



KENYA PERMANENT MISSION TO UN-HABITAT

INVITATION FOR SERVICE PROVIDERS

The Kenya Permanent Mission to UN-Habitat invites qualified service providers to submit proposals for the provision of Internet, Website, Sanitary and Disposable Bins, Generator, Curtain and carpet Cleaning, ICT Maintenance, Minor Maintenance and Catering Services at our premises located at Block 91/102, Gigiri.

SCOPE OF WORK

The selected service providers will be expected to provide the following services:

A. PROVISION OF INTERNET SERVICES

- Monthly internet connection (40 Users)
- User support – link connection
- Internal server management

B. PROVISION OF WEBSITE SERVICES

- Website Development
- Domain management
- Web hosting
- Website Management (content management system, update cPanel and user support)

C. PROVISION OF SANITARY BINS AND DISPOSABLE BINS

- Garbage Collection
- Sanitary waste management

D. PROVISION OF GENERATOR SERVICES

- Engine maintenance and service
- Control Unit and software service

E. PROVISION OF CURTAIN AND CARPET CLEANING SERVICES

- Quarterly Carpet and curtains cleaning services: cleaning of curtains, sheers, blinds, and shampooing of carpets.

F. ICT MAINTENANCE SERVICES

- **Hardware Maintenance**
 - ✓ Check the physical condition of all hardware.
 - ✓ Clean dust from hardware components.
 - ✓ Ensure all cables are properly connected.
- **Software Updates**
 - ✓ Check for and install updates for all software.
 - ✓ Update antivirus and other security software.
- **Data Backup**
 - ✓ Regularly backup important data.
 - ✓ Verify the integrity of the backups.
- **Security Checks**
 - ✓ Regularly update and run antivirus software.
 - ✓ Check for any security breaches or intrusions.
- **Network Maintenance**
 - ✓ Check network connectivity and speed.
 - ✓ Monitor network for any unusual activity.
- **System Performance**
 - ✓ Monitor system performance.
 - ✓ Identify and troubleshoot any performance issues.

G. MINOR MAINTENANCE SERVICES

- ✓ Furniture maintenance/ Repairs

CATERING SERVICES

- **Menu Planning:** Decide on the menu based on the type of event and guest preferences.
- **Catering Supplies:** Ensure availability of all the necessary catering supplies including table settings, display and decor supplies, and disposable catering supplies.
- **Food Preparation:** Prepare the food while maintaining high standards of food safety and hygiene.
- **Transportation:** Arrange for the safe transportation of food, keeping in mind the need to maintain the right temperature.
- **Setup:** Set up the food stations at the venue including arranging the serving trays, dinner plates, and other inventory.
- **Clean Up:** After the event, clean up the venue and ensure all catering equipment is accounted for and returned.

- **Evaluation:** After the event, evaluate the service provided. Take note of what went well and areas that need improvement.

ELIGIBILITY:

Interested service providers should have:

1. Proven experience in providing similar services.
2. Valid business licenses and permits.
3. Adequate resources and personnel.

PROPOSAL SUBMISSION:

Interested service providers should submit their proposals, including proof of previous work and budget where applicable to the email address kpmunhabitat@gmail.com by close of business Monday **20th May 2024**

or to;

The Permanent Representative
Kenya Permanent Mission to UN-Habitat
UN Crescent Avenue
P.O BOX 67830, 00200 Nairobi

EVALUATION:

Proposals will be evaluated based on cost, experience, quality of proposed solution, and references.

14th May 2024

Kenya Permanent Mission to UN-Habitat
