



Italian Agency for Development Cooperation  
Nairobi Office

**CIG: Z242C6AAC7**

### **ALLOCATION ON CONTRACT BASIS**

#### **BETWEEN:**

**The Italian Agency Development Cooperation Section of the Embassy of Italy in Nairobi** – “Spese di funzionamento” hereafter referred to as “the contracting party” represented by the Head of Office Fabio Melloni

And the **Company “Helmag Cleaning Services”** represented by Ms. Hellen Ndwiga and Ms. Margaret Imali, hereafter referred to as “the contractor”.

Is agreed as follows:

1. The contractor confirms to the contracting party that he/she will provide cleaning office service in the context “Spese di funzionamento”. The service requirement is to cover the daily cleaning services done by one cleaner;
2. The technical execution of the services will be carried out autonomously, the modalities of which will be agreed upon between the contractor and the contracting party. The cleaning office service referred to in paragraph 1 shall have to be carried out 5 days a week (Monday to Friday).
3. The contractor has to carry out the following duties:

#### **DAILY:**

- Sweeping and moping of the ceramic floors
- Emptying the dust baskets
- Damp wiping of all furniture, fittings, and accessories e.g. doors, phone sets handles, computers and wardrobes
- Sanitizing of door handles, bathtubs, sinks
- Cleaning of the partition and work stations
- Attending to spillage and other emergency cleaning
- Cleaning and maintaining the kitchen clean at all times
- Damp wiping of window seals and metal grills

#### **WEEKLY:**

- Cleaning all accessible windows and mirrors in the office.

- High ceiling dusting and damp wiping
- Feather wiping of the high areas.
- Spotting of the walls & Removal of cobwebs

**MONTHLY:**

- Stripping and scrubbing of the ceramic floors
  - Disinfecting of the kitchen and sinks.
  - General cleaning of the entire office
4. No Additional allowances and other forms of compensation will have to be paid by the contracting party to the contractor since the amount indicated in paragraph 6 is considered all inclusive.
  5. The present contract starts on the 12 March 2020 to 31 December 2020. The tacit renewal of this contract is excluded.
  6. The contracting party will pay to the contractor an all inclusive total annual amount of **Ksh. 341,000.00/=** (Three Hundred Forty One Thousand Only) paid on a monthly basis (Month of March **Ksh. 26,000.00/=** twenty-six thousand, from April to December **35,000.00/=** thirty-five thousand) This amount is VAT exclusive. In accordance with the provisions of law in force in this country, social security and health insurance will be borne by the Contractor, by making the relevant contributions to the N.S.S.F and to the N.H.I.F
  7. The present contract is in any way not to be considered as an employment contract.
  8. The contractor has to be ready to change immediately the identified persons (par.2) if it is required by the contracting party even without any due justification.
  9. In the event of a contractor behaving in a manner which may lead to the termination of the present contract as described in the "Employment Act" for reasons such as dishonesty, unjustified absence, deliberate disobedience to the contracting party's instructions or unsatisfactory service, the contracting party may at his will terminate this contract. Should the contracting party wish to terminate this contract other than for the reasons envisaged in the above said case, then he must give one month's written notice to the contracting party.

Nairobi, 12<sup>th</sup> March 2020

The Contractor  
  
 Helmag Cleaning Services



The Contracting Party

  
 Fabio Melloni