

# **LONGTERM MAINTENANCE OF CIVIL, PLUMBING AND MECHANICAL WORKS AT THE UN COMPLEX, GIGIRI**

## **BACKGROUND/INTRODUCTION**

The 146 acre UN Gigiri complex currently accommodates over 1,900 staff members in over 40,000 square meters of built space. The complex is managed on behalf of the United Nations Headquarters (UNHQ) in New York by the local administrative branch of the Secretariat, the United Nations Office at Nairobi (UNON).

The Central Material Management Facility and an additional 20,000 sq metres (approx.) of gross office space (New Office Facilities- NOF), to accommodate increasing demand for space, which is currently under construction and planned for completion in 2011, will also form part of the scope of works of this contract.

In order to secure the best condition of all buildings and related civil works, the bidder is invited to present a proposal to fulfill UNON's requirement for the provision of building and civil services to the Gigiri complex.

The maintenance tasks under the building and external works maintenance contract are described in the scope of work below.

## **SCOPE OF WORKS**

### **1. Building works**

This relates to the maintenance of all sub and super-structures, structures, roofs 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.

### **2. 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 system including sewage pipes, oxidation ponds, septic tanks, 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 local authority to test water input supply from the

- a. Nairobi City Council;
- b. Boreholes;
- c. Irrigation system;
- d. Other drawpoints (at least 10 that shall be decided by BMTU).

The tests shall be carried out quarterly for physical/chemical and micro-organism content.

### **3. External Works**

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

### **4. Sign making works**

This includes nameplate plotting (using UNON plotting machine), cutting to size and sticking the cut-offs, and fabrication of minor general signboards.

### **5. Workshop**

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

### **6. Office Partitioning**

This is to be done with material supplied by UNON (new partitioning, changing of existing partitions, inserting doors, blocking doors, glass windows and blinds, etc). The Contractor shall be responsible for ensuring that UNON materials are properly used and not wasted. Twenty (20) additional partitions per month shall be installed by the Contractor at no additional cost to the UN.

### **7. Fixing and repair of locks and ironmongery**

### **8. Fixing of floor and wall finishes**

This includes the maintenance and laying of ceramic, terrazzo, parquet wood blocks, grano, pvc, carpets, tiles, ceilings etc.

### **9. Painting**

This involves internal and external paint works including road markings, spray painting of fading WC cisterns, roller paint works, teturaga paint, renovation of existing structures, and any additional paintwork as may be directed. UNON will provide paint, polyfilla, sandpaper and paint brushes.

### **10. Minor renovations/construction**

This involves construction of manholes and other types of chambers, digging trenches as may be directed, demolition of masonry walls, floors, etc. renovation of structures, additional construction as may be directed, e.g. building of walls, creation of door apertures, and other minor construction.

### **11. Any other maintenance work**

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

## **12. Maintenance of Construction Drawings**

The Contractor shall be responsible for recording charges, alterations, additions or deletions of elements or features pertaining to premises, services and installations in areas of building structure/elements as well as roads, footpaths and others which may fall under the building and external works domain. The recording shall be done through the construction drawings in AutoCad (new or revised drawings, with technical specifications). An electronic copy of the changes should be passed over to BMTU for amendment of the permanent drawings.

*Where drawings do not exist, or are not updated, it shall be the Contractor's duty to investigate, create and submit new/updated drawings to BMTU.*

## **Responsibilities of the Contractor**

The responsibilities of the Contractor shall include but are not limited to the following:

### **Trained and Supervised Staff**

The Contractor shall provide properly trained and supervised staff including supervisors and managers as necessary to provide satisfactorily all services in all areas at the times when the services are required. The Contractor shall provide qualification certificates of all its members of staff. The Contractor shall comply with the proposed list of staff and replace unsatisfactory staff within reasonable time after the written request of the employer expressing dissatisfaction with the service provided by the existing staff. No new staff may be employed under this contract without UNON's prior approval.

