

REPUBLIC OF KENYA



MIGORI COUNTY ASSEMBLY

PROPOSED CONSTRUCTION OF COUNTY ASSEMBLY OFFICES AND COMMITTEE ROOMS PHASE TWO

MCA/T/02/2024-2025

NEGOTIATION NUMBER: 1817004/2024-2025

27TH MARCH, 2025

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INVITATION TO TENDER

PROCURING ENTITY: *[MIGORI COUNTY ASSEMBLY]*

CONTRACT NAME AND DESCRIPTION: *PROPOSED CONSTRUCTION OF COUNTY ASSEMBLY OFFICES AND COMMITTEE ROOMS PHASE TWO*

1. The *Migori County Assembly* invites sealed tenders for Proposed Construction of County Assembly offices and committee rooms
 2. Tendering will be conducted under Request for quotation using a standardized tender document. Tendering is only to the registered contractors under provision of building works.
 3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours *0900 to 1700 hours* at the address given below.
 4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of 1000 in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website(s) www.tendersgo.ke. Tender documents obtained electronically will be free of charge.
 5. Tender documents may be viewed and downloaded for free from the website www.migoriassembly.go.ke. Tenderers who download the tender document must forward their particulars immediately to migoriclerk@gmail.com, P.O BOX 985 40400 to facilitate any further clarification or addendum.
 6. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for 150 days from the date of opening of tenders.
 7. All Tenders must be accompanied by *tender Security or Tender-Securing Declaration*
 8. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
 9. Completed tenders must be submitted electronically through IFMIS on or before *10th April, 2025 at 10:00 am. No manual submission will be accepted.*
 10. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
 11. Late tenders will be rejected.
10. The addresses referred to above are:
- A. Address for obtaining further information**
- 1) Migori County Assembly
 - 2) P.O BOX 985 40400
 - 3) Odiwuoroluoch54@gmail.com.

B. Address for Submission of Tenders.

- 1) Migori County Assembly
- 2) P.O BOX 985 40400

C. Address for Opening of Tenders.

- 1) Migori County Assembly
- 2) Migori County Assembly, opposite Prison

[Authorized Official (name, designation, Signature and date)]

Name _____ (Official of the
Procuring Entity issuing the invitation)

Designation _____ Signature _____ Date _____

PART 1 - TENDERING PROCEDURES

SECTION I: INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender

- 1.1 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 2.4 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

3. Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.
- 3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
 - a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
 - b) Receives or has received any direct or indirect subsidy from another tenderer; or
 - c) Has the same legal representative as another tenderer; or
 - d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position

to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or

- e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation; or
- g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
- h) Has a close business or family relationship with a professional staff of the Procuring Entity who:
 - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
 - ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.

3.4 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved any of these practices shall be automatically disqualified.

3.5 A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.

3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.8. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.

3.7 Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.

3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are accredited by PPRA to be (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.

3.9 A Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “*SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9*”.

3.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan

Citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

- 3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website www.nca.go.ke.
- 3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 3.14 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

4. Eligible Goods, Equipment, and Services

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not eligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

5. Tenderer's Responsibilities

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.
- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

B. Contents of Tender Documents

6. Sections of Tender Document

- 6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 8.

PART 1 Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

PART 2 Works Requirements

- i) Section V - Drawings
- ii) Section VI - Specifications
- iii) Section VII - Bills of Quantities

PART 3 Conditions of Contract and Contract Forms

- i) Section VIII - General Conditions of Contract (GCC)
- ii) Section IX - Special Conditions of Contract (SC)
- iii) Section X - Contract Forms

6.2 The Invitation to Tender Document (ITT) issued by the Procuring Entity is not part of the Contract documents.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 8. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.

7. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

8. Pre-Tender Meeting

8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender meeting will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender site visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

8.4 The Procuring Entity shall also promptly publish anonym zed (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-tender meeting and the pre-arranged pretender site visit, shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9. Clarification and amendments of Tender Documents

9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-

arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

10. Amendment of Tendering Document

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 25.2 below.

C. Preparation of Tenders

11. Cost of Tendering

- 11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

12. Language of Tender

- 12.1 The Tender, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in the English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate and notarized translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13. Documents Comprising the Tender

- 13.1 The Tender shall comprise the following:
- a) Form of Tender prepared in accordance with ITT 14;
 - b) Schedules including priced Bill of Quantities, completed in accordance with ITT 14 and ITT 16;
 - c) Tender Security or Tender-Securing Declaration, in accordance with ITT 21.1;
 - d) Alternative Tender, if permissible, in accordance with ITT 15;
 - e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
 - f) Qualifications: documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
 - g) Conformity: a technical proposal in accordance with ITT 18;
 - h) Any other document required in the **TDS**.
- 13.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender,

together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted.

13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

14. Form of Tender and Schedules

14.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested.

15. Alternative Tenders

15.1 Unless otherwise specified in the **TDS**, alternative Tenders shall not be considered.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

15.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity. When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.

16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.

16.3 The price to be quoted in the Form of Tender, in accordance with ITT 14.1, shall be the total price of the Tender, including any discounts offered.

16.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 14.1.

16.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.

16.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 16.4, provided the Tenders for all lots (contracts) are opened at the same time.

16.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

16.8 All other terms and conditions remain unchanged

17. Currencies of Tender and Payment

17.1 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings. A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya shall device own ways of getting foreign currency to meet those expenditures?

18. Documents Comprising the Technical Proposal

18.1 The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

19.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.

19.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.

19.3 A margin of preference will not be allowed. Preference and reservations will be allowed, individually or in joint ventures. Applying for eligibility for Preference and reservations shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.

19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

19.5 The purpose of the information described in ITT 19.4 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

19.8 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) if the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

20. Period of Validity of Tenders

20.1 Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 24). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 21.1, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 20.3.

20.3 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:

- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
- b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

21. Tender Security

21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.

21.2 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:

- a) an unconditional Bank Guarantee issued by reputable commercial bank); or
- b) an irrevocable letter of credit;
- c) a Banker's cheque issued by a reputable commercial bank; or
- d) another security specified **in the TDS**,

21.3 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 20.2.

21.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the

Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined nonresponsive or a bidder declines to extend tender validity period.

21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.

21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- e) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension thereto provided by the Tenderer; or
- f) if the successful Tenderer fails to:
 - i) sign the Contract in accordance with ITT 50; or
 - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**.

21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

21.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.

21.10 A tenderer shall not issue a tender security to guarantee itself.

22. Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 15, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23. Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
- b) in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 15, and if relevant:
 - i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
 - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) bear the name and address of the Procuring Entity.
- b) bear the name and address of the Tenderer; and
- c) bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

24. Deadline for Submission of Tenders

24.1 Tenders must be received by the Procuring Entity at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.

24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

26. Withdrawal, Substitution, and Modification of Tenders

26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 22.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 22 and ITT 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
- b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 24.

26.2 Tenders requested to be withdrawn in accordance with ITT 26.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

27. Tender Opening

27.1 Except in the cases specified in ITT 23 and ITT 26.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the **TDS**.

- 27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened, but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 27.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).
- 27.8 The Procuring **Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:**
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) the Tender Price, per lot (contract) if applicable, including any discounts;
 - c) any alternative Tenders;
 - d) the presence or absence of a Tender Security, if one was required.
 - e) number of pages of each tender document submitted.
- 27.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

E. Evaluation and Comparison of Tenders

28. Confidentiality

- 28.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 46.
- 28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.
- 28.3 Notwithstanding ITT 28.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any **matter related to the tendering process, it shall do so in writing.**

29. Clarification of Tenders

- 29.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 33.

29.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

30. Deviations, Reservations, and Omissions

30.1 During the evaluation of tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tender document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender document.

31. Determination of Responsiveness

31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 13.

31.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, **reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:**

- a) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
- b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
- c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

31.3 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 18, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

31.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

32. Non-material Non-conformities

32.1 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.

32.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the tenderer submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial non-conformities in the tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.

32.3 Provided that a tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the **TDS**.

33. Arithmetical Errors

33.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

33.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and

total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and

- c) if there is a discrepancy between words and figures, the amount in words shall prevail

33.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

34. Currency provisions

34.1 Tenders will be priced in Kenya Shillings only. Tenderers quoting in currencies other than in Kenya shillings will be determined non-responsive and rejected.

35. Margin of Preference and Reservations

35.1 No margin of preference shall be allowed on contracts for small works.

35.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to those specified groups are the only ones eligible to tender. Otherwise if not so stated, the invitation will be open to all tenderers.

36. Nominated Subcontractors

36.1 Unless otherwise stated in the **TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Procuring Entity.

36.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the **TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.

36.3 The subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated by the Procuring Entity in the **TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

37. Evaluation of Tenders

37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender in accordance with ITT 40.

37.2 To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to discounts offered in accordance with ITT 16;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 39;
- c) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 30.3; and
- d) any additional evaluation factors specified in the **TDS** and Section III, Evaluation and Qualification Criteria.

37.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

37.4 In the case of multiple contracts or lots, Tenderers shall be allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the **Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.**

38. Comparison of Tenders

38.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 38.2 to determine the Tender that has the lowest evaluated cost.

39. Abnormally Low Tenders

- 39.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- 39.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 39.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

40. Abnormally High Tenders

- 40.1 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 40.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
 - ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 40.3 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

41. Unbalanced and/or Front-Loaded Tenders

- 41.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.
- 41.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:
- a) accept the Tender; or
 - b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
 - c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
 - d) reject the Tender,

42. Qualifications of the Tenderer

- 42.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 42.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 19. The determination shall not take into

consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

42.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

42.4 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.

42.5 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

42.6 After evaluation of the price analyses, if the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

43. Best Evaluated Tender

43.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Best Evaluated Tender. The Best Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) the lowest evaluated price.

44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

44.1 The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

45. Award Criteria

45.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

46. Notice of Intention to enter into a Contract

46.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

47. Standstill Period

47.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

47.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter **into a Contract with the successful Tenderer.**

48. Debriefing by the Procuring Entity

48.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 46, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

48.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending **such a debriefing meeting.**

49. Letter of Award

49.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

50. Signing of Contract

50.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

50.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

50.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

51. Appointment of Adjudicator

51.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at the hourly fee specified in the **TDS**, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in his Tender. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the Special Conditions of Contract (SCC) pursuant to Clause 23.1 of the General Conditions of Contract (GCC), to appoint the Adjudicator.

52. Performance Security

52.1 Within twenty-one (21) days of the receipt of the Letter of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 40.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

52.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS**, or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

52.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

53. Publication of Procurement Contract

53.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

54. Procurement Related Complaints and Administrative Review

54.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

54.2 A request for administrative review shall be made in the form provided under contract forms.

Section II - Tender Data Sheet (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	<p>The name of the contract is Proposed construction of County Assembly Offices and committee rooms phase 2.</p> <p>The reference number of the Contract is MCA/Q/02/2024-2025</p> <p>The number and identification of lots (contracts) comprising this Tender are <i>[insert number and identification of lots (contracts)]</i></p> <p>Lot 1- Name _____</p> <p>Lot 2- Name _____</p> <p>Lot... Name _____</p> <p>ETC</p>
ITT 2.3	The Information made available on competing firms is as follows: _____
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: _____ N/A _____ _____
ITT 3.1	Maximum number of members in the Joint Venture (JVM) shall be: <i>[insert a number]</i> .
	B. Contents of Tender Document
8.1	<p>(A) Pre-Tender conference <i>[insert "shall" or "shall not"]</i> take place at the following date, time and place: Date: _____ Time: _____ N/A _____ Place: _____</p> <p>(B) A pre-arranged pretender visit of the site of the works <i>[insert "shall" or "shall not"]</i> take place at the following date, time and place: Date: _____ Time: _____ N/A _____ Place: _____</p>
ITT 8.2	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than 3rd April, 2025
ITT 8.4	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre-arranged pretender site visit will be published is https://tenders.go.ke or migoriassembly.go.ke
ITT 9.1	<p>For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity's address is:</p> <p>Migori County Assembly P.O BOX 985 MIGORI</p>
	C. Preparation of Tenders

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITP 13.1 (h)	<p>The Tenderer shall submit the following additional documents in its Tender:</p> <ol style="list-style-type: none"> 1. Certified copy of Certificate of Incorporation / Registration of Business 2. Certified Copy of CR-12 issued in the last 6months only for Incorporated Companies prior to closing date of this tender 3. Certified Copy of valid Tax compliance certificate 4. Certified Audited Accounts for the last three years (i.e. 2022, 2023 & 2024) 5. Bid Bond Kshs. 700,000.00 valid for 120 days from the Closing date of the tender from a reputable bank or a guarantee by an insurance company registered by IRA, listed by PPRA or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya 6. Certified Power of Attorney for the nominated tender Signatory) 7. Notarized valid SHIF Compliance Certificate for permanent and pensionable employees 8. Notarized valid NSSF Compliance Certificate for permanent and pensionable employees 9. Certified copy of Insurance Policy 10. Certified copy of Work Injury Benefit 11. Certified copy of Employees Liability Insurance 12. Certified copy of Public Liability Insurance Policy 13. Certified copy of Professional indemnity insurance policy 14. Certified copy of Contractual Liability Insurance Policy 15. Certified copy of Fidelity Guarantee Insurance Policy 16. Certified valid current Trading License / Single Business Permit issued by any County Government. 17. Must Submit the document in the right format. The tender document <u>shall</u> be paginated / serial numbered. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1, 2, 3..... n where n is the last page). 18. Duly Filled, signed and stamped tendering forms in the format provided 19. All certifications shall be done by Commissioner of Oaths 20. <i>NCA Certificate (5 and above) and must be accompanied by NCA Practicing licenses</i>
ITT 15.1	Alternative Tenders shall not be considered.
ITT 15.2	Alternative times for completion shall not be permitted.
ITT 15.4	Alternative technical solutions shall be permitted for the following parts of the Works: N/A
ITT 16.5	The prices quoted by the Tenderer shall be: Fixed
ITT 20.1	The Tender validity period shall be 150 Days
ITT 20.3 (a)	<p>(a) The delayed to exceeding 30 number of days.</p> <p>(b) The Tender price shall be adjusted by the following percentages of the tender price:</p> <p>(i) By <u> N/A </u> % of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, and</p>

