



# UNIVERSITY OF NAIROBI

## EXPRESSION OF INTEREST (EOI)

REF NO. UON/EOI/03/2018-2019

### PROVISION OF LAUNDRY SERVICES ON A PILOT BASIS FOR STUDENT WELFARE AUTHORITY

The students of the University of Nairobi have over the years used conventional methods to wash their linen. They have either been doing laundry by themselves or by engaging services of Casuals at a fee. This has however led to wastage of their study time and also caused a security hurdle. With advancement in technology, the University seeks to solve these problems by providing modern laundry services to its students.

In this regard, the University wishes to partner with an established laundry service provider who will provide the laundry services to the students at an affordable rate. This is to reduce time used by student on laundry and allow them concentrate on their academics. The partnership will be on a pilot basis for a period of six months in two laundry service provision points in the colleges to establish projects viability. The estimated population of the two service provision points for the pilot project is 4,200 students.

The University envisages partnering with a firm with demonstrable experience in offering laundry services in a professional manner to Institutions whose operations are similar or related to those of University of Nairobi.

The University therefore seeks proposal providing details as follows;

- The capacity of machine that will be installed.
- The space required in square meters to run the operations effectively.
- Average consumption of water and electricity per month.
- Modalities of payment by the students.
- Pricing method and amount to be charged.
- Revenue sharing Methodology
- Renovation, Installation & Removal of machines expenses.
- Operations work plan and security.
- Any other relevant information to ensure efficient and effective operation.

Interested and eligible firms **SHALL** provide the following information and certified copies of documents to support the information given:

- Company profile (Company history, contacts i.e. email, telephone, postal address, physical address, and services). Also state the County of Operation
- Attach a copy of a valid Certificate of business incorporation/registration.
- Attach a copy of a valid tax compliance certificate.
- Attach a copy of a valid PIN Certificate.
- Attach copy of a valid Business Permit/License.
- Provide CR12 or a certified list of shareholders/partners and the Directors with their contact details.
- Attach a copy of Indemnity of machines installed.
- Two (2) copies of the expression of interest (EOI) documents (original and a copy)
- Demonstration of financial capability in carrying out the required laundry services by attaching certified copies of the firm's audited accounts for the last three year (2015, 2016 and 2017).
- Provide evidence of Practical experience in providing Laundry Services.
- Provide a summary of the proposed methodology and plan to be used once awarded the tender
- Any other relevant information and documentations.
- Site Visit by the bidders before expressing interest is a Must.

#### General Information and Notice:

- a. Any information provided by the bidding party will form the basis of any contract that may be entered into between The University of Nairobi and the bidder pertaining to this EOI.
- b. The University of Nairobi shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their EOI.

Expression of Interest (EOI) clearly marked with the Reference Number and clearly marked **Provision of Laundry Services on a Pilot Basis for Student Welfare Authority** and no other markings, must be delivered to The Procurement Manager, University of Nairobi, Administration Block Main Campus, 1<sup>st</sup> Floor, Room 104, Nairobi, Kenya E-mail: [manager-procurement@uonbi.ac.ke](mailto:manager-procurement@uonbi.ac.ke) on or before **28<sup>th</sup> May 2019 at 10:30am**

Expression of Interest documents made in English must be placed inside the **Tender Box at the reception area, Administration Block, Main Campus on or before the closing date.**

**Bulk documents shall be received in the Procurement Manager's office. Opening will be done on the same day thereafter in the Council Committee Room in presence of tenderers or their representatives who chose to attend**

**The University of Nairobi reserves the right to accept or reject any bid without assigning any reasons thereof.**

**Procurement Manager**