### **Compliance with the UN Fair Pack Policy**

The Contractor shall ensure that their employees are remunerated in accordance with the proposal incorporating the UN Fair pack Policy, and at the same time in accordance with the Kenya Labour Laws and the prevailing and other relevant statutory requirements. UNON shall have the right to inspect the Contractor's books to ensure adherence to the above.

UNON should also be provided with copies of the employment agreement between the Contractor and all the staff under this contract, along with copies of the medical coverage for the Contractor's staff. These documents should be provided to UNON within 15 days from commencement of the contract.

Non-compliance with the Fair Pack policy will constitute a breach of contract and termination proceedings will be effected in accordance with the UN General Conditions.

### **Quality of Work**

The Contractor shall be responsible for the provision of equipment, as well as for the quality and end results of his workmanship. The cost of remedying any defective works as result of negligence shall be borne by the Contractor.

### **Tools & Equipment**

The Contractor shall ensure the availability of all necessary tools and equipment to adequately discharge his maintenance responsibilities at all times as per the requirements of this contract. These tools and equipment for daily use shall be kept on the UN premises, while other equipment for infrequent use shall be brought in as necessary. No equipment shall be removed from/brought to the UN Complex without BMTU approval.

### **Safety Standards, Safety of Electrical Equipment**

Kenya's Safety Standards should be strictly adhered to as a very minimum, and in the absence of the same, the International Safety Standards should be complied with. For the added safety of the Contractor's employees and the UN staff, no electrical tool, appliance or cord should be used on the UN premises unless it has passed a compulsory electrical safety and hazard test and been labeled to that effect by the UN electrical maintenance Contractor. The equipment should then be submitted to BMTU for re-inspection every six months.

UNON shall bear the inspection costs but repairs are the responsibility of the Contractor.

### **Activity Reports**

The Contractor shall present monthly reports (one typed hard copy and a soft copy) on activities carried out during the past month and how it has related to the overall work programme. They shall include, as necessary, statistics of work done, and any data that BMTU has requested for compilation.

### **Inspection Reports**

The Contractor, through his Operations Site Manager and /or supervisors, shall present reports on corrective maintenance requiring immediate action. These reports shall be based on in-situ inspections of premises and related installation and features.

### **Maintenance Reports**

The Contractor shall present monthly reports on preventive maintenance carried out during the past month, and how it has related to his overall work-programme. It shall include, as necessary, statistics of work done.

### **Work Orders**

Apart from the normal maintenance works to be carried out by the Contractor as per his approved work programme, the Contractor shall carry out any work order issued by BMTU for any required maintenance tasks in the field of his contract.

UNON maintenance Contractors are *not permitted* to entertain direct work orders/requests for any additional work from any UN agency based at Gigiri, *unless* the request is justified and cleared by BMTU.

### **Fluctuations in the Schedule of Operations**

Should maintenance works be of unforeseen urgency, the Contractor may be required to concentrate his efforts, and strengthen the necessary skill manpower in those urgent works. In these cases the Contractor is expected to increase or decrease the number of skilled worker in a particular trade. Cost fluctuation should be discussed and agreed upon between the Contractor and UNON (PTSS) prior to commencement of emergency works.

### **Emergencies**

The Contractor shall be available on telephone on 24 hours basis and respond to any emergency immediately.

### **Working Hours**

The Contractor shall be required to provide his/her maintenance personnel for 45 hours per week as follows: Mondays through Saturday inclusive, except in respect of 10 UN recognized holidays. These working hours relate to the current Kenyan legislation (Government General Order). Should this legislation change during the period of the contract, the working hours shall be adjusted accordingly at no extra cost to the United Nations.

Hours shall be

Monday – Friday: 8 a.m.to 5 p.m.

Saturday: 8 a.m. to 1 p.m.

Note: One competent night duty plumber and one helper must be at the UN complex at all times outside regular working hours, including holidays and week-ends.

### **Monthly Meetings**

For co-ordination purposes and to enhance efficient operation of maintenance tasks, the Contractor is required to submit monthly reports and attend monthly meetings with key staff of BMTU and to be represented at such meetings by their key staff, e.g. Manager, Supervisor. Minutes of these meetings will be prepared and distributed to PTSS and the Contractor by BMTU within five working days from the date of each monthly meeting.