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	(ii) By _____ N/A _____ % the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension.
ITT 21.1	<p>A Tender Security Shall not be required.</p> <p>A Tender-Securing Declaration Shall not be required.</p> <p>If a Tender Security shall be required, the amount and currency of the Tender Security shall be N/A</p>
ITT 21.2 (d)	The other Tender Security shall be N/A
ITT 21.5	On the Performance Security, other documents required shall be N/A
ITT 22.1	In addition to the original of the Tender, the number of copies is N/A
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: Power of Attorney
D. Submission and Opening of Tenders	
ITT 24.1	<p>(A) For <u>Tender submission purposes</u> only, the Procuring Entity's address is:</p> <p>MIGORI COUNTY ASSEMBLY</p> <p>P.O BOX 985</p> <p>MIGORI</p> <p>Date and time for submission of Tenders 10TH APRIL, 2025 at 10:00 am</p> <p>Tenders shall be submitted electronically.</p>
ITT 27.1	<p>The Tender opening shall take place at the time and the address for Opening of Tenders provided below:</p> <p>MIGORI COUNTY ASSEMBLY</p> <p>AT 10:00 am</p> <p>MIGORI COUNTY ASSEMBLY HALL</p>
ITT 27.1	<p>If Tenderers are allowed to submit Tenders electronically, they shall follow the electronic tender submission procedures specified below :</p> <p>The Sourcing buyer will show them the bidders who participated</p> <p>_____</p> <p>_____</p>
ITT 27.6	The number of representatives of the Procuring Entity to sign is _____.
E. Evaluation, and Comparison of Tenders	
ITT 32.3	The adjustment shall be based on the _____ N/A _____ price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 35.2	The invitation to tender is extended to the following groups that qualify for Reservations _____ N/A _____ _____
ITT 36.1	At this time, the Procuring Entity _____ [<i>insert “intends” or “does not intend”</i>] to execute certain specific parts of the Works by subcontractors selected in advance.
ITT 36.2	Contractor’s may propose subcontracting: Maximum percentage of subcontracting permitted is: <u>10</u> % of the total contract amount. Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience.
ITT 36.3	The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: _____ N/A _____ For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Tenderer for the purpose of evaluation.
ITT 37.2 (d)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.
ITT 51.1	The person named to be appointed as Adjudicator is _____ N/A _____ of _____ (<i>pride tel. no. full postal and email addresses</i>) at an hourly fee of Shs. _____ per day.
ITT 52.2	Other documents required are _____
ITT 54.1	The procedures for making a Procurement-related Complaints are detailed in the “Regulations” available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to: For the attention: MIGORI COUNTY ASSEMBLY P.O BOX 985 40400 migoricaclerk@gmail.com In summary, a Procurement-related Complaint may challenge any of the following: (i) the terms of the Tender Documents; and (ii) the Procuring Entity’s decision to award the contract.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

General Provisions

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Document for Goods and Works** for evaluating Tenders.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part 2 – Procuring Entity's Works Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]

<i>S/N</i>	<i>EVALUATION CRETERIA</i>	<i>RESPONSIVENESS</i>
<i>1</i>	Certified copy of Certificate of Incorporation / Registration of Business	
<i>2</i>	Certified Copy of CR-12 issued in the last 6months only for Incorporated Companies prior to closing date of this tender	
<i>3</i>	Certified Copy of valid Tax compliance certificate	
<i>4</i>	Certified Audited Accounts for the last three years (i.e. 2022, 2023 & 2024)	

5	Bid Bond Kshs. 700,000.00 valid for 120 days from the Closing date of the tender from a reputable bank or a guarantee by an insurance company registered by IRA, listed by PPRA or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya	
6	Certified Power of Attorney for the nominated tender Signatory	
7	Notarized valid SHIF Compliance Certificate For permanent and pensionable employees	
8	Notarized valid NSSF Compliance Certificate for permanent and pensionable employees	
9	Certified copy of Insurance Policy	
10	Certified copy of Work Injury Benefit	
11	Certified copy of Employees Liability Insurance	
12	Certified copy of Public Liability Insurance Policy	
13	Certified copy of Professional indemnity insurance policy	
14	Certified copy of Contractual Liability Insurance Policy	
15	Certified copy of Fidelity Guarantee Insurance Policy	
16	Certified valid current Trading License / Single Business Permit issued by any County Government	
17	Must Submit the document in the right format. The tender document <u>shall</u> be paginated / serial numbered. All	

	bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1, 2, 3..... <i>n</i> where <i>n</i> is the last page).	
18	Duly Filled, signed and stamped form of tender in the format provided	
19	All certifications shall be done by Commissioner of Oaths	
20	<i>NCA Certificate (5 and above) and must be accompanied by NCA Practicing licenses</i>	
	RESPONSIVE/NONE RESPONSIVE	

3. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2 (a) – (c) the following

criteria shall apply:

- i) **Alternative Completion Times**, if permitted under ITT 13.2, will be evaluated as follows:
.....N/A.....
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows:N/A.....
- iii) **Other Criteria**; if permitted under ITT 35.2(d):
.....

Multiple Contracts

Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION 1

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

OPTION 2

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

Alternative Tenders (ITT 13.1)

An alternative if permitted under ITT 13.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Works Requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

Margin of Preference is not applicable

Post qualification and Contract award (ITT 39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings _____.
 - ii) Minimum average annual construction turnover of Kenya Shillings _____ [*insert amount*], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last _____ [*insert of year*] years.
 - iii) At least _____ (*insert number*) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings _____ equivalent.
 - iv) Contractor's Representative and Key Personnel, which are specified as _____
 - v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as [*specify requirements for each lot as applicable*] _____
 - vi) Other conditions depending on their seriousness.
 - a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last _____ (*specify years*). The required information shall be furnished in the appropriate form.
 - b) **Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.
 - c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last _____ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

4. QUALIFICATION FORMSUMMARY

1 Item No.	2 Qualification Subject	3 Qualification Requirement	4 Document To be Completed by Tenderer	5 For Procuring Entity's Use (Qualification met or Not Met)
1	Nationality	Nationality in accordance with ITT 3.6	Forms ELI – 1.1 and 1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	Conflict of Interest	No conflicts of interest in accordance with ITT 3.3	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by the PPRA as described in ITT 3.8	Form of Tender	
5	State- owned Enterprise	Meets conditions of ITT 3.7	Forms ELI – 1.1 and 1.2, with attachments	
6	Goods, equipment and services to be supplied under the contract	To have their origin in any country that is not determined ineligible under ITT 4.1	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since 1 st January [.....].	Form CON-2	
8	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on-execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9	Form of Tender	
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.	Form CON – 2	
10	Litigation History	No consistent history of court/arbitral award decisions against the Tenderer since 1 st January [<i>insert year</i>]	Form CON – 2	
11	Financial Capabilities	(i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kenya Shillings [<i>insert amount</i>] equivalent for the subject contract(s) net of the Tenderer's other commitments.	Form FIN – 3.1, with attachments	

1 Item No.	2 Qualification Subject	3 Qualification Requirement	4 Document To be Completed by Tenderer	5 For Procuring Entity's Use (Qualification met or Not Met)
		<p>(ii) The Tenderers shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last <i>[insert number of years]</i> years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.</p>		
12	Average Annual Construction Turnover	Minimum average annual construction turnover of Kenya Shillings <i>[insert amount]</i> , equivalent calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert of year]</i> years, divided by <i>[insert number of years]</i> years	Form FIN – 3.2	
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number of years]</i> years, starting 1 st January <i>[insert year]</i> .	Form EXP – 4.1	
	Specific Construction & Contract Management Experience	<p>A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January <i>[insert year]</i> and tender submission deadline i.e. (number) contracts, each of minimum value Kenya shillings..... equivalent.</p> <p><i>[In case the Works are to be tender as individual contracts under multiple contract procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITT 35.4]</i></p> <p>The similarity of the contracts shall be based on the</p>	Form EXP 4.2(a)	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		following: [Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITT 34.3]		

S/N	EVALUATION CRITERIA	EVALUATION ATTRIBUTE	WEIGHT NO SCORE	MAXIMUM SCORE
1	Specific experience of the Construction Firm in relation to this task	Provide names, addresses and contact persons of at least five clients that can demonstrate your experience in the last 10 years on similar nature of works (Building and civil engineering) attach Proofs or evidence (10 Points)	5 LSO, Awards, Contract Agreement-10 mks 4 LSO, Awards, Contract Agreement-8 mks 3 LSO, Awards, Contract Agreement- 6 mks 2 LSO, Awards, Contract Agreement- 4 mks 1 LSO, Awards, Contract Agreement-2mks 0 LSO, Awards, Contract Agreement-0 Mark	10 Marks

2	Personnel	<p>Must provide 3 qualified and experienced personnel to manage and execute the works on the site.</p> <p>Bidders shall submit the following documents which shall be certified by the commissioner of oaths as true copies of the original to be used for evaluation:</p> <ul style="list-style-type: none"> • Certified copies of academic certificates • Certified copies of professional certificates • Certified copies of current practicing license • Curriculum vitae signed by the nominee • A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to Principal Secretary-State Department 	<p>Project Manager (10 Points)</p> <ul style="list-style-type: none"> • Bachelors in any of the following: Architecture, Quantity Surveying, Construction, Project Management/Building Construction or Structural Engineering field. . (attach certified academic copies)-3 points • Registered Professional with the respective registration bodies E.g. Civil Engineer with Engineers Board of Kenya (EBK) and Architecture, Quantity Surveying, Construction Project Management with Board of Registration of Architects & Quality Surveyors (BORAQS). Must have a valid practicing license – Mandatory. (attach professional Certicates)- 3 points • General Experience – Minimum Seven (7) years –(attach current practicing licence) -2points 	25 Points

		<p>for Medical Services and must be specific to this tender</p>	<ul style="list-style-type: none"> • Specific experience on Construction of building works – 5 years. -2 points <p>Assistant Project Manager - (9points)</p> <ul style="list-style-type: none"> • 1. Bachelors in any of the following: Architecture, Quantity Surveying, Construction Project Management/Building Construction or Structural Engineering field. . (attach certified academic copies)-3 points • General Experience – Minimum Five (5) years. –(attach current practicing licence) -3 points • Specific
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			<p>experience on</p> <p>Construction of</p> <p>building works –</p> <p>3 years. –(attach</p> <p>current</p> <p>practicing</p> <p>licence) -3</p> <p>points</p> <p>Site Foreman (6 points)</p> <ul style="list-style-type: none"> • Diploma in Construction/Building Management. (attach certified academic copies)- 3 points • Experience – Minimum Seven (7) years. –(attach current practicing licence) -3 points 	
3	Machinery. Tools, Equipment & Dress	<p>Must demonstrate access to the following key minimum equipment (invoices, receipts, leased or hire agreement) necessary to undertake the work;</p> <p>Notes</p> <ul style="list-style-type: none"> • If the equipment is owned, must provide CLEAR copies of log book or proof of ownership; 	<p>. 200 Litre Concrete Mixers – One (1) – 1 point</p> <p>2. Concrete Poker Vibrator – Two (2)- 2 points</p> <p>3. Lorries – Two (2)- 2 points</p> <p>4. Tippers – Two (2)- 2 points</p> <p>5. Pick Ups – Two (1)- 2 points</p>	20 Points

		<ul style="list-style-type: none"> If equipment is hired or leased Provide a commitment letter from the lessor of the equipment addressed to the Principal Secretary, State Department for Medical Services] indicating that the lessor shall avail the equipment upon award of the tender and submit a copy of a written agreement to lease between lessee and lessor indicating list of equipment and their corresponding copies of log books or proof of ownership by lessor; 	6. Backhoe Loader – One (1)- 1 point	
4	Business support	<ul style="list-style-type: none"> a) Insurance cover for employees and Professional Indemnity cover b) Availability of Liquid assets and access to lines of credit/other financial resources (attach evidences) (5 points) c) Appointed bankers & 	<ul style="list-style-type: none"> a) Attach copies (2 points) b) Attach evidences (5 points) c) bankers and tenderers authority (3 points) 	10 Points

		Tenderers authority to seek bank reference. (3 points)		
5	Financial Capacity	Audited Accounts	Average annual turnover of not less than Kshs.30 Million for the last three consecutive years as demonstrated by the submitted Certified Audited Accounts for the years (2022,2023 and 2024) 5 points for each financial year	15 Points
TOTAL				80 Points

NOTE:

Technical Evaluation (Only Firms attaining minimum Score of 70% shall proceed to Financial Evaluation)

DUE DILIGENCE

A due diligence will only be carried out for the lowest evaluated tender to verify information provided in their tenders. Any false information provided will lead to disqualification.

QUALIFICATION FORMS

1. FORMEQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

2 FORM PER -1

Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position: Contractor’s Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: [insert title]	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

3. FORM PER-2:

Resume and Declaration - Contractor's Representative and Key Personnel.

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Name of Tenderer		
Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Details	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned [*insert either "Contractor's Representative" or "Key Personnel" as applicable*], certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: [*insert name*]

Signature: _____

Date: (day month year): _____ Countersignature

of authorized representative of the Tenderer:

Signature: _____ Date: (day month

year): _____

4 TENDERER'S QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

4.1 FORM ELI -1.1

Tenderer Information Form

Date: _____

ITT No. and title: _____

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors.

