desired end results.

1.7 Office Partitioning

This is to be done with material supplied by UNON (new partitioning, changing of existing partitions, inserting doors, blocking doors etc).

1.8 Fixing and repair of locks and iron-mongery.

United Nations Nations Unies

UNITED NATIONS OFFICE AT NAIROBI • P.O. BOX 67578, NAIROBI
OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200
TÉL: + 254 (0)20 621234 • FAX: 254 (0)20 623211

1.9 Fixing of floor and wall finishes, ceramic, terrazzo, parquet wood blocks, grano, pvc/carpets tiles, ceiling etc painting:

1.10 Painting

This involves internal and external paint works including traffic road marking lines, spray painting of fading WC cisterns, roller paintworks teturaga paint etc. UNON shall supply the paint brushes.

1.11 Minor renovations/construction

This involves construction of manholes and other type of chambers, digging trenches as may be directed, demolition of masonry walls, floors etc, renovation of structures, additional construction as may be directed.

1.12 Any other maintenance work

This shall include any other maintenance works required by the nature of existing building and external works.

Professional Services(Design Consultancy /Construction

The services in general consist of provision of the following professional services: a) Architectural, b) Engineering, c) Quantity surveying and costing d) Interior design e) Construction administration and related services in connection with the design and construction of the proposed projects.

This entails i) Pre-design programming ii) schematic design iii) Detailed design development iv) Construction documents v) Contract tendering vi) Construction administration

The professional services will include all architectural and engineering services in accordance with the current Royal Institute of British Architects (RIBA). Pre- and post contract Quantity surveyor services will also be required as part of the overall services.

Construction Services

This involves construction activities under the following categories for contractors with capacity in terms of Equipment, Qualified personnel and Construction Management skills in all or part in a) General building construction b) General civil engineering c) Specialized disciplines like i) Electrical ii) Plumbing & Sewerage iii) Cold rooms & Air conditioning iv) UPS maintenance v) Generators vi) Kitchen equipment maintenance vii) Alarm systems viii) Exhauster services ix) Any other specialized area not covered in the above (specify).

The work involves construction of the structure from the ground to completion in accordance with the relevant BS/CP as specified in the contract documents. The contractor shall indicate the Ministry of Works details of registration like class and area. There are two options namely a) design and build b) Construction only

United Nations Nations Unies

UNITED NATIONS OFFICE AT NAIROBI • P.O. BOX 67578, NAIROBI
OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200
TÉL: + 254 (0)20 621234 • FAX: 254 (0)20 623211

PROVISION OF COURIER SERVICES TO THE UNITED NATIONS OFFICE AT GIGIRI

The company will be required to provide Courier Mail Services to handle large volume of mail within the UN-Habitat, UNEP, UNON and other UN Agencies.

Scope of Work

1. The Contractor shall provide worldwide Courier mail services on a daily basis and shall at all times follow the instructions given by Mail Pouch and Archive Unit (MPAU)/SSS, UNON notwithstanding its obligation to advise MPAU, on better conditions available to it, in terms of tariffs per zone, mail house, etc.
2. Services to be rendered by the Contractor shall be as follows:
 - a) Once Airway Bills are signed by the designated MPAU staff, the Contractor shall complete the airway bills for each courier indicating the exact weight in kilogram and copies be provided to MPAU on a daily basis.
 - b) Ensure prompt delivery of the courier mails to the different destinations.
 - c) Promptly collect all courier mails daily at least twice a day timings to be agreed with the Chief, MPAU.
 - d) Provide sufficient blank Airway Bills to the MPAU.
 - e) Ensure that the Quality of Service Report (QSR) showing the delivery details of all Courier mails are submitted to MPAU on a weekly basis.
3. In addition to above, diplomatic pouch services for the following destinations should be provided:

| | |
|-----------------------------|---|
| i) UNEP/RONA, Washington DC | vii) UNEP/Jamaica |
| ii) UNDP Pretoria | viii) UNDP/Jordan |
| iii) UNDP, Lesotho | ix) UNEP/Japan |
| iv) UNEP/DIIE, Paris | x) UNEP/Netherlands, etc as the need arises |
| v) UNEP/CMS, Bonn | |
| vi) UNEP/Mexico | |
4. The contractor shall undertake to handle the parcels with due care and in the event that the seal is broken, the contractor shall immediately return the parcel to MPAU/UNON.
5. In the event that the number of destinations increases in the future, the contractor shall be advised in writing by the Chief, Procurement Travel and Shipping Section (PTSS), Support Services Service UNON, accordingly.
6. The contractor shall provide incoming courier services for UN travel documents coming from UN Office at Geneva (UNOG) to UNON.
7. The contractor, from time to time, may be requested to arrange for the shipment of official consignment of staff members' personal effects. This arrangement will be done through the office of the Chief, Transport, Travel and Shipping Unit, Support Services Service.

United Nations Nations Unies

UNITED NATIONS OFFICE AT NAIROBI • P.O. BOX 67578, NAIROBI
OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200
TÉL: + 254 (0)20 621234 • FAX: 254 (0)20 623211

THE OPERATION AND MANAGEMENT OF CATERING FACILITIES AT THE UNITED NATIONS OF NAIROBI (UNON) IN GIGIRI

1.0. INTRODUCTION

Over the past year there has been much discussion and concerns expressed about the quality and variety of UN food services on the UN compound. As a result UNON had undertaken a comprehensive and exhaustive Catering study, conducted by a Hotel and Restaurant Management professional, to map the way forward to improving the quality and variety of food services on the compound and addressing where possible any past inhibiting factors and challenges faced by Contractor in order to effectively deliver the UN Catering objectives. The outcome of all this has been to adopt a more pragmatic and transparent approach to UN dining services. We believe, in order to achieve our objectives, it is important to share with the potential Contractor the framework upon which such a partnership will flourish. The highlights are as follows:

The food requirements will be provided from the following catering facilities:

- The Old Cafeteria
- The Main Cafeteria
- Five Coffee Stations located in Blocks M, P, R, T and W.
- The United Nations Recreation Centre

* As one the food service providers on site, the Contractor will have a potential captured audience of:

- 1,835 UN Staff at UN Gigiri and growing to an expected 3,000 in 2008/9
- 600 full time Contractors
- 30,000 annual delegates attending over 1,665 Meetings
- 1,000's of visitors each year

* "Basic Menu" items compliance. The balance of lunch menus would require a minimum ten (10) day rotation. With price guidelines on only a handful of items the Contractor has flexibility to offer brand names products, such as juices, specialty coffee or variety of entrees with only guidance from UNON.

* No monthly rental fees or service charges. (only on office space if required)

* A fair and realistic UNON commission structure based on Contractor revenues. This structure will allow Contractor to achieve their profit expectations but at the same time

work favorably if revenues targets are not met thereby minimizing any negative impact on the Contractor's bottom line. (win/win)

* A focus on streamlining Conference and Event Catering and commitment from UNON to support the Contractor efforts and opportunities as they become available.

* A dedicated Office of Food Service will be created to support the Contractor's efforts to promote healthy eating and be the focal point to raise awareness on issues of concern. An injection of hospitality expertise from UNON will allow for more productive dialog between Contractors(s) in achieving our mutual goals.