### **Attendance Checks**

Each employee to the Contractor shall sign in and out for daily attendance checks. The signing of attendance is compulsory for all staff from the Manager downwards. BMTU may conduct spot attendance checks at any time. At the discretion of BMTU, as a substitute for above, the Contractor may be requested to present, at the end of each month, a certified copy of his own attendance records.

### **Terms of Reference**

The staff of the Contractor shall perform any task within the scope of work of the contract as instructed by BMTU.

### **Verification Procedures**

The Contractor shall carry out any Work Order any comply with any verification procedures specified by BMTU. The verification of invoices shall be based on both qualities of services and attendance rendered. Any substantial shortfall in the availability of necessary tools and equipment required to carry out maintenance works shall also be reflected in the verification.

### **Emergency Supplies and Spares**

Any material or spares required to carry out maintenance works shall be provided by the United Nations or may be procured by the Contractor, if so authorized by UNON, who shall submit invoice/supporting documentation for reimbursement. The Contractor shall indicate standard overhead costs in respect of added cost, covering the purchase of materials on an urgent basis, which shall be applied to all such cases authorized by UNON.

### **Maintenance of Construction Drawings**

The Contractor shall be responsible for recording charges, alterations, additions or deletions of elements or features pertaining to premises, services and installations in areas of building structure/elements as well as roads, footpaths and others which may fall under the building and external works domain. The recording shall be done through the construction drawings in AutoCad (new or revised drawings, with technical specifications). An electronic copy of the changes should be passed over to BMTU for amendment of the permanent drawings.

### **Other Requirements**

#### **a) Attendance**

The Contractor shall provide monthly a certified statement as to the manpower provided as stipulated in the contract. BMTU will carry out regular spot checks to ensure their accuracy.

b) Training Programme

The Contractor must consistently and thoroughly train his staff with an aim to enhance the proper use of maintenance equipment, methods used in maintenance, hygiene, basic security measures as well as public relations.

c) Environmental considerations

The Contractor shall provide innovative proposals on environmental issues to BMTU for consideration and implementation where feasible.

e) Radio Communication System

The Contractor shall have an effective radio communication system capable of communicating within Nairobi for all his managerial staff and supervisors. The supervisory staff should have mobile phones whose numbers shall be submitted to BMTU.

f) Protection against electrical appliances

The Contractor must ensure that staff, while using electrical appliances should protect themselves from electrocution by using gloves and gum boots.

g) The Contractor is not permitted to use the UN Complex for company activities other than those stipulated in the contract. UNON reserves the right to terminate the contract without notice for breach of this clause.

h) The Contractor shall ensure their employees comply with UN Security directives as and when they are issued and communicated to them directly by BMTU and/or UN Security and Safety Service.

i) The Contractor and the employees shall be issued with a UN Contractor badge per person for use only within the compound. UN Security reserves the right to withdraw the card(s) without any notice, for any security reason. In the event of loss of the badge, the Contractor shall obtain a police abstract and shall be charged KES 500.00 for a replacement.

j) Physical Inventory of Structure

The Contractor shall take inventory of all elements and ironmongery of the building structure to include surface area for painting, locks and others.

k) Building debris

The Contractor shall remove all unwanted building debris from the UN complex and dump it at an appropriate dump site approved by the Nairobi City Council, after clearance by BMTU.

### **The United Nations**

The obligations of the United Nations will be as follows:

#### **Facilities provided for the Contractor**

BMTU shall provide approximately 70 square meters of office and workshop facilities free of charge, with one standard telephone set and one extension from the main UN switch. This connection is for internal calls only - extension to extension, but the

connection will accept direct inward dialing from outside as well as operator - assisted calls through the UN switchboard. The number of telephone sets, their features as well as the number of lines can be upgraded at the Contractor's cost to provide dialing access nationally, and /or internationally, depending on the access restriction class assigned individually to each set. The Contractor will be billed separately for this service monthly at the rate approved by UNON. Electricity and water from normal supply but not from the standby sources shall be provided free of charge.