4.2 FORM ELI -1.2

Tenderer's JV Information Form

(to be completed for each member of Tenderer's JV)

Date: _____

ITT No. and title: _____

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of

- Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.6.
- In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.8.

2. Included are the organizational chart and a list of Board of Directors.

4.3 FORM CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January [insert year] specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January [insert year] specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

		Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

4.4 FORM FIN – 3.1:

Financial Situation and Performance

Tenderer's Name: _____
 Date: _____
 JV Member's Name _____
 ITT No. and title: _____

4.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITT 15 for the exchange rate

4.4.2 Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

4.4.3 Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements¹ for the _____ years required above; and complying with the requirements

4.5 FORM FIN – 3.2:

Average Annual Construction Turnover

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

4.6 FORM FIN – 3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

4.7 FORM FIN – 3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					

4.8 FORM EXP - 4.1

General Construction Experience

Tenderer's Name: _____
 Date: _____
 JV Member's Name _____
 ITT No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

4.9 FORM EXP - 4.2(a)

Specific Construction and Contract Management Experience

Tenderer's Name: _____
 Date: _____
 JV Member's Name _____
 ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

4.10 FORM EXP - 4.2 (a) (cont.)

Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

4.11 FORM EXP - 4.2(b)

Construction Experience in Key Activities

Tenderer's Name: _____
 Date: _____
 Tenderer's JV Member Name: _____
 Sub-contractor's Name² (as per ITT 34): _____
 ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

² If applicable

1. Key Activity No One: _

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			Kenya Shilling	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

Information	
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	

2. Activity No. Two
3.

OTHER FORMS

5. FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.*

Date of this Tender submission:.....*[insert date (as day, month and year) of Tender submission]* **Tender**

Name and Identification:.....*[insert identification]* **Alternative**

No.:.....*[insert identification No if this is a Tender for an alternative]*

To: *[Insert complete name of Procuring Entity]*

Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum of Kenya Shillings *[[Amount in figures]* _____ Kenya Shillings *[amount in words]* _____.

The above amount includes foreign currency amount (s) of *[state figure or a percentage and currency]* [figures] _____ [words] _____.

The percentage or amount quoted above does not include provisional sums, and only allows not more than two foreign currencies.

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.
3. We agree to adhere by this tender until _____ *[Insert date]*, and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the undersigned, further declare that:
 - i) No reservations: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
 - ii) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
 - iii) Tender-Securing Declaration: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;
 - iv) Conformity: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: *[insert a brief description of the Works]*;

- v) Tender Price: The total price of our Tender, excluding any discounts offered in item 1 above is: *[Insert one of the options below as appropriate]*
- vi) Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];* Or
- Option 2, in case of multiple lots:
- a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];* and
- b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];*
- vii) Discounts: The discounts offered and the methodology for their application are:
- viii) The discounts offered are: *[Specify in detail each discount offered.]*
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- x) Tender Validity Period: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) One Tender Per Tender: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Project Manager, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) State-owned enterprise or institution: *[select the appropriate option and delete the other]* *[We are not a state-owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITT 3.8];*
- xv) Commissions, gratuities, fees: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- xvi) Binding Contract: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;

- xix) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from _____ (*specify website*) during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- xxii) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above] **Date signed** [insert date of signing] day of [insert month], [insert year]

Date signed _____ day of _____, _____

Notes

* In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

** Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender.

A. TENDERER’S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

(a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____ Nationality _____
 _____ Country of Origin _____ Citizenship _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company _____

Nominal Kenya Shillings (Equivalent)..... Issued

Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) **DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____ Title or

Designation _____

(Signature)

(Date)

B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ [Name of Procuring Entity] for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____ Title__ Date _____

[Name, title and signature of authorized agent of Tenderer and Date].

C. SELF - DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of Tender No. for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title)
..... (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of Tender No. for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*insert name of the Procuring entity*) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory..... Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date..... (Company Seal/ Rubber

Stamp where applicable)

Witness

Name Sign.....

Date.....

D. APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

2. The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

3. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior: -

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
 - a) shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
- c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

- iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
 - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
 - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹ For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here in after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here in after called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above honor before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORM OF TENDER SECURITY (TENDER BOND)

[The Surety shall fill in this Tender Bond Form in accordance with the instructions indicated.]

BOND NO.....

1. BY THIS BOND [name of tenderer] as Principal (hereinafter called "the Principal"), and [name, legal title, and address of surety], authorized to transact business in [name of country of Procuring Entity], as Surety (hereinafter called "the Surety"), are held and firmly bound unto [name of Procuring Entity] as Obliges (hereinafter called "the Procuring Entity") in the sum of [amount of Bond][amount in words], for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

2. WHEREAS the Principal has submitted or will submit a written Tender to the Procuring Entity dated the.....day of , 21 ,for the supply of[name of Contract](hereinafter called the "Tender").

3. NOW, THEREFORE, THECONDITION OFTHIS OBLIGATION is such that if the Principal:

- a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Principal; or
- b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers ("ITT") of the Procuring Entity's Tendering document. Then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 30 days after the date of expiration of the Tender Validity Period set forth in the Principal's Letter of Tender or any extension thereto provided by the Principal.

5. IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this day -----of 20-----

Principal: -----Corporate Seal(where appropriate) : _____

(Signature)
(Printed name and title)

(Signature)
(Printed

name and title)

TENDER-SECURING DECLARATION FORM

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:.....*[insert number of tendering process]*

To:..... *[insert complete name of Purchaser]* I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
- 2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
- 3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) thirty days after the expiration of our Tender.
- 4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:..... Capacity / title (director or partner or sole proprietor, etc.) Name:

.....Duly authorized to sign the bid

for and on behalf of: *[insert complete name of Tenderer]*

Dated on day of *[Insert date of signing]* Seal or stamp

Appendix to Tender

Schedule of Currency requirements

Summary of currencies of the Tender for _____ *[insert name of Section of the Works]*

<i>Name of currency</i>	<i>Amounts payable</i>
Local currency: _____	
Foreign currency #1: _____	
Foreign currency #2: _____	
Foreign currency #3: _____	
Provisional sums expressed in local currency _____	[To be entered by the Procuring Entity]

PART II - WORK REQUIREMENTS

SECTION V - DRAWINGS

A list of drawings should be inserted here. The actual drawings including Site plans should be annexed in a separate booklet.

SECTION VI - SPECIFICATIONS

Notes for preparing Specifications

1. Specifications must be drafted to present a clear and precise statement of the required standards of materials, and workmanship for tenderers to respond realistically and competitively to the requirements of the Procuring Entity and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models, and incorporating all recent improvements in design and materials unless provided otherwise in the Contract. Where the Contractor is responsible for the design of any part of the permanent Works, the extent of his obligations must be stated.
 2. Specifications from previous similar projects are useful and may not be necessary to re-write specifications for every Works Contract.
 3. There are considerable advantages in standardizing **General Specifications** for repetitive Works in recognized public sectors, such as highways, urban housing, irrigation and water supply. The General Specifications should cover all classes of workmanship, materials and equipment commonly involved in constructions, although not necessarily to be used in a particular works contract. Deletions or addenda should then adapt the General Specifications to the particular Works.
 4. Care must be taken in drafting Specifications to ensure they are not restrictive. In the Specifications of standards for materials, plant and workmanship, existing Kenya Standards should be used as much as possible, otherwise recognized international standards may also be used.
 5. The Procuring Entity should decide whether technical solutions to specified parts of the Works are to be permitted. Alternatives are appropriate in cases where obvious (and potentially less costly) alternatives are possible to the technical solutions indicated in tender documents for certain elements of the Works, taking into consideration the comparative specialized advantage of potential tenderers.
 6. The Procuring Entity should provide a description of the selected parts of the Works with appropriate reference to Drawings, Specifications, Bills of Quantities, and Design or Performance criteria, stating that the alternative solutions shall be at least structurally and functionally equivalent to the basic design parameters and Specifications.
1. Such alternative solutions shall be accompanied by all information necessary for a complete evaluation by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, proposed construction methodology, and other relevant details. Technical alternatives permitted in this manner shall be considered by the Procuring Entity each on its own merits and independently of whether the tenderer has priced the item as described in the Procuring Entity's design included with the tender documents.

CONFIDENTIAL
L

REF: 01/21



**COUNTY GOVERNMENT OF MIGORI
PROPOSED CONSTRUCTION OF M.C.A
PLAZA**

Specifications & Bills of Quantities

PHASE II ONLY

PREPARED BY:
QUANTITY SURVEYOR
DEPARTMENT OF PUBLIC
WORKS
MIGORI COUNTY,
P.O BOX 164-40400,
MIGORI

SIGN _____

DIRECTOR, PUBLIC WORKS

SIGN _____

CHIEF OFFICER, PUBLIC WORKS

Description	Amount
<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>DEFINITION OF TERMS</u></p> <p><u>GENERALLY</u></p> <p><u>PRICING ITEMS OF PRELIMINARIES AND PREAMBLES</u></p> <p>The following clauses are given for the guidance of the Contractor in the preparation of his tender.</p> <p>The Contractor must allow in his tender any sum he may consider necessary in respect of these clauses by way of pricing the clauses as required.</p> <p>The Contractor shall be deemed to have included in his prices or rates for the various items in the Bills of Quantities or Specification for all costs involved in complying with all the requirements for the proper execution of the whole of the works in the Contract.</p> <p>In the case of the contractor leaving unpriced any Preliminary Items, then he shall be deemed to have considered that the rate for the remaining items in the bills of Quantities are sufficient to perform the services and obligations in the items not priced without charge.</p> <p>Wherever in the Contractor’s priced Tender Documents no price appears against an item of Preliminaries or Bills of Quantities, the value of such item shall be deemed to be included in their prices for the other items in the Preliminaries and Bills of Quantities.</p> <p>Only those items which are priced in this Section, Preliminaries, of the Bills of Quantities - will be reviewed for adjustment in the event of a variation and any such adjustment in each case shall be in accordance with the merits of each priced item in relation to the variation involved. Therefore it is a condition of this Contract that this Section is priced according to the merits of each item</p>	-
<p><u>DEFINITION OF TERMS</u></p> <p><u>Employer</u></p> <p>The term 'The Employer' shall be deemed to mean The County Government of Migori. The term 'Employer', 'Client' and 'Owner' wherever used in this Tender Document shall be synonymous</p> <p><u>Architect</u></p> <p>The term "Architect" shall be deemed to mean The County Architect, Department of Public Works - County of Migori</p> <p><u>Quantity Surveyor</u></p>	-

The term 'The Quantity Surveyor' shall be deemed to mean The County Quantity Surveyor, Department of Public Works - County of Migori

Engineer

The term "Engineer" shall be deemed to mean any of the following firms appointed by the Employer to carry out the work under reference

(a) Electrical and Mechanical Engineers

The County Electrical Engineer, Department of Public Works - County of Migori

(b) Structural/Civil Engineers

The County Structural Engineer, Department of Public Works - County of Migori

(b) Mechanical Engineers

The County Mechanical Engineer, Department of Public Works - County of Migori

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DEFINITIONS CONTINUED;-

Contractor

The term "Contractor" shall mean the person or persons, firm or Company whose tender has been accepted by the employer and includes the Contractor's legal personal representatives, successors and permitted assigns.

Sub-Contractor

The term "Sub-Contractor" shall be deemed to mean the person or persons, partnership, firm or company who has or have been engaged by the Contractor to carry out any Sub-Contract works forming part of this Contract and shall include his or their heirs, etc. as described above or who shall be appointed by the Employer to carry out the Sub-Contract Works.

Approved or Approval

Means approved or approval in writing by the Architect unless otherwise specified.

Architect's Instructions

Architect's Instructions: Means drawings, detail instructions, directions explanations, approval or orders issued in writing by the Architect or Architect's representative.

'Works'

The term 'the works' wherever used hereinafter and in all contract documents shall mean all or any portion of the works, materials and articles wherever the same are being manufactured or prepared which are to be used in the execution of this contract and whether the same be on site or not. It shall also be deemed to include of all sub-contractors and of all variations.

"Ditto"

"Ditto" shall mean the whole of the preceding description except as qualified in the section in which it occurs. Where it is in brackets, it shall mean the whole of the preceding description which is contained within the appropriate brackets.

Direct or Directions

Means directed or directions by the Architect.

Contract Drawings

The term "the contract Drawings" wherever used hereinafter and in all contract documents shall be deemed to imply the drawings referred to in this document.

Provisional:

Provisional: Means that the quantity, description or value of work so described may be varied or executed in whole or in part or omitted entirely from the contract as directed and shall be measured and valued in accordance with the contract.

Site:

Site: The term “the site” shall mean the lands and other places on, under, in or through which the works are to be executed or carried out and any other lands or places provided by the employer for the purpose of this contract.

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Definition of Abbreviation and Terms

The following abbreviations are used throughout these Bills of Quantities to denote the unit of measurement, etc., and the contractor should take due of the under mentioned:-

cm / m³ - to denote Cubic Metres

sm / m² - to denote Square Metres

lm - to denote Liner Metres

mm - to denote Millimetre

nr/no - to denote Enumerated item

mn - to denote Meganewton

kg - to denote Kilogramme

prs - to denoted Pairs

sum/item - to denote pricing on lumpsum basis

BS - to denote British Standard current before the date of invitation to tender unless otherwise specifically stated.

B.S.C.P. - to denote British Standard Code of practice current three months before the date of invitation to tender unless otherwise specifically stated.

SMM - to denote Standard Method of Measurement of Building for East Africa.

"MS" Shall mean measured separately

VAT' Shall mean Value Added Tax'.

The following terms, wherever they occur, shall be interrupted as hereunder:-

The term "**approved**" "**directed**" or "**selected**" shall mean the approval, direction or selection of the Architect.

