



AA KENYA

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REQUEST FOR QUOTATION FOR CLEANING SERVICES

AA Kenya is seeking quotations from prequalified cleaning services providers for the provision of cleaning services at our premises across our network of branches. The details of the required services are outlined below.

Scope of Work:

1. General Cleaning:

- Daily cleaning of office areas, restrooms, kitchens, and common areas.
- Dusting and wiping all surfaces, including desks, chairs, tables, and shelves.
- Vacuuming carpets and mopping hard floors.
- Emptying and disposing of trash.

2. Restroom Cleaning:

- Cleaning and sanitizing all restroom fixtures, including toilets, sinks, and mirrors.
- Restocking of paper products, soap, and other supplies as needed.

3. Kitchen/Break Area Cleaning:

- Preparing and Serving tea once per day.
- Cleaning and sanitizing countertops, sinks, and appliances.
- Ensuring all utensils are washed and kept in cabinets.

4. Window Cleaning:

- Interior window cleaning on a monthly basis.
- Exterior window cleaning on a quarterly basis.

5. Supply of cleaning materials:

- Supply of cleaning materials including brushes, mops, soap, disinfectant and toiletries.

Quotation Submission: Interested service providers are requested to submit their quotations by **15th July 2024** to the contact information provided above.

We look forward to receiving your quotation. If you have any questions or require further information, please do not hesitate to contact us through:

Email address: procurement@aakenya.co.ke

Mobile number; 0709933112

By

Linda Kenelwa

Director Human Capital and Administration