E-mail and Internet facilities shall be provided to the Contractor who will be billed separately for the services at a rate approved by UNON. Any installation costs involved in the provision of these services by UNON shall be borne by the Contractor. Note: for ease and speed of communication between the Client and UNON, the Contractor must subscribe to email facilities provided by UNON.

## **PROPOSAL OUTLINE**

Each bidder is required to submit all necessary information, in the most complete way, on how his company would propose to carry out maintenance and minor alterations within these requirements, at the United Nations Office, Nairobi. In particular the bidder shall submit the following detailed information:

### **1. Work Programme**

Based on the bidder's assessment of the current condition of the elements and features of the works of this requirement, the bidder shall present:

- a) schedules of maintenance works, to be undertaken in the format of the summarized scope of works herewith, with
  - o a detailed breakdown of tasks under each individual maintenance heading;
  - o clear indication of the nature of the task (preventive or corrective maintenance);
  - o the time and periodicity assigned to each task;
  - o manpower requirements (trade, skilled worker, assistant etc.);
- b) suggested maintenance procedures (proposed modalities of work).

The bidder shall allow for any other maintenance not included herein but which fall within normal maintenance assignments.

Sample schedules are listed below for use by the bidder. These schedules are not exhaustive. 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, therefore, the bidder should ensure that he/she has included all works necessary to execute this maintenance contract, which covers all built-up areas.

### **Major Alterations**

Major alteration works not considered as part of the normal maintenance works shall be authorized by BMTU through a work order when charges have been agreed upon by both parties. Partitioning of offices, demolishing of existing structures, erection of new walls and doors and replacement of glass shall be done at no additional cost to the UN.

For maintenance: The Contractor shall allow for an increase in maintenance works of up to 5% of the total built-up area over the life of the contract at no additional cost to the UN.

### **2. Personnel Proposal**

The Contractor shall submit a detailed number and breakdown of personnel to carry out the functions of this contract, i.e. documentary evidence of qualifications, experience, formal training/education, etc, and provide Certificates of Good Conduct from Kenya Police Criminal Investigation Department for all staff indicated in their proposal.

Indicative staff numbers are shown below based on past BMTU experience – however, the bidder is to justify the numbers based on their proposal. The NOF should also be

taken into consideration with a prorating of staff required when the building comes online in 2011.

Technical Partner/Manager	1
Manager/ Engineer	1
Office Administrator	1
Secretary	1
Engraver	1
Welder	1
Store Keeper	1
Supervisors	4
Plumbers	5
Carpenters	5
Painters	10
Masons	4
Roofer /Road	1
Assistant Technicians	22
<b>Total No.</b>	<b>58</b>

Stand-by additional personnel (in the case of tasks which may require non-permanent skilled workers). For this category of staff a daily rate per person shall be provided.

**Minimum personnel requirements are considered to be as follows:**

One competent **Engineer/Manager** with professional experience in construction of not less than 8 years. The engineer will have worked as a construction manager in major construction projects and preferably has experience in the management of maintenance contracts. The Engineer/Manager shall have the following qualifications; BSC (Civil), or BA (Building Economics or BArc.or HND (Building and Civil Engineering);

One competent **Assistant Engineer/Manager** with relevant professional experience of not less than 6 years. The assistant manager shall have the following qualifications; BSC (Civil), BA (Building Economics) or HND (Building and Civil Engineering);

One **Office Administrator**: Ordinary Diploma in Office Management of equivalent with relevant experience of not less than 5 years;

One **Secretary**: Ordinary Diploma in secretarial studies with good computer knowledge and at least 3 years relevant experience;

One **Store-keeper**: Certificate in purchasing and storekeeping with 3 years relevant experience in the construction industry;

One **Engraver**: Certificate in the use of plotters for engraving with relevant experience of not less than 5 years;

**Supervisors**

**Plumbing**: Qualified Plumber with an advanced Construction Technician Certificate in plumbing and drain laying, with at least 5 years proven and relevant experience.