Removal

The term "removal" shall be held to mean all requisite cutting away, breaking up, sawing or unbolting or cutting by flames as may be required and for handling or basketing the old materials to convenient position on site

Clear Away

The term "**clear away**" shall be held to mean removal from the site to a tip provided by the contractor including all necessary wheeling, handling, and cartage.

Fixing Only

The term "fixing only" shall be held to mean and including ordering, unloading, unpacking, checking, storing, distributing, assembling, hoisting and fixing complete, and return of empty cases carriage paid to supplier and all costs and charges of work involved in obtaining replacement of goods damaged in transit, and also for replacement by the contractor of goods or materials damaged or rendered unserviceable subsequent to delivery.

'Singular and Plural'

Words importing the singular only wherever used hereinafter and in all Contract Documents shall also include the plural and vice versa where the context required.

Carried to Collection

SITE

The site for the proposed works is situated at the County Assembly compound, County Government of Migori

VISIT THE SITE

Before tendering, the Contractor should visit the site and satisfy himself as to local conditions, water, lighting services, the accessibility of the site, the full extent and character of operations, the nature of the ground, the supply of and conditions affecting labour services and materials necessary for the execution of the Contract works generally and shall make all necessary allowances and provisions for his tender as no claim for want of knowledge in this respect will be allowed. If unable to locate the site, he should apply to the Project Manager or directions to enable him to do so.

SCOPE OF CONTRACT.

The Employer intends to construct a 3-storey office block based on the Architectural and Engineering drawings and information provided. Phase I of the works was completed in May 2023. These works herein are Phase II, and comprises of;-

Rooftop Concrete Frame - Machine rooms, Stairwell cover with overhead tank slabs, beams and columns

Finishes - All floors and Wall finishes

Fittings - Staircase and balcony railings, worktops and cabinetry

MEP - All services and fittings as detailed

DRAWINGS

Drawings used for the tender documents are attached to the tender. Contractor to note that any difference between the tender drawings and the construction drawings / and or measured quantities do not give room for any claims.

Before submitting tenders Contractors may examine all the drawings and satisfy themselves regarding all details as no claim by reason of ignorance to this connection will be entertained

The Contractor shall satisfy himself as to the correctness of all drawings and measurements. If the Contractor finds any discrepancy into the drawing or between the drawings and the Bills of Quantities, he shall immediately refer the same to the Consultants who shall decide which shall be followed

Figured dimensions will be used in preference to scales mentioned on or attached to any drawing.

The Contractor is to take the necessary particulars for ordering his materials and work from the drawings and the work in progress on the building and not use the Bills of Quantities for that purpose.

While every effort shall be made to furnish the contractor with all necessary details, the contractor shall not demand bar bending schedules more than six weeks before they are required to be fixed on site

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GENERAL MATTERS

EQUIPMENT

The Contractor shall make available on site as and when required by the Architect a modern and accurate level together with levelling staff, Ranging rods and one 30 metre metallic measuring tape.

SUFFICIENCY OF TENDER

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices stated in the priced Bills of Quantities which rates and prices shall cover all his obligations under the contract and all matters and things necessary for the proper execution, completion and maintenance of the works. Any items left unpriced by the Contractor in the Bills of Quantities shall be deemed to have been included within the rates of the other priced items

INSURANCE

The contractor shall insure as required by clause 30 of the conditions of contract in Tender documents. No payment on account for the work executed will be made to the Contractor until he has satisfied the Architect either by production of an Insurance Policy or an insurance certificate that the provisions of the Insurance Clauses have been complied with in all respect and payment for premiums made as necessary.

The insurance cover shall include: Contractor's All Risks Policies, Third Party Liability and Workmen's Compensation. The Contractor shall further indemnify the Employer against all claims arising out of the execution of the Contract Works.

BOND OR SECURITY DEPOSIT.

The Contractor will be required to furnish a Bond from approved and well reputed Bank or Insurance Company in a sum equal to 10% of the Contract sum, using the standard form of Bond provided. Alternatively the Architect may at his discretion, accept a security deposit in cash in lieu of the Bond. The deposit is to be of the same amount as the Bond. No payment on account for the work executed will be made to the Contractor until he has submitted the performance Bond to the Architect duly signed, sealed and stamped from an approved Bank.

SIGNBOARD

The Contractor shall provide, erect and maintain throughout the Contract period and afterwards clear away a signboard in accordance with Drawing CS 1. The height of the lowest board on signboard not to be lower than 1.80m above surrounding ground levels. No other signboard of advertising will be permitted without the written authority from the Architect. Signboard comprises a strong well braced frame set in foundations with a "Title" board and separate boards for all consultants, main and Sub-contractors. The whole of the supports and boards must be well painted and the lettering, which must not exceed 50mm high on the consultants boards, motifs etc. must be carried out by an experienced sign writer to the approval of the signboard as indicated above shall be erected within four (4) weeks from the date of possession of the site.

Carried to Summary

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SITE OFFICE

The office shall be completed and ready for use within (2) two weeks from the date of site possession subjected to liquidated damages of kshs 30,000.00 per day from non- completion. The site office shall be equipped with sufficient furniture to permit the Architect to hold site meetings in it, and for the Clerk of Works and any other site staff to operate efficiently. Site office shall not be used for storage of materials. The Contractor shall make connections to existing drain and water mains all to the satisfaction of the Architect and Local Authority. The Contractor shall pay for all charges for connections, and water bills during construction and maintenance period. The Contractor shall also allow for providing the services of a cleaner for keeping both office and the closet in a clean and sanitary condition from commencement to the completion of the works.

WHITE ANTS AND TERMITES

Allow for destroying any white ants and termites' nests found in the vicinity of the buildings, destroying Queen Ants, depositing cyanide lumps in holes and tunnes and filling with hard-core and murrum well rammed and scaled.

N/A

SITE LEVELS

Before commencing work the Contractor must arrange for and agree with Consultants the existing site levels and similarly establish and agree a bench mark. Any survey beacons disturbed shall be reinstated at the contractor cost

N/A

WORK TO BE OPENED UP AT THE REQUEST OF THE ARCHITECT

The Contractor shall, at the request of the Architect within such time as the Architect shall name, open for inspection any work covered up, and should the Contractor refuse or neglect to comply with such request, the Architect may employ workmen other than those employed by the Contractor to open up the same. If the said work has been covered up in contravention of the Architect's instructions, or if, on being opened up, it be found not in accordance with the drawings of Bills of Quantities or the instructions of the Architect, the expenses of opening and covering it up again whether done by the Contractor or by the Architect, shall be borne by and be recoverable from the Contractor or may be deducted from any monies due to the Contractor. If the work has not been covered up in contravention of such instructions and be found in accordance with the said drawings and Bills of Quantities, then the expenses aforesaid shall be and requiring immediate attention, the Architect shall within a reasonable time after the work has been opened, make or cause to be made the inspection thereof, and the expiration of such time,

if such inspection shall not have been made the Contractor may cover up the same and shall not be required to open it up again for inspection except at the expense of the Employer.

PUBLIC AND PRIVATE ROADS, PAVEMENT, ETC.

The Contractor will be required to make good at his own expense any damage he may cause to the present approach road surfaces during the period of the Works.

OVERTIME

The Contractor shall be responsible for any extra costs for overtime working he considers will be necessary in order to complete the work within the contract period or time for completion

PROTECTION OF WORK

In the event of any damage occurring to the Works, materials, sewers, drains, gullies, paths or other works on the site in temporary possession of the Contractor for the purpose of this Contract, either from the weather, want of proper protection, defects, or insufficiency of the Works or any other cause whatsoever during the progress of the Works, the Contractor alone shall be responsible and shall without extra charge, make good all damage and pay all costs which may be levied.

HEALTH, SITE SAFETY AND FIRST AID FACILITIES

The Contractor shall comply at all times with the requirements of HSE and ensure that the safety of his work people and authorized visitors to the site is protected at all times. In particular there shall be proper provision of planked footways and guard rails to scaffolding, etc, protection against falling materials and tools and the site to be kept tidy and clear of dangerous rubbish.

The Contractor shall appoint a Safety Officer and notify the Safety Inspector of his name. The Safety Officer shall be on site at all times and all directions given by the Architect to the Safety Officer shall be deemed to be Architect's Instructions, and shall be complied with promptly without additional cost to the contract.

The Architect shall be empowered to suspend work in the Site should he consider these conditions are not being observed, and no claim arising from such a suspension will be allowed.

FIGURED DIMENSIONS

Figured dimensions are to be followed in preference to dimensions scaled from the drawings but whenever possible dimensions are to be taken on the site or from the buildings. Before any work is commenced by Sub-contractor or specialist firms, dimensions must be checked on the site and/or buildings and agreed with Main Contractor, irrespective of the comparable dimensions shown on the drawings. The Contractor shall be responsible for the accuracy of such dimensions.

WORKS PROGRAMME

The Contractor shall, upon possession of site draw up a works programme, Setting out the order in which the works are to be carried out with the appropriate date thereof. The works programme is to be agreed with the Architect within a maximum of six (6) weeks from the date of possession of site and no deviation from the order set out in the programme will be permitted without the written consent of the Architect. The Main Contractor permitted without the written consent of the Architect. The Main Contractor will be responsible for arranging the above programme with all sub-contractors including nominated sub-contractors and nominated suppliers. Payment shall not be certified and made to the Contractor unless the progress schedule is approved and agreed upon within the stipulated time indicated above.

ACCESS TO SITE AND TEMPORARY ROADS

Means of access to the site shall be agreed with the Architect prior to the commencement of the works and the Contractor must allow for building any temporary access roads, culverts, bridges, roadside rain-water drains for the transport of materials, plant and workmen including the provision of any other means of gaining access to the site. Upon completion of the works the Contractor shall remove such temporary access roads, temporary culverts, etc and make good and reinstate all works and services disturbed to the satisfaction of the Architect and the Local Authority.

Carried to Summary

DISTURBANCE

Tenderers should note that normal activities shall be continuing within and in the surrounding building during the construction period.

Minimum disturbance by noise, dust, water or movement of vehicles, materials, labour or plant must be caused to the function of the existing adjacent buildings in the vicinity and the occupants and staff therein.

The Contractor shall comply with all instructions issued by the Employer or Architect with regard to minimizing such disturbances.

RESTORATION OF DAMAGE TO EXISTING PROPERTY

The Contractor shall exercise utmost care and precaution to ensure that all existing property is well protected during construction operations. Any damage to such property caused by the Contractors' workmen or Sub-Contractors shall be repaired or restored to the Architect and Employer's satisfaction at the Contractor's expense

SURVEY BEACONS

The Contractor will be required to protect from damage all the survey beacons found or to be installed on the site. Any survey beacon disturbed by the main Contractor or his Sub-Contractor whilst carrying out the contract works shall be re-established in the correct positions by a licensed Land Surveyor without delay to the satisfaction of the Architect and the Director of of Surveys and the Responsibility and expense of the reinstatement shall be borne by the Contractor. Survey beacons shall be inspected and their presence confirmed and certified by the Architect on completion of the contract works. Final payment certificates shall not be released to the Contractor until a certificate to this effect is furnished to the Quantity Surveyor. Should the Contractor not reinstate (re-establish) the beacons within eight (8) weeks from the date of Architect's instructions and which date shall be taken to be the date of practical completion, the employer shall engage and pay a licensed surveyor to establish the disturbed beacons and the amounts payable for the

Surveying services shall be deducted from any sum of money due or to become due to the contractor, the said monies shall be a debt payable by the Contractor to the Employer.

PREVENTION OF NUISANCE

The works and such sections of the site necessary shall be under the entire care and control of the Contractor during the whole period of the contract and to ensure that the Contractor has representatives or agents and workmen (Employees) shall take all possible precautions to prevent any nuisance, inconveniences or injury to the holders or occupiers of the existing neighbouring or surrounding properties and to the public generally and shall at all times keep all the paths and roads affected by the works in a safety of all traffic, pedestrians and public in general.

TRANSPORT TO AND FROM THE SITE

The contractor shall include in his tender prices for the transport of materials, workmen, etc. to and from the site of the proposed works, at such hours and by such routes as per regulations that shall be issued by the police and the Local Authority.

PROTECTIVE CLOTHING: STAFF & CONSULTANTS AT ALL TIMES

The Contractor shall provide all protective or any other special clothing or equipment for his employees and consultants that may be necessary.

This shall include, inter-alia, safety helmets, gloves, goggles, earmuffs, gumboots, overalls, etc. according to the type of work. The Contractor shall ensure that safety helmets, reflectors and boots are worn by all staff, visitors and consultants on site at all times.

Carried to Summary

ENVIRONMENTAL CONDITIONS

The Contractor is to comply with the Environmental Conditions of Approval.

EXISTING PROPERTY AND SERVICES

The Contractor shall take every precaution to avoid damage to the existing property including roads, cables, drains, boundary wall and other services and he will be held responsible for all damages arising from the execution of this contract to the aforementioned and he shall make good any damage when directed at his own expense to the satisfaction of the Architect and the Local Authority.

WATER AND ELECTRICITY SUPPLY FOR THE SITE AND THE

WORKS

The Contractor shall provide at his own cost and risk all necessary water, electric light and power required for use in the works. The Contractor must make his own arrangements for connections to the nearest suitable water and electricity main and for metering the same. He must also provide temporary storage tanks and meter as required at his own cost and clear away when no longer required and make good on completion to the entire satisfaction of the Architect. The Contractor shall pay all charges in connection therewith. No guarantee is given that sufficient water will be available from the main and the Contractor, must make his own arrangements for augmenting this supply at his own cost if necessary.

TELEPHONE

The Contractor shall provide and maintain in the site office a telephone throughout the course of contract and shall pay all charges and rentals in connection herewith. The telephone shall be available for use by the Architect or his representatives during working hours. The contractor shall also provide one mobile phone equipment and line with maximum charges

N/A

AREA TO BE OCCUPIED BY THE CONTRACTOR

The area to be occupied by the Contractor for use as storage or erection of workshops etc shall be defined on the site by the Architect and the Contractor must confine his activities to the areas so marked and must ensure his own and Sub-contractor's workmen do not trespass on the adjoining property or cause inconvenience to its occupiers.

STAMP DUTY CHARGES

The Contractor shall allow for the payment of all stamp duty charges in connection with the Performance Bond and Contract Agreement

OCCUPATION CERTIFICATE

At the completion of the Works, the Contractor shall apply for and obtain the Occupation Certificate from the Local Authority and see that it is duly completed and signed in accordance with conditions laid down by current By-Laws.

Carried to Summary

SANITATION OF THE WORKS FOR WORKERS

The sanitation of the works shall be arranged and maintained by the Contractor to the satisfaction of the Government and/or Local Authorities and the Architect. roof, sides and partitions. The site of the latrine shall be agreed with the Architect and the works shall not be commenced before the sanitary accommodation has been approved by the Architect and the Authorities. The Contractor will be required to pay all conservancy charges and employ adequate sweepers on the site to ensure clean maintenance and daily disinfecting of the latrines upon completion of the works. The latrines and any temporary drain shall be removed and all works and surfaces disturbed made good and whole area disinfected and left clean and free from pollution all to the satisfaction of Architect and local authorities.

SETTING OUT

The Contractor shall set out the works in accordance with the dimensions and levels shown on the drawings and shall be responsible for the correctness of all dimensions and levels so set out by him and will be required to amend all errors arising from inaccurate setting out or discrepancy in the dimensions or levels marked on the drawings, such errors or discrepancies must be reported by the Contractor to the Architect for his immediate attention. No work shall be commenced by the Contractor until he has received written instructions from the Architect to adjust such discrepancies which may have been proved. Upon receipt of such instructions the contract shall thereupon be responsible for the accurate setting out of the work giving effect to the adjustments necessary to comply with such instructions, and no claim for extra expense or relief may be made thereafter.

SHOP DRAWINGS

The Contractor shall prepare for scrutiny and issue to the Consultants, copies of detailed shop drawings of all specialist works. Following the Architect's checking of these shop drawings the Contractor shall immediately amend them as necessary and when approved, promptly issue to the Consultants four copies for general use.

N/A

The scrutiny of shop drawings by the Consultants shall be for general conformity, including conformity with the work of others and to co-ordinate the contract work in space. Such approval shall not imply any further indication of correctness

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Carried to Summary

MATERIALS AND WORKMANSHIP

All materials and workmanship used in the execution of the works shall be of the quality and description herein described unless otherwise stated. Samples of all materials proposed to be permanently incorporated in the works must be submitted to the Architect for his approval before the bulk of the materials are delivered to the site. The contractor shall be responsible for ordering all materials as early as necessary to ensure that such materials are on the site as and when required for the works.

STORAGE OF MATERIALS

The Contractor shall provide at his own cost where directed on the site weather proof lock-up sheds for the safe storage and custody of materials for the works including sub-contractor's materials and for the use of workmen engaged thereon and shall remove such sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the Architect. No material shall be stored or stocked on suspended slabs without the prior approval of the Architect. Materials stored off-the-site shall not be paid for unless the Architect has given a written approval for the storage away from the site.

The Contractor shall also provide at his own cost where directed on the site **separate** weather proof lock-up sheds for the safe storage and custody of materials for the works for other Nominated Contractors directly appointed by the Client for the same Works and for the use of their workmen engaged thereon and shall remove such sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the Architect. The Nominated Contractors shall provide their own padlocks and shall be solely responsible for the materials and equipment stored therein.

TESTING

The Contractor shall arrange at the request of the Architect for testing of materials and portions of work at his own expense. If the tests fail, the affected materials or work shall be removed and replaced at the Contractor's costs. The tests will be performed in an approved manner and by an approved testing authority.

NOTE: The Contractor must allow in his concrete rate all costs in connection with the making of the cubes, curing, transport, crushing by Local Authority and obtaining the test certificate.

TESTS: Contractor must conduct all tests as would be required by the Architect / Engineer from time to time and include but not limited to;- Material tests, Portion of work tests and surface tests on work surfaces before, during construction and finished works.

Schedule of such tests is to be obtained from the engineer during tendering and no claims shall be entertained for ignorance

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LABOUR CAMPS

The Contractor will generally not be permitted to house labour on the site and the Contractor must make all necessary arrangement for transportation of labour to and from the site where necessary This will be with the express permission of the Architect.

Carried to Summary

LABOUR

Unless the Architect otherwise agrees, the Contractor is to recruit locally all his unskilled labour and as much as possible of his skilled labour.

NOTICES

For notices to be served under the conditions of contract:- The Contractor shall notify the Architect an address where notice may be served upon him or in the event of his failing to do so. Notices shall be deemed served upon the Contractor if sent by Registered post to his usual place of business or left at his office on the site.

SECURITY OF WORKS

The Contractor shall be entirely responsible for the security of the works, stores materials, personnel, etc., both his own and for other Nominated Contractors directly engaged by the Client in the same Works, and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security and the protection of the public.

TEMPORARY DISPOSAL OF RAINWATER

The Contractor shall provide and maintain all necessary temporary gutters, downpipes, chutes, earth or other drains, etc. for conveying rainwater from the building and site works. Embankment and sides of excavations shall be shaped to such slopes that soil erosion does not take place. The Contractor shall allow for temporary drainage, pumping and piping for keeping the buildings, services and entire site free from accumulation of and flooding with water and soil. The Contractor shall reinstate the existing ground to the satisfaction of the Architect on practical completion of the works.

Carried to Summary

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FAIR WAGES AND GOVERNMENT ACT ETC.

The Contractor shall comply with the regulations of wages (Building and Construction Industry) order and shall be responsible for compliance by Sub-Contractor employed in the execution of the Contract. If required he shall notify the Architect of the names and address of all such Sub-contractors. Should a claim be made to the Employer alleging the contractor's default in payment of fair wages to any workman employed on contract and if proof thereof satisfactory to the Architect is furnished by the Labour Department ,the Architect may, failing payment by the Contractor, pay the claim out of any monies due or which may become due to the Contractor under this contract.

The working hours shall be those generally worked by good employers in the Contractor shall furnish the Architect if called upon to do so such particulars of the rates of wages, hours and conditions of labour referred to above as the Architect shall direct. The Contractor shall also be required to comply with all other Government Acts, regulations and orders in connection with employment of labour.

WORKING HOURS

Building and Civil Engineering Trade. No work shall be carried out at night or on gazetted holidays unless the Architect shall direct. No work shall be covered up or shall any correcting be carried out without prior approval of the Architect.

REMOVAL OF RUBBISH

The Contractor is to remove all rubbish from the site from time to time and as instructed by the Architect and leave the site clean and tidy on completion. Heaped soils, materials etc. Shall on completion of works be spread and levelled properly to the satisfaction of the Architect.

PLANT, TOOLS, SCAFFOLDING AND VEHICLES

Allow for providing all scaffolding, plant, tools and vehicles required for the proper execution of the works except for such items specifically and only required for the use of nominated sub-contractors as described herein. No timber used for scaffolding, formwork or temporary works of any kind shall be used afterwards in the permanent work.

All such plant, tools and scaffolding shall comply with all regulations whether general or local in force throughout the period of the Contract and shall be altered or adapted during the Contract as may be necessary to comply with any amendments in or additions to such regulations

Carried to Summary

CONTRACTOR'S SUPERINTENDENCE/SITE AGENT.

The Contractor shall constantly keep on the works a literate English speaking Agent or Representative, competent and experienced in the kind of work involved who shall give his whole experience in the kind of work involved and shall give his whole time to the superintendence of the works. Such Agent or Representative shall receive on behalf of the Contractor all directions and instructions from the Architect and such directions and instructions shall be deemed to have been given to the Contractor in accordance with the conditions of contract.

METHOD OF MEASUREMENT

The whole of the works contained in these Bills of Quantities is measured on the basis of the current Standard methods of Measurement in Building works for East Africa (First Edition Metric). All work in this contract that is liable to adjustment has been measured as “provisional” in these Bills of Quantities, and no excavation, foundation work so described shall be filled in or covered up until all measurements needed for the adjustments of variations have been made by the Quantity Surveyor.

The rates set down by the Contractor against each item in these Bills of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for extra labour, cutting or waste, shall be deemed to include for waste on materials, carriage and cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position making and all other labour and everything else necessary for the proper completion and all other labour and everything else necessary for the proper completion of each item of cutting shall include for consequent waste.

PROVISIONAL SUMS

The term “Provisional Sum” wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7(1) of the standard method of measurement. Such sums are net and no addition shall be made to them for profit.

Carried to Summary

PRIME COST (OR P.C. SUMS)

The term “Prime Cost Sum” or “P.C. Sum” wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7 (ii) of the standard Method of Measurement. Persons or firms nominated by the Architect to execute work or to provide and fix materials or goods are described herein as nominated Sub-Contractor. Persons of firms so nominated to supply goods or materials are described as Nominated suppliers.

ADJUSTMENT OF P.C. SUMS

In the Final account all P.C. sums shall be deducted and the amount properly expended upon the Architect order in respect or each of them added to the contract sum. The Contractor shall produce to the Architect such quotations, invoices or bills properly receipted, as may be necessary to show the actual details of the sums paid by the Contractor. Item of “Attendance” following P.C. sums shall be adjusted pro rata to the amount paid in the Final Account. Should the Contractor be permitted to tender and his tender be accepted for any work for which a P.C. sum is included in these Bills of Quantities, profit will be allowed at the same rate as it would be if works were executed by a Nominated Sub-contractor.

CONSULTANTS SITE OFFICES

The Contractor shall provide properly ventilated lockable offices for the Consultants sole use with a concrete or timber floor and glazed windows.

Clerk of Works/Consultants office and equipment to be provided are as detailed below:

Number of rooms: 2 rooms

Equipment to provide; Computer, Internet, Printers, Tables and chairs, drawing desk / table, pin boards and safety and first aid equipment

The equipment will be returned to the Contractor at the completion of the project

The Contractor shall also provide, erect and maintain a lock-up European type latrine for the sole use of the Consultants and to the services of a sweeper, pay all charges and keep clean during the period of the works

The Contractor shall keep on the site and maintain in good condition one dumpy or quickset level, metric levelling staff, one 30 metre steel tape for the use of the Consultants.

PHOTOGRAPHY

Allow for a digital camera ; weekly digital photographs, processing of the same including photo albums for the duration of the project. The camera shall revert to the Employer at expiry of contract.

SAMPLES

The Contractor shall furnish at the earliest possible opportunity before works commences and at his own cost, samples of materials or workmanship that may be called for by the Consultants for their approval or rejection and any further samples in the case of rejection until such samples are approved by the Consultants and such samples when approved shall be the minimum standard for the works to which they apply

Carried to Summary

ADJUSTMENT OF PROVISIONAL SUMS.

In the final account all Provisional Sums shall be deducted and the value of the work properly executed in respect of them upon the Architect order added, to the Contract Sum, such works shall be valued as described for variations in clause 30 read "thirty" of the conditions of contract, but should any part of the work be executed by a Nominated Contractor, the value of such work shall be treated as a P.C. sum and profit and attendance comparable to that contained in the priced Bills of Quantities for similar items added.

NOMINATED SUB-CONTRACTOR

When any work is ordered by the Architect to be executed by nominated sub-contractors, the Contractors shall enter into Sub-contracts shall thereafter be responsible for such Sub-contractors in every respect. Unless otherwise described the Contractor is to provide for such Sub-Contractor any or all of the facilities described in these preliminaries. work concerned in the P.C. sums under the description "Add for Attendance". The Contractor will be required to obtain approval of the Architect in writing before employing any pf his own (I.e. nominated) Sub-contractor for any portion of the works.

ATTENDANCE TO NOMINATED SUB-CONTRACTORS

Under the terms and conditions of the Main Contract, the main contractor shall accept responsibility for providing the following services for Nominated sub-contractors:

General Attendance

The following services are described as "allow for general attendance":

- (a) Use, for the purpose of the subcontract works of any scaffolding belonging to or provided by the contractor while it remains so erected upon the site, provided that no warranty or other liability on the part of the contractor or of his other sub-contractors shall be created or implied in regard to the fitness, condition or suitability of the said scaffolding.
- (b) Provision of water, lighting, watching and attendance for the purpose of the sub-contract works.
- (c) Use of sanitary accomodation,messrooms and welfare facilities.
- (d) Provision of space for erection of offices or stores or space for storage of plant and materials
- (e) Clearing away rubbish produced by them.

Carried to Summary

Special Attendance

(a) 'Taking delivery' shall mean the provision of unskilled labour necessary to attend upon the sub-contractors workmen for the purpose of unloading plant and materials when received upon the site and placing in position within the sub-contractor's storage space or store.

(b) 'Hoisting' shall mean the provision of unskilled labour and the use of any contractor's standing plant for the purpose of assisting the sub-contractor's workmen in hoisting the sub-contractor's plant and materials to the various levels but not placing to its final position.

c) 'Providing Power' shall mean the provision of power during the course of the works and during the period of maintenance.

ALTERATIONS TO BILLS, PRICING E.T.C.

Any unauthorised alterations or qualifications made to the text of the Bills of Quantities may cause the Tender to be disqualified and will in any case be ignored. The Contractor shall be deemed to have made allowance in his prices generally to cover any items against which no price has been inserted in the priced Bills of Quantities.

BLASTING OPERATIONS

Blasting will only be allowed with the express permission of the Architect in writing. All blasting operations shall be carried out at the Contractor's sole cost and risk in accordance with any Government regulation in force in force for the time being, and any special regulation laid down by the Architect governing the use and storage of explosives.