**Carpentry:** Qualified Carpenter with an advanced Construction Technician Certificate in Carpentry and Joinery and at least 5 years proven and relevant experience.

**Masonry:** Qualified Mason with an advanced Construction Technician Certificate in Masonry and Concrete and at least 5 years proven and relevant experience.

**Welding:** Qualified Welder/fabricator with a Mechanical Technician Certificate in Sheet metal Fabrication and at least 5 years proven and relevant experience.

**Roofing:** Qualified Roofer with a Construction technician Certificate in Carpentry and Masonry and at least 5 years proven and relevant experience in roofing including bituminous flat roofs works.

**Roads:** Qualified and experienced Roads Foreman with a Certificate from the Ministry of Public Works on roads maintenance with at least 5 years proven and relevant experience plus broad experience in maintenance of rigid and flexible road pavements.

**Competent Technicians** (plumbers, carpenters, painters, masons, engraver): The technicians shall be qualified with a least Technician Certificate or Trade Certificates Grade 1 in their respective speciality with 5 years proven experience in the following areas: masonry, carpentry, painting, roofing, plumbing, mechanical welding, roads maintenance (bituminous premix), fence repairs, sign-making, lock repairs, etc.

Note: One competent night duty plumber and one helper must be at the UN complex at all times outside regular working hours, including holidays and week-ends.

**Assistant Technicians** with Kenya Certificate of Secondary Education (KCSE) and Construction proven and relevant industry experience of at least 3 years.

**Adequate Movers:** At least Kenya Certificate of Secondary Education KCSE with experience in packaging and office movement of not less than 3 years. (These shall be provided on request and be paid separately as an additional charge. **The Contractors shall not use any of the regular maintenance staff for moving activities**)

**Other Additional Work** (where the Contractor is advised to provide a quote)

The Contractor shall include a detailed schedule of rates for his labour and others including for works which may require to be done over the weekends and evenings.

The general supervisor should have knowledge of electrical appliances and machines used by the Contractor, ability to inspect, repair and clear the equipment fit for use.

#### **Changes in Staff**

The Contractor will be expected to formally (in writing) inform BMTU of any intention to change their staff, especially the supervisory staff. The Contractor shall forward to BMTU the CVs and other testimonials of in-coming staff and notify BMTU immediately of any termination.

The Contractor shall surrender all ground passes to BMTU upon the completion of the contract or earlier as in the event of early termination, and as and when their staff members are terminated in line with these contract conditions.

### **3. Equipment/Tools Proposal**

The Contractor shall comply with the proposed detailed list of equipment and tools to be assigned to the site. Workshop activities will require the on-site assignment of tools and equipment on a permanent basis. When carrying out periodical maintenance tasks, the Contractor shall provide all the necessary equipment/tools at his cost. All equipment shall be available for inspection during the evaluation of the bids. Minimum requirement will include the following of which details must be provided:

#### **CARPENTRY**

Circular Saw  
Band Saw  
Radial Arm Saw  
Planer  
Thicknesser  
Mortiser  
Ladders

#### **MECHANICAL/PLUMBING**

Welding Machine  
Grinder  
Drilling Machine  
Plumbing Vice  
Thread-Marking Stock/Die  
Pipe Wrench  
Spanners  
Water Pump  
Sets Of Probing Rods

#### **PAINTING**

Spray Painting  
Spray Gun  
Compressor

Each technician shall be required to have a fully equipped toolbox.

Any other equipment the bidder may deem necessary to carry out the requirement of the contract or that may be required on an irregular basis, e.g. terrazzo cleaning and grinding machines, polishing machines, etc.

Vehicle On Site (pickup - not more than 3 years old including, insurance, licences, amortisation, fueling, oils & general maintenance costs)

Note: The Contractor shall provide, upon request, a schedule of rates for any additional equipment the UN may need to hire on an hourly or daily basis, which shall then be authorized accordingly by BMTU through PTSS.

## **Uniforms**

All staff including the supervisors engaged by the Contractor on site shall at all time wear proper clean uniform with numbers for identification purposes, approved by BMTU. The approved uniform colour shall be used solely at the UN Complex. Among the items which will be regarded as part of the uniform shall be overalls, canvas shoes, gloves masks, and any other items that would be required to carry out the services.