HOISTING

N/A

Throughout these Bills of Quantities generally no mention is made of heights for hoisting. All prices must include for hoisting and fixing at any level of the works. Where a particular level is specified the Contractor shall price accordingly.

MATERIALS ARISING FROM EXCAVATIONS

Materials of any kind obtained from the excavation shall be the property of the Employer. Unless the Architect directs otherwise such materials shall be dealt with as provided in the Contract. Such materials shall only be used in the works in substitution of the materials which the contractor would otherwise have had to supply with the written permission of the Architect. Should such permission be given, the Contractor shall make due allowance for the value of the materials so used at a price to be agreed.

N/A

Carried to Summary

CLEANING UP

On completion and as necessary during the course of the works the Contractor sanitary fittings, clean out all gully and drain and leave the buildings and the entire site in a clean and habitable condition to the satisfaction of the Architect.

HOARDING

The Contractor shall allow for providing and clearing away on completion such hoarding or fencing and access gates as may be necessary for the protection of the works and the public, all to the Architect approval and local authority requirements. The Contractor will be responsible for paying any fees or taxes in respect of hoarding. The hoarding and gates shall be painted as directed by the Architect. The Contractor shall allow for maintaining the hoarding and gates throughout the contract and clearing away and making good disturbed surfaces upon completion. All the material arising will remain the property of the Contractor and he should allow for credit against this accordingly.

INCREASE OR DECREASE IN COST

THIS IS A FIXED PRICE CONTRACT. No Adjustment to the contract price in respect of rise or fall of cost of materials and labour and other matters affecting the cost of execution of the works shall be entertained.

LOCAL AUTHORITY BY-LAWS AND CHARGES

The Contractor shall comply with all local Authorities by-laws and pay for all charges in connection therewith. The Contractor should therefore allow in his tender for such expenses.

SECTIONAL COMPLETION.

Not with standing the completion of the whole works, the contractor is required to have practically completed any agreed work sections within a period specified from commencement.

GOVERNMENT ACTS REGARDING WORKFORCE, ETC.

Allow for complying with all Government Acts, Orders and Regulations in connection with the Employment of Labour and other matters related to the execution of the works. The tender price must include for all costs arising or resulting from compliance with any Act, Order or Regulation relating to Insurances, Pensions and Holidays for workpeople or to the safety, health or welfare of workpeople.

The Contractor must acquaint himself duly with current Acts and Regulations, including Police Regulations regarding the movement, housing, security and control of labour, labour camps, passes for transport, etc. It is most important that the Contractor, before tendering, shall obtain from the relevant Authority the fullest information regarding all such regulations and/or restrictions which may affect the organisation of the works, supply and control of labour, etc and allow accordingly in his tender.

No claim in respect of want of knowledge in this connection will be entertained

Carried to Summary

<u>PRELIMINARIES AND GENERAL CONDITIONS.</u>	
-	
<u>COLLECTION</u>	
-	
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CARRIED TO GRAND SUMMARY	

Item	Description	Unit	Qty	Rate	Amount
	-				
	<u>ELEMENT NO. 2</u>				
	<u>REINFORCED CONCRETE SUPERSTRUCTURE</u>				
	<u>Insitu concrete: class 25/20 : vibrated : reinforced</u>				
A	Steps	m3	0		<i>Phase I</i> -
B	Beams (Floor slab levels)	m3	2	-	<i>Phase I</i> -
C	200 mm Thick walling	m2	14	-	-
D	Columns	m3	1	-	-
E	150 mm Thick suspended Slabs	m2	30	-	-
F	200 mm Thick suspended slabs: gutter slab	m2	0	-	<i>Phase I</i> -
G	175 mm Thick suspended slab; Lift shaft	m2	4	-	-
	<u>Extra over slab for;-</u>				-
H	Edge mouldings; sloping but not exceeding 15 degrees	m2	0		<i>Phase I</i> -
J	150 mm Thick gutter upright	m2	0	-	<i>Phase I</i> -
K	Ring beams and corbels	m3	0	-	<i>Phase I</i> -
	<u>REINFORCEMENT</u>			-	-

	<u>Reinforcement to BS 4449:1997 , Grade 460B high strength type 2 Ribbed bars with proof stress of 460 N/mm2; Including all necessary cutting, bending fixing and provision of spacer blocks and stools to S.E's detail</u>				-	-
L	Assorted Steel Bars of all sizes	Kg	1156		-	-
	FORMWORK				-	-
	<u>Sawn formwork : to</u>				-	-
M	Vertical sides and soffits of beams	m2	34		-	-
N	Ditto; gutters	m2	0		-	Phase I
P	Vertical sides; concrete walls	m2	28		-	-
Q	Ditto : Columns	m2	17		-	-
R	Soffits of suspended slabs	m2	34		-	-
S	Edges of suspended slabs not exceeding 225 mm girth	m	30		-	-

	<u>Element No. 02: Reinforced Concrete Superstructure</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO 3</u>				
	<u>STAIRS & STAIRCASE FINISHES</u>				
	<u>In situ concrete : class 25/20 : vibrated : reinforced</u>				
A	Steps	m3	5.0		Phase 1
				-	-
B	175 mm Thick landings	m2	30		Phase 1
					-
C	175 mm Thick waists ; sloping	m2	64		Phase 1
					-
D	Beams; Staircase	m3	3		Phase 1
					-
	<u>High tensile steel bar reinforcement to BS 4461 (provisional)</u>				-
E	Assorted Steel work reinforcement	Kg	2,445		Phase 1
					-
	<u>Sawn formwok : to</u>				-
F	Soffits of landings	m2	30		Phase 1
	-				-
G	Sloping soffits of stairs/waist	m2	64		Phase 1
	-				-
H	Vertical edge of risers/landings : over 150 but not exceeding 225mm high	m	204		Phase 1
					-
J	Sides of beams	m2	21		Phase 1
					-
K	Vertical edge of open string 350mm (extreme) wide : cut to profile of treads and risers	m	74		Phase 1

				-	-
	<u>STAIRCASE FINISHES</u>			-	-
	<u>Tiling, Paving and the like</u>				
	<u>Supply and fix approved ceramic floor tiles : fixed with and including supply of proprietary adhesive or tile grout on cement and sand mortar (1:4) screed beds (m.s) : jointed and pointed in matching coloured proprietary grouting :</u>			-	-
L	10 mm Thick paving in landing	m2	30		
M	10 mm Thick paving to tread 300 mm wide	m	204		
N	10 mm Finish to riser 153 mm high	m	204		
P	10 x 150 mm High skirting with rounded top edge.	m	33		
Q	10 mm Finish to open string of staircase 350mm (maximum) girth including return to sloping soffits and rounding at edges of treads, risers and return	m	74		
R	Ditto to wall string 250mm (maximum) high including rounded top] edge and small cover at junciton with treads and risers	m	74		
	<u>Insitu Finishings</u>				
	<u>12 mm Lime plaster in two coats :steel trowelled finish :on concrete or blockwork :to</u>			-	-
S	Plastered soffits of suspended landings and beams	m2	30		
T	Plastered sloping soffits of stairs	m2	64		
	<u>In-situ Finishings; Backings, Screeds and the like;</u>				
	<u>Cement and sand (1:4) trowelled screeds : on concrete : to</u>				

U	10 mm Thick paving in landing	m2	30		-
V	10 mm Thick paving to tread 300 mm wide	m	204	-	-
W	10 mm Finish to riser 153 mm high	m	204	-	-
X	10 x 150 mm High skirting with rounded top edge.	m	33	-	-
	Carried to collection				-
	<p><u>Balusters & Balustrading</u></p> <p><u>The following in staircase balustrading (to include levels, bends wreather ramps etc)</u></p> <p><u>Mild steel railing comprising; 40 mm diameter CHS top, mid and bottom rails; welded onto and including 50 mm diameter CHS balusters; grouted into concrete at base and welded to top rail at top; all grinding smooth to edges and grey oxide priming before fixing, in:-</u></p>				
A	950 mm High balusters and balustrading grouted	m	75		-
	<p><u>Metal Handrail</u></p>				
B	Ex 50 mm Diameter CHS mild steel railing; fitted with and including brackets to masonry of concrete surfaces	m	75		-
	<p><u>Painting and decorating</u></p> <p><u>Prepare and apply one undercoat and two finishing coat 'crown' or other equal and approved silk vinyl paint on: -</u></p>			-	-
C	Plastered soffits and edges	m2	116		-
	<p><u>Prepare surfaces and apply one undercoat and three coats all-weather metal paint; to Crown Paints or other equal and approved; in accordance with manufacturers specification, Colour to Architect's approval to:-</u></p>			-	-

D	Surfaces of metal handrail; not exceeding 100 mm girth	m	75	-	-
E	Ditto; metal balustrading (measured flat both sides)	m2	75	-	-
Carried to collection				-	-
<u>STAIRCASE & STAIRCASE FINISHES</u>				-	-
<u>COLLECTION</u>				-	-
	Total Brought Forward from Page No.	2/5		-	-
	Total Brought Forward from Page No.	2/6	Above	-	-

	<u>Element No. 03: Stairs & Staircase Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO. 04</u>				
	<u>ROOFING & ROOF FINISHES</u>				
	-				
	<u>REINFORCED CONCRETE ROOF SLAB</u>				
	<u>Cabroshield high performance waterproofing membrane as supplied by Cabbroworks Ltd</u>				
A	Cabroshield APP membrane applied to roof slabs in planters	m2	158		-
				-	-
B	Cabroshield APP membrane applied to parapet walls or planter walls	m2	205		-
				-	-
C	Ditto to surfaces of gutters; 1300 mm girth	m2	96		-
				-	-
D	Dress membrane round 300 x 300mm rainwater outlet	No	3		-
				-	-
	<u>Lightweight waterproof screeds</u>				
E	20 mm Thick average screed laid to falls and crossfalls to roof slabs	m2	254		-
					-
F	15 mm ditto to parapet walls	m2	205		-
				-	-
G	20 mm Thick screed laid over APP membrane and finished to steel trowel smooth surface	m2	254		-
				-	-
	<u>Concrete mouldings</u>				
				-	-

	<u>In situ concrete, reinforced with 2NO 10mm H.T.S bars; hoisting and bending with cement sand (1:3) mortar including flush joints</u>				-
H	300 x 25 mm Thick insitu concrete mouldings; twice weathered and throtted	m	253		-
	<u>STRUCTURAL STEEL</u>				-
	<u>All structural steelworks in accordance with BS 5950 (1990),all welding in accordance with BS135 and bolts and nuts,grade 4.6 to BS 4360.All steelwork shall be primed with red oxide before delivery to site.The rates shall allow for supply, fabrication,assembly,transport,erection,cleats, gusset plates e.t.c.</u>				-
	<u>Steel Stanchions and posts</u>				-
	<u>The following in independent stanchions or posts as described ; erected over 9000 mm high above ground; including mounting plates and hooks;</u>				-
J	150 mm Diameter x 4 mm Thick CHS diagonal brackets	Kg	325		-
	<u>STRUCTURAL TIMBER</u>				-
	<u>Structural timbers : sawn cypress : seasoned and cellcured; pressure impregnated with anti-termite treatment; allow for all fixing accessories; bolts, nails and wall pass jointing; hoisting to heights above 14000 mm above ground</u>				-
	<u>Wall Plate</u>				-
K	50 x 100 mm wall plate : fixed with and including 12mm diameter mild steel rag bolt 150mm long at 900mm centres : cast ring beams	m	66		-
L	50 x 200 mm Ridge board	m	14		-
M	250 x 25 mm Thick Fascia and barge boards	m	75		-
	<u>The following in trusses : hoisting and fixing at 6 metres above ground level</u>				-
N	150 x 50 mm Rafters	m	167		-

P	150 x 50 mm Struts and Ties	m	280	-	-
Q	150 x 50 mm Bottom tie	m	280	-	-
R	Independent rafters; 50 x 100 mm thick	m	320	-	-
S	Ditto; Hips and Valley rafters	m	126	-	-
	Carried to collection			-	-
	<u>Roof Cover</u>				-
	<u>Supply and fix stone coated roofing tiles as DECCRA fixed onto and including 50x50 mm timber battens on timber purlins (m/s) all screws, nails and fixing accessories</u>				
A	Roofing; sloping or horizontal	m2	370		-
B	Gauge 500 polythene roof sheeting underlay; laid to laps	m2	370		-
C	Deccra roofing tiles; ridge capping	m	14		-
D	Ditto; hips	m	50		-
E	Ditto; Valley flashing	m	13		-
	<u>Rainwater Disposal</u>				-
F	610 mm Girth x 14 gauge galvanized eaves gutter bent four times to form gutter, fixed onto cleats on rafters (m.s) with bolts	m	28		Rate Only
G	Supply and fix purpose made galvanized hopper box	No	6		-

	<u>Heavy duty UPVC down pipes, "Key terrain" or other equal and approved UPVC rainwater pipes and fittings fixed onto walls or columns with and including galvanised bends, mild steel holder bats</u>				-
H	100 mm Diameter downpipe	m	72		-
J	100 mm shoe	No	6		-
K	100 mm Diameter fulbora outlet	No	6		-
L	Ditto; off - set bends	No	6		-
	<u>Polished concrete tiles</u>	-			-
M	Supply and fix 300 x 300 x 25mm thick interlocking polished concrete tiles of approved pattern jointed in cement and sand (1:3) mortar over prepared screed (m.s) – roofs	m2			Rate Only
N	Ditto; 20 x 300 mm skirting	m			Rate Only
	Carried to collection				-
	<u>COLLECTION FOR ROOFING & ROOF FINISHES</u>	Page			
		No			
	Total Brought Forward from Page No.	2/7			-
		2/8	Above		-