## **4. Financial Proposal**

The bidder shall include the following in their financial proposal (Use format provided in Tables 1-5. A summary of the complete maintenance costs should be included in Table 6, and Table 7 will list applicable rates for labour only works, Table 8 for overheads on materials purchased on behalf of UNON on an emergency basis);

### **(a) Personnel**

- a. Detailed break down of personnel charges (including salary, allowances, leave, service charges, NSSF, medical insurance, overhead attendance costs) and total resulting rate for each individual member of the proposed work force. Additional staff attending to any extra work required by the Building Management and Transportation Unit (BMTU) shall be paid at the same rates, and authorized by a BMTU Work Order only.
- b. The Contractor shall ensure that his/her employees are remunerated in accordance with his/her proposal but at the same time should not be in contravention with the prevailing labour legislatives. UNON shall have the right to inspect Contractor's books to ensure adherence to the above.
- c. Additional staff required to attend to any extra work required by BMTU shall be paid at the same rate as authorized by BMTU.

### **(b) Equipment/Tools**

Indicate charges, if any, for the provision of tools and equipment (to be kept on a permanent or temporary basis) as listed in the proposal. . Schedule of rates for hiring other equipment should be indicated clearly.

### **(c) Emergencies – Other Costs**

Indicate overhead costs in respect of added cost covering the purchase of any materials requested by UNON on an urgent basis, which may be authorized by UNON.

### **(d) Background information about the company**

- Owner/s, management charts, etc.
- Work experience (indicate relevant works carried out during the last 10 years and in particular the company's experience in major individual projects, particularly those of a maintenance nature; and current projects)
- Client's references
- Professional references
- Registrations with relevant Government offices
- Financial references (banking references, company assets, audited accounts etc.)

## Sample Maintenance Schedules

### Plumbing Maintenance Schedule

Maintenance Task	Description of Activity	Frequency
Drainage system	Inspect, clean, unblock storm and waste drainage systems	Weekly
	Inspect & compile data, testing sewage system	Daily
	Unclog and test pumps, clear manholes	Weekly
	Inspect septic tanks and grease traps.	Weekly
Water Supply	Test quality of water supply (NCC, Boreholes & irrigation)	Daily
	Clean all water reservoirs	Daily
Aquascape System	Inspect, clean and repair any leakages	Daily
Toilet Fittings	Inspect, clean	Daily
Catering Facilities	Test supply of water in catering equipment, boilers, ensure no waste from leakage etc.	Weekly
Water Pipes, Taps	Check for leaks/worn out fittings and repair	Daily
Solar System	Inspect/repair pipes and solar panels including insulation, soldering/brazing/welding	As required

### Carpentry Maintenance Schedule

	Description of Activity	Frequency
Partitions	Dismantle and install approximately 20 partitions per month	As required
Ironmongery/locks	Inspect and adjust	Daily
Doors & Windows	Inspect, adjust, repair, replace broken glass, adjust louvers, door closers, etc.	Daily
Wall boards & maps	Fix and adjust	Daily
Curtains/blinds	Fix and adjust	Daily
Floor carpets/tiles	Inspect and repair	Weekly

	<b>Description of Activity</b>	<b>Frequency</b>
Facial & Ceiling Boards	Inspect, repair, replace	Weekly
Workshop	Clean doors, windows, etc, workshop repairs	Weekly
Walls/Floor Ceramic and PVC tiles	Inspect and repair	Weekly

### Roof Maintenance Schedule

	<b>Description of Activity</b>	<b>Frequency</b>
Pitched roofs	Inspect, clean gutters, replace broken tiles, adjust tiles	Weekly
Flat roofs	Inspect, sweep and remove all foreign matter, clear drainage openings. Repair/patch with bituminous colas material and apply aluminium reflective paint	Weekly/or as necessary

### Masonry Maintenance Schedule

<b>Maintenance Task</b>	<b>Description of Activity</b>	<b>Frequency</b>
Fence	Inspect/repair	Daily
Footpaths	Inspect/repair	Weekly
Parking areas	Inspect/repair	Weekly
Roads	Inspect/minor including patching, filling of cracks etc.	Weekly
Wall-internal	Inspect/repair cracks and peeling of plaster of wall surfaces	Weekly
Wall -external	Inspect/repair cracks and peeling of plaster of wall surfaces	Monthly

### Sign and engraving Workshop

<b>Maintenance Task</b>	<b>Description of Activity</b>	<b>Frequency</b>
Engraving/Plotting	Engraving name plates for all staff as directed by BMTU	All around the year
	Remove/fix and maintain nameplates maintain engraving machine	Daily weekly

Signs	Spray-paint signboards and others (equipment to be supplied by the Contractor), produce temporary signs painted on wooden/metal plates or other materials, clean, apply brasso and polish brass plates.	As required
-------	---	-------------

### Maintenance Workshop Schedule

Maintenance Task	Description of Activity	Frequency
Workshop	Operate the on-site repairs, replacements or new Contractor's workshop (The Contractor to supply all necessary workshop equipment and tools to carry out complete carpentry, joinery, welding, metal works, spray painting etc as may be directed.)	All year round

### Painting Maintenance Schedule

Maintenance Task	Description of Activity	Frequency
Internal Walls	Paint	Annually or as necessary
External walls	Paint	Annually
Ceilings	Paint rock-fast and pyrox ceilings	Annually or as necessary
Doors and windows frames	All to be repainted or re-varnished	Annually or as necessary
Traffic lines parking areas	Roads - approximately 11,000m to be repainted	Quarterly or as necessary
External painting fence and light poles & others	Paint in co-ordination with the electrician	Every 2 years
Decorative murals	To be repainted by Contractor's artist	Annually
UNON Furniture	Minor repainting, varnishing/staining	As requested

**Appendix 1 Financial Tables**

**Table 1. Staff Salaries**

ITEM 1: STAFF SALARIES & OVERHEADS												
	NAME	DESIGNATION	HOURS WORKED PER MONTH	RATE	BASIC SALARY PER MONTH	NSSF	NHIF	HOUSE ALLOWANCE	TOOLS ALLOWANCE	TRANSPORT ALLOWANCE	MONTHLY COST	YEARLY COST
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
25												
<b>TOTAL ITEM 1: SALARIES &amp; OVERHEADS</b>												

**Table 2. Staff Overheads**

<b>ITEM 2: STAFF OVERHEADS</b>				
	<b>TYPE OF OVERHEAD</b>	<b>DESCRIPTION (e.g. Justification - Labour regulations, Fairpack policy, etc) Note: Indicate against each staff where applicable</b>	<b>MONTHLY COST</b>	<b>YEARLY COST</b>
1	Leave Allowance			
2	Leave Travelling Allowance			
3	Sick Leave			
4	Medical Insurance			
5	Annual Gratuity			
6	Notice Money			
7	Maternity Leave			
8	Workmens' Compensation Insurance			
9	Death In Service			
10	Public Holidays			
11	Staff Uniforms			
12	Uniforms Cleaning Allowance			
13	Staff Lunches			
14	HIV Aids Treatment			
15	Others (Specify)			
16				
17				
<b>TOTAL ITEM 2: STAFF OVERHEADS</b>				

**Table 3. Equipment & Tools**

ITEM 3: EQUIPMENT & TOOLS PROPOSAL				
	TYPE OF EQUIPMENT (required on site permanently: costs should include amortization, repair & servicing)	QTY	MONTHLY OVERHEAD COST	YEALY OVERHEAD COST
<b>A</b>	<b>CARPENTRY</b>			
1	Circular Saw			
2	Band Saw			
3	Radial Arm Saw			
4	Planer			
5	Thicknesser			
6	Mortiser			
7	Ladders			
	<b>SUBTOTAL A</b>			
<b>B</b>	<b>MECHANICAL/PLUMBING</b>			
1	Welding Machine			
2	Grinder			
3	Drilling Machine			
4	Plumbing Vice			
5	Thread-Marking Stock/Die			
6	Pipe Wrench			
7	Spanners			
8	Water Pump			
9	Sets Of Probing Rods			
	<b>SUBTOTAL B</b>			
<b>C</b>	<b>SPRAY PAINTING</b>			
1	SPRAY GUN			
2	COMPERESSOR			
	<b>SUBTOTAL C</b>			
<b>D</b>	<b>VEHICLE ON SITE</b>			