					-
	<u>Element No. 04: Roofing & Roof Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.5</u>				
	<u>EXTERNAL WALLING</u>				
	-				
	<u>MASONRY WALLING</u>				
	<u>Approved Machine cut natural stone or solid concrete blocks; (5.0 - 7.0 N/mm2) : bedding and jointing in cement and sand (1:3) mortar; laid in regular courses; reinforced with 20 gauge x 25mm wide hoop iron reinforcement and column wall ties in every course</u>				
A	200 mm Thick Walling	m2	967		Phase1
					-
B	150 mm Thick walling; decorative columns	m2	278		Phase 1
					-
	<u>Damp proof courses ; bituminous felt : bedded in cement mortar (1:4) : 300mm laps</u>				
					-
C	Horizontal : 200 mm wide	m	70		Phase 1
					-
D	Horizontal : 150 mm wide	m	23		Phase 1
					-
	<u>CURTAIN WALLING</u>				
	<u>Stopsoil Walling or Equal and approved; Powder coated aluminium framed walling in 10 mm thick (in 2No. layers of 5 mm thick glass panels each) solar laminated ('Stop sol') glazing panels formed to and jointed with a colourless approved water proof bonding agent including fixing, welding and bolting to frames complete with framing as detailed to slopping roof to detail</u>				
					-
E	Walling; vertical or sloping	m2	356	21,400	Phase III
					-
					-

					-
	<u>Element No. 05: External Walling</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.7</u>				
	<u>WINDOWS AND WINDOW FINISHES</u>				
	-				
	<u>ALUMINIUM WINDOWS</u>				
	<u>Purpose made powder coated aluminium casement windows manufactured from sections as detailed : supplied with frames, hinges, handles and stays : Glass and glazing with clips and putty as described ; fixed with lugs built into concrete or stone walls ; pointed externally in mastic and finished flat with walling; as per Architects drawings and window schedules;-</u>				
A	Window (overall) size 2500 mm x 2000 mm high: 6 mm thick clear sheet glass and glazing; (W01)	No	32		-
B	Window (overall) size 750 mm x 900 mm high: 6 mm obscure ditto; (W02)	No	23		-
C	Window (overall) size 750 mm x 2000 mm high: 6 mm thick clear sheet glass and glazing; (W03)	No	15		-
D	Window (overall) size 4000 mm x 900 mm high: 6 mm obscure ditto; (W04)	No	2		-
E	Window (overall) size 2000 mm x 1500 mm high: ditto; (W05)	No	2		-
	<u>Glazing</u>				
	<u>6 mm Thick clear sheet glass and glazing in metal clips and putty as described in :</u>				

F	Panes exceeding 0.50sq.m. but not exceeding 1.00 sq.m. <u>6 mm Thick frosted sheet glass and glazing in metal clips and putty as described in :</u>	m2	183	1,800	Phase III
G	Panes exceeding 0.50sq.m. but not exceeding 1.00 sq.m. <u>Curtain rods</u>	m2	30	2,000	Phase III
H	Supply and fix approved wrot iron curtain rods 20mm diameter hollow section curtain rail complete with curtain rings, rollers, hardwood end brackets (2No.) and accessories <u>Window Board</u>	m	83	4,100	Phase III
J	Wrot mahogany; 250 mm x 25 mm thick; polished; prepare and apply wood varnish <u>Window mouldings</u>	m	83	2,000	Phase III
K	100 x 25 mm Thick moulding around windows; insitu concrete; weathered and throated both edges[prepare and apply one undercoat and two finishing matt vynil paint <u>Window Cill</u>	m	480	450	Phase III
L	250 x 50mm Thick moulded precast concrete window cill weathered and throated, reinforced as necessary , finished fair faced including hoisting and bedding in cement and sand (1:3)	m	130	-	-
<u>Element No. 07: Windows & Window Finishes</u>					
<u>Total Carried to Summary</u>					-

ELEMENT NO.8

DOORS AND DOOR FINISHES

-

ALUMINIUM DOORS

Supply, assemble and fix the following purpose made powder coated aluminium doors: with and including glass and glazing as described : building in lugs on jambs and plugging and screwing to head : complete with and including purpose made iron mongery. All to the Architectural Schedules

A	Door overall size 6000 x 2800 mm high ; in 4No equal panels; 2no fixed and 2no double-leaved opening; 8 mm thick clear laminated sheet glass and glazing (D01)	No	2		-
---	--	----	---	--	---

B	Ditto; Size 900 x 2200 mm high; single leaved; ditto (D04)	No	3		-
---	--	----	---	--	---

TIMBER DOORS

Flush Doors

Doors ; flush doors complete with and including timber frames, quadrant beading, rebated edges and double side architraves: door panels with mahogany veneer/ mdf both sides : hardwood lipping all edges; supply and fix all iron mongery to Architect's schedule; priming and painting in three coats as instructed

C	Door size 900 x 2200mm high overall (D02)	No	35	9,500	Phase III
---	---	----	----	-------	-----------

D	Semi-solid core flush doors: 800 x 2100 mm high	No	34	9,000	Phase III
---	---	----	----	-------	-----------

FIRE RATED DOORS

Supply and fix 120 minutes fire rated door NFPA Standards or other equal and approved; in-fill door; single swing metal flush with and including pressed steel frames, intumescant and smoke seals; complete with and including all iron mongery comprising panic bar,

	<u>door closer and door signage; All to Architectural Approval. Provide fire rating certificate</u>				
D	Double leaved door ; overall size 2300 x 2200 mm high; (D03)	No	1	180,000	Phase III
	<u>Frames and finishings</u>				-
	<u>Prime grade wrot mahogany as described in;</u>				-
E	150 x 50 mm Frame with two labours	m	418		-
F	150 x 50 mm Transome	m	32	-	-
G	50 x 25 mm (finished) Architrave	m	418		-
H	15 mm Thick quadrant beading	m	418		-
	-				-
	<u>Iron monger</u>				-
	<u>Supply and fix the following Iron mongery; all fixing screws and accessories</u>				-
J	3-Lever steel metal door lock as 'UNION' catalogue No. 22931 or other equal and approved catalogue complete with door handle	No	35		-
	-				-
K	Bathroom set as 'UNION' catalogue No. 100-55-95 or other equal and approved catalogue with scroll brass handle	No	34	1,500	Phase III
	-				-
L	100 x 76 x 2 mm Brass ball bearing hinges as 'UNION' catalogue No. HN-BB-403020 or other equal and approved catalogue	Pairs	104	600	Phase III
	-				-
	<u>Door stoppers</u>				-
M	Oval brass door stopper as 'UNION' catalogue No. DS-01 PB or other equal and approved catalogue	No	69	450	Phase III

					-
	<u>Metal fixing cramps</u>				-
N	250 x 30 x 3mm Thick wrought iron fixing cramps ; once bent ; one end split and fanged and built into masonry other end drilled and screwed to frame	No	138		-
				-	-
	Carried to collection			-	-
	<u>Painting and Decorating</u>				
	<u>Prime only back of frame with aluminium or other equal and approved primer before fixing as described to;</u>				
A	Frames ; surfaces exceeding 100mm but not exceeding 200mm girth girth	m	450	100	Phase III
B	Surfaces not exceeding 100mm girth	m	418	50	Phase III
	<u>Knot prime stop and prepare and apply three coats of 2-Pack varnish to:-</u>				
C	General surfaces of wood	m2	256	500	Phase III
D	General surfaces of wood not exceeding 100mm girth	m	418	50	Phase III
E	General surfaces of wood exceeding 100mm but not exceeding 200mm girth; in frames	m	450	100	Phase III
					-
					-
	Carried to collection			-	-

	<u>COLLECTION FOR DOORS & DOOR FINISHES</u>	Page			
	Total Brought Forward from Page No.	2/12			-
		2/13	Above		-
	<u>Element No. 08: Doors & Door Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.9</u>				
	<u>INTERNAL FINISHES</u>				
	<u>FLOOR FINISHES</u>				
	<u>In-situ Finishings; Backings, Screeds and the like;</u>				
	<u>Cement and sand (1:4) trowelled screeds : on concrete : to</u>				
A	32 mm Thick floor screed to receive ceramic tiles (m/s)	m2	1146		-
					-
B	40 mm Thick floor screed to receive rubber floor tiles (m/s)	m2	118	-	-
					-
C	100 mm High skirting screed to receive finishes	m	1336	-	-
					-
					-
	<u>Ceramic Floor Tiles</u>				
	<u>Supply and fix " TILE & CARPET " or equal and approved ceramic floor tiles : sizes, colour and pattern to Architect's selection : fixed with and including supply of proprietary adhesive or tile grout on cement and sand mortar (1:4) screed beds or timber decking (m.s) : jointed and pointed in matching coloured proprietary grouting :</u>				-

	<u>incorporating proprietary pvc spacers and expansion joint as necessary: all to Architect's approval</u>				
D	300 x 300 x 10 mm Thick floor tiles ; non-slip	m2	1146	-	-
E	100 mm High skirting	m	1336	-	-
	<u>Rubberised Floor Tiles</u>				
	<u>Supply and fix approved non-slip rubber floor tiles size 300 x 600 x 8 mm as approved by the Architect : fixed to finished floor screed with approved adhesive :</u>				-
F	300 x 600 x 10 mm Thick floor tiles	m2	118	8,500	Phase III
G	100 mm High hardwood skirting	m	50	1,100	Phase III
	<u>Element No. 09: Floor Finishes</u>				
	<u>Total Carried to Summary</u>				-
	-				
	<u>ELEMENT NO.10</u>				
	<u>INTERNAL FINISHES</u>				
	<u>WALL FINISHES</u>				
	-				
	<u>In-situ Finishings; Plaster / Render, Backings and the like;</u>				
	<u>12 mm Thick lime plaster in two coats : steel trowelled finish : on concrete or blockwork : to</u>				
A	Walls, beams and columns	m2	3104		-

B	10 mm Thick backing to receive ceramic wall tiles	m2	433	-	-
	-			-	-
	<u>Tiling, Cladding and the like:</u>			-	-
	<u>Coloured glazed ceramic wall tiles size 200 x 300 mm as approved by the Architect : on and including cement and sand backing (m/s) ; grouted, jointed and pointed in matching colour cement mortar : on</u>			-	-
C	Walls and columns	m2	433	-	-
	-			-	-
	<u>Painting and Decorating</u>			-	-
	<u>Prepare surfaces, skillfully skim; apply one undercoat and three coats first quality "Crown" or equal and approved by spraying or other approved method: colour to Architectural approvals: to;-</u>			-	-
D	Plastered walls, columns and beams	m2	3104	-	-
				-	-
	<u>Element No. 10: Wall Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.11</u>				
	<u>INTERNAL FINISHES</u>				
	<u>CEILING FINISHES</u>				
	<u>In-situ Finishings; Plaster / Render, Backings and the like;</u>				
	<u>12 mm Thick lime plaster in two coats : steel trowelled finish : on concrete or blockwork : to</u>				
A	Slab soffits, beams and gutters	m2	885	-	-
	<u>Boarding; Gypsum plasterboard ceiling</u>				

	<p><u>12.5 mm Thick Suspended water proOfed gypsum plasterboard ceiling : taped and filled joints : on and including pressed metal suspended brandering system at 600 mm centres both ways with brandering end trims as specified : all necessary sawn softwood timber stiffener or bearers where directed: allow curved edge and MDF end trims as directed including all cutting and trimming to light fittings, curtain tracks, AC unit or other equipments as required (all quantities measured flat overall over light fittings): allow for all vertical and horizontal panels and trims: allow where necessary for welded mild steel supports complete with bolts and welded connections : allow for forming recessions to receive lighting bulbs to details</u></p>				
B	Ceilings ; vertical, horizontal or sloping	m2	209	3,000	Phase III -
C	Extra over ceiling for moulded cornice; nailed secretly to masonry surfaces	m	135	300	Phase III
	<u>Painting and Decorating</u>			-	-
	<u>Prepare surfaces, skillfully skim; apply one undercoat and three coats first quality "Crown" or equal and approved by spraying or other approved method: colour to Architectural approvals: to;-</u>			-	-
D	Plastered soffits and beams	m2	885		- -
	<u>Skim with and including Altek or equal and approved plaster smootheners, prepare and apply one undercoat and three coats roller applied "Crown" silk vinyl paint or equal and approved on all exposed surfaces of plasterboard ceiling and cuttings;</u>				-
E	Plasterboard ceiling	m2	209	-	Phase III -
F	Surfaces nt exceeding 150 mm girth; cornice	m	135	-	Phase III
	-				-
	-				-
	-				-

					-
	<u>Element No. 11: Ceiling Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.12</u>				
	<u>EXTERNAL FINISHES</u>				
	-				
	<u>WALL FINISHES</u>				
	<u>In-situ Finishings; Plaster / Render, Backings and the like;</u>				
	<u>15 mm Thick Thick lime plaster in two coats : steel trowelled finish : on concrete or blockwork : to</u>				
A	Walls, beams and columns	m2	955		-
					-
B	10 mm Thick backing to receive stone cladding	m2	290	-	-
					-
	<u>SUNSHADING UNITS FINISHES</u>				
	<u>In-situ Finishings; Plaster / Render, Backings and the like;</u>				
	<u>15 mm Thick Thick lime plaster in two coats : steel trowelled finish : on concrete or blockwork : to</u>				
C	Surfaces of sunshading units	m2	27	-	-
					-
	<u>Tiling, Cladding and the like:</u>				
	<u>Supply and fix approved stone cladding; built against and tied to masonry walling or concrete surfaces in cement and sand mortar (1:3), including 4 No. galvanised wall ties per square metre pointed with neat flush joints in tinted mortar including all cutting and 5 mm mortar jointing (Colour to Architects approval) with proprietary external grade waterproof grout; all fixing accessories; to Architect's approval, in;-</u>				
D	General wall and columns surfaces	m2	290		-
					-
	<u>Painting and Decorating</u>				
					-