<b>ITEM 3: EQUIPMENT &amp; TOOLS PROPOSAL</b>				
	<b>TYPE OF EQUIPMENT (required on site permanently: costs should include amortization, repair &amp; servicing)</b>	<b>QTY</b>	<b>MONTHLY OVERHEAD COST</b>	<b>YEALY OVERHEAD COST</b>
1	VEHICLE (pickup - not more than 3 years old including, insurance, licenses, amortization, fueling, oils & general maintenance costs)			
	<b>SUBTOTAL D</b>			
<b>E SAFETY EQUIPMENT</b>				
1	Hanging Gear			
2	Head Gear			
3	Eye Goggles			
4	Workshop Iron Shoes			
5	Nose Masks			
6	Assorted Hand Gloves			
7	Assorted Precaution Signs			
8	First Aid Kit			
9	Protective Clothing			
	<b>SUBTOTAL E</b>			

**Table 4. Total Item 3 – Equipment & Tools**

<b>ITEM 3: EQUIPMENT &amp; TOOLS</b>				
		<b>MONTHLY</b>	<b>YEARLY</b>	
1	<b>SUBTOTAL A</b>			
2	<b>SUBTOTAL B</b>			
3	<b>SUBTOTAL C</b>			
4	<b>SUBTOTAL D</b>			
5	<b>SUBTOTAL E</b>			
	<b>TOTAL ITEM 3: EQUIPMENT &amp; TOOLS</b>			

**Table 5. Item 4:Administrative Overheads**

	<b>ITEM 4: ADMINISTRATIVE OVERHEADS</b>	<b>MONTHLY RATE</b>	<b>YEARLY RATE</b>
1	Fixed Telephones		
2	Mobile Telephones		
3	Bookkeeping & Accounts		
4	Stationery		
5			
<b>TOTAL ITEM 4: ADMINISTRATIVE OVERHEADS</b>			

**Table 6: Summary Of Maintenance Costs**

	<b>SUMMARY OF MAINTENANCE COSTS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
<b>1</b>	TOTAL ITEM 1: SALARIES & OVERHEADS		
<b>2</b>	TOTAL ITEM 2: STAFF OVERHEADS		
<b>3</b>	TOTAL ITEM 3: EQUIPMENT & TOOLS		
	TOTAL ITEM 4: ADMINISTRATIVE OVERHEADS		
<b>4</b>	TOTAL ITEMS 1 - 4		
<b>5</b>	COMPANY PROFIT (indicate %)		
	<b>TOTAL COST OF MAINTENANCE</b>		

**Table 7 - Additional Labour-only Rates**

	<b>ADDITIONAL LABOUR ONLY WORKS RATES</b>	<b>RATE</b>
1	Movers	
2	Supervisor For Movers	
3	Skilled Labour e.g. Carpenter, Mason, etc.	
4	Non-Skilled Labour	
5	Removal Of One Partition	
6	Erection Of One Partition	
7	Fixing A Door	
8	Fixing One Partition Panel	
9	Excavation Per Cubic Meter	

Note: Indicate whether hourly, daily, weekly etc. where relevant.

**Table 8. Overheads on Emergency Purchases**

Bidders may wish to list items with an indication of overhead to be charged to UNON, in the following categories:  
Plumbing, Carpentry, Masonry, Roofing, Metalworks, Painting, etc.

Examples are listed below.

	<b>Overheads on Emergency Purchases of Materials</b>	<b>% overhead</b>
1	Colas	
2	Cement	
3	Balast	
	Sand	
	Screws	
	Couplings	