	<u>Prepare surfaces, skillfully skim, prepare and apply three coats first grade exterior quality plastic emulsion paint: to</u>				-	-
E	Plastered walls and columns	m2	955			-
	-					-
F	Surfaces of sunshading units	m2	27		-	-
					-	-
	<u>FLOOR FINISHES</u>					-
	<u>In-situ Finishings; Backings, Screeds and the like;</u>					-
	<u>Cement and sand (1:4) trowelled screeds : on concrete : to</u>					-
G	20 mm Thick floor screed to receive ceramic tiles flooring	m2	18			-
						-
H	100 mm High skirting: to flooring	m	15			-
						-
	<u>Ceramic Floor Tiles</u>					-
	<u>Supply and fix " TILE & CARPET " or equal and approved ceramic floor tiles : sizes, colour and pattern to Architect's selection : fixed with and including supply of proprietary adhesive or tile grout on cement and sand mortar (1:4) screed beds or timber decking (m.s) : jointed and pointed in matching coloured proprietary grouting : incorporating proprietary pvc spacers and expansion joint as necessary: all to Architect's approval</u>					-
J	300 x 300 x 10 mm Thick floor tiles ; non-slip	m2	18		-	-
						-
K	100 mm High skirting	m	20		-	-
						-
	<u>CEILING FINISHES</u>					-
	<u>In-situ Finishings; Plaster / Render, Backings and the like;</u>					-
	<u>15 mm Thick Thick lime plaster in two coats : steel trowelled finish : on concrete or blockwork : to</u>					-
L	Slab soffits and beams including edges of slabs	m2	20		-	-
						-

	Carried to collection			-	-
	<u>Painting and Decorating</u>				-
	<u>Prepare surfaces, skillfully skim, prepare and apply three coats first grade exterior quality plastic emulsion paint: to</u>				-
A	Slab soffits and beams including edges of slabs	m2	20	-	-
	Carried to collection			-	-
	<u>EXTERNAL FINISHES</u>				
	<u>COLLECTION</u>				
	Total Brought Forward from Page No.		;2/17		-
			;2/18	Above	-
	<u>Element No. 12: External Finishes</u>				
	<u>Total Carried to Summary</u>				-
	<u>ELEMENT NO.13</u>				
	<u>FIXTURES & FITTINGS</u>				
	-				

	<u>VANITY TOPS</u>			-	-
	<u>50 mm Thick reinforced concrete counter top; 100 mm thick mass concrete benching; all reinforcements, formwork; plaster and paint to walls and soffits; terrazzo top finish including fascia and skirting; complete with and including laminated MDF built in cabinets with shelves and doors; All to Architect's details</u>			-	-
A	Size 2500 mm x 600 mm wide x 900 mm high	No	2		-
	<u>Changing Lockers</u>			-	-
	<u>The following In built shelves in laminated MDF, sides, dividers, back fixed to walls etc, stained moulded oak veneered MDF doors, complete with Malpha hinges, viro make cylinder lock, handles and eggshell paint</u>				-
B	450 mm x 2000 mm high shelving	m	9		-
	<u>Open Storage Shelves</u>			-	-
	<u>Built blockboard shelving, wall mounted with brackets; 5No tiers; all fixing accessories; prepare and apply gloss paint to timber surfaces</u>			-	-
C	Size 800 mm wide x 1400 mm long	No	7		-
	<u>Element No. 13: Fixtures & Fittings</u>				
	<u>Total Carried to Summary</u>				-
	-				
	<u>BILL NO 02</u>				
	<u>BUILDERS'WORK</u>				
	<u>SUMMARY PAGE</u>				
	<u>ELEMENT</u>		-	-	-
	-				

1	SUBSTRUCTURES				PHASE 1
2	REINFORCED CONCRETE SUPERSTRUCTURE				PHASE 1
3	STAIRCASE & STAIRCASE FINISHES				-
4	ROOFING & ROOF FINISHES				-
5	EXTERNAL WALLING				PHASE I
6	INTERNAL WALLING				PHASE 1
7	WINDOWS & WINDOW FINISHES				-
8	DOORS & DOOR FINISHES				-
9	INTERNAL FINISHES - FLOOR FINISHES				-
10	INTERNAL FINISHES - WALL FINISHES				-
11	INTERNAL FINISHES - CEILING FINISHES				-
12	EXTERNAL FINISHES				-
13	FIXTURES & FITTINGS				-

	<u>BUILDERS WORKS</u>				
	<u>TOTAL CARRIED TO MAIN SUMMARY</u>				-

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	GROUND FLOOR				
	<u>All prices are inclusive of VAT</u>				
1.00	<u>SANITARY FITTINGS</u>				
	Supply, deliver, install, test and commission the following sanitary appliances complete with all the accessories including all connections to the services, waste, jointing to water supply overflows, supports and all plugging and screwing to walls and floors.				
1.01	Water Closet (WC) Suite				
	Close-coupled WC suite ('S' or 'turned P'-trap) in approved colour as Ideal Standards complete with outlet to BS 3402 with 6 litre valveless low level ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend, dual flush system, inlet connection, chrome-plated lever and heavy plastic seat and soft close cover with metal top fixed (chrome plated) hinges. Shall be as 'DURAVIT' or equal and approved	2	No		-
1.02	Wash Hand Basin (WHB)				
	Pedestal wash hand basin size 555 x 450mm with one tap holes and chain stay hole, 32mm diameter chrome plated pop up chain waste, chrome plated single lever mixer pillar tap as Tivoli Kevon mixer pillar tap 100 and plastic bottle trap (32mm 'P' trap) with 75mm seal. The wash hand basin to be as 'DURAVIT' or equal and approved.	2	No		-

<p>1.03 Toilet Roll Holder</p> <p>Wall Mounted Chrome plated stainless steel toilet roll holder with cover. To engineer's approval</p>		2	No		-
<p>1.05 Coat Hook</p> <p>Chrome plated robe hook mounted with concealed screws. To Engineer's approval</p>		2	No		-
<p>1.06 Towel paper Dispenser</p> <p>Stainless Steel Paper tissue towel dispenser from TŞC as mediclinics model or equal and approved.</p>		2	No		-
<p>1.07 Liquid Soap Dispenser</p> <p>Mediclinics DJ0030 liquid soap dispenser in stainless steel AISI 304 body. With top filling lid and push button. With epoxy finish. Or equal and approved.</p>		2	No		-
<p>1.08 Mirrors</p> <p>6mm thick polished plate glass silver backed mirror with beveled edges, size 320 x 600mm, Plugged and screwed to wall with 4No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foam.</p>		2	No		-

Total for sanitary fittings carried forward to summary page					
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
2.00	<u>Internal Plumbing Works</u> <u>Cold Water & Hot Water Supply</u> Tenderers must allow for jointings, clippings, couplings necessary for proper and satisfactory functioning of the installation when pricing All pipework to be in Aqua pipe PPR pipe system and fittings as described in PN 10 continuously rated PPR piping ; All terminal fittings at the end of the pipe/ sanitary fittings connections shall have ss threaded ferole.				
2.01	PPR Pipes				
A	25mm diameter pipework	24	Lm		-
B	32mm diameter pipework	12	Lm		-
C	40mm diameter pipework	10	Lm		-
2.02	Bends				
A	25mm diameter bend	8	No.		-
B	32mm diameter bend	2	No.		-
C	40mm diameter bend	2	No.		-
2.03	Tees				
A	25mm equal tee	2	No.		-
B	32mm equal tee	1	No.		-
C	40mm equal tee	1	No.		-
2.04	Reducers				
A	32x 25mm diameter reducer	2	No.		-

B	40x 25mm diameter reducer	1	No.	-
C	40x 32mm diameter reducer	1	No.	-
2.05	Unions			
A	25mm diameter union	6	No.	-
B	32mm diameter union	2	No.	-
C	40mm diameter union	2	No.	-
2.06	Sockets			
A	25mm diameter socket	3	No.	-
B	32mm diameter socket	1	No.	-
C	40mm diameter socket	1	No.	-
2.07	Threaded Brass Adapter			
A	25mm male/female threaded brass adapter	8	No.	-
B	32mm male/female threaded brass adapter	2	No.	-
c	40mm male/female threaded brass adapter	2	No.	-
2.08	Threaded Bends			
A	25mmX 1/2" threaded bends	8	No.	-
2.09	Gate Valve			
A	25mm diameter Gate valve	4	No.	-
B	32mm diameter Gate valve	1	No.	-
C	32mm diameter Gate valve	1	No.	-
2.10	Copper Tubing			

A	15mm diameter flexible copper tubing 300mm long for connecting sanitary fitting to water supply. Complete with chrome plated angle valve	8	No.		-
Total for internal plumbing installations carried forward to next page page					-
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
3.00	<u>INTERNAL FOUL WATER DRAINAGE</u> Supply, deliver and install the following UPVC, MUPVC, soil and waste systems respectively to B.S 5255 with fittings fixed to Manufactures Printed instructions and manufactured by reputable manufacturers. Tenderers must allow in their pipework prices for all the couplings, clippings, connectors, joints etc. as required in the running lengths of pipework and also where necessary, for pipe fixing clips, holder bats plugged and screwed for the proper and satisfactory functioning of the system.				
3.01	MuPVC and uPVC Waste and Soil pipework				
A	100mm diameter heavy gauge grey UPVC pipe	100	Lm		-
B	50mm diameter waste pipe	4	Lm		-
C	40mm diameter waste pipe	6	Lm		-
3.02	Bends				
A	100mm diameter sweep bend	20	No.		-
B	40mm diameter sweep bend	8	No.		-
3.03	Tees				
A	40mm diameter sweep tee	2	No.		-
B	100mm diameter sweep tee	4	No.		-
3.04	WC Connectors				

A	100mm diameter WC connector	2	No.		-
3.06	Access Caps				
A	40mm diameter access cap	2	No.		-
3.07	Floor Traps covers				
A	150 x 150 floor trap cover with grating.	2	No.		-
3.08	GULLY TRAP				-
	Gully trap chamber size 250 x 250mm, approximately 400mm deep in 150mm block work with cement mortar joints, on 150mm thick mass concrete slab, and plastered inside, for 100mm trap and hopper. 40mm thick, 250 x 250mm p.c.c. cover to gully trap chamber and provided with 40mm ventilating hole.	2	No		-
3.09	Inspection chambers				
	600x 450mm inspection chambers. Build in masonry walling and with heavy duty mild steel, air-tight cover.	8	No		-
Total for foul drainage installations Carried to Collection Page 7					-
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
4.00	<u>Portable Fire Extinguishers</u>				
	Supply, deliver, install, test and commission the following portable fire extinguishers and conforming to BS EN 3 / BS 1449.				

A	Water/Carbon Dioxide Gas Fire Extinguisher 9 litres water/carbon dioxide gas portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No	-
B	Carbon Dioxide Gas Fire Extinguisher 5kg carbon dioxide gas portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No	-
C	Dry Chemical Powder Fire Extinguisher 6kg dry chemical powder portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No	-
D	Manual Alarm Bell 9" (225mm) manual operated alarm bell (Gong)	2	No	-
F	Fire Notices Allow for fire signage, fire exits and fire instructions as described in the particular specifications and to the Project Engineer's approval.	2	Item	-
Total for portable firefighting equipment Carried to Collection Page 5				-
Item	Description			Amount (Kshs)
1.00	Total for sanitary fittings carried forward from page 1		-
2.00	Total for internal plumbing carried forward from page 2		-

3.00	Total internal drainage carried forward from page 3	-
5.00	Total for portable firefighting equipment carried forward from page 4	-

Total Plumbing and Drainage Works for Ground floor Carried forward to Main Summary Page 14	-
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Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
TYPICAL FIRST AND SECOND FLOOR					
<u>All prices are inclusive of VAT</u>					
<u>SANITARY FITTINGS</u>					
1.00	Supply, deliver, install, test and commission the following sanitary appliances complete with all the accessories including all connections to the services, waste, jointing to water supply overflows, supports and all plugging and screwing to walls and floors.				
1.01	Water Closet (WC) Suite Close-coupled WC suite ('S' or 'turned P'-trap) in approved colour as Ideal Standards complete with outlet to BS 3402 with 6 litre valveless low level ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend, dual flush system, inlet connection, chrome-plated lever and heavy plastic seat and cover with metal top fixed (chrome plated) hinges. To be complete with 2No. 900mm ling grab rails fixed to the wall	7	No		-

1.02	<p>Wash Hand Basin (WHB)</p> <p>pedestal wash hand basin size 555 x 450mm with one tap holes and chain stay hole, 32mm diameter chrome plated pop up chain waste, chrome plated single lever mixer pillar tap as Tivoli Kevon mixer pillar tap 100 and plastic bottle trap (32mm 'P' trap) with 75mm seal. The wash hand basin to be as Ideal Standard or equal and approved.</p>	7	No	-
1.03	<p>Toilet Roll Holder</p> <p>Wall Mounted Chrome plated stainless steel toilet roll holder with cover. To engineer's approval</p>	7	No	-
1.05	<p>Coat Hook</p> <p>Chrome plated robe hook mounted with concealed screws. To Engineer's approval</p>	7	No	-
1.06	<p>Towel paper Dispenser</p> <p>Stainless Steel Paper tissue towel dispenser from T\$C as mediclinics model or equal and approved.</p>	7	No	-
1.07	<p>Liquid Soap Dispenser</p> <p>Mediclinics DJOO30 liquid soap dispenser in stainless steel AISI 304 body. With top filling lid and push button. With epoxy finish. Or equal and approved.</p>	7	No	-
1.08	<p>Mirrors</p> <p>6mm thick polished plate glass silver backed mirror with beveled edges, size 320 x 600mm, Plugged and screwed to wall with 4No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foam.</p>	7	No	-

Total for sanitary fittings carried forward to next page page					-
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
Total for sanitary fittings brought down from previous page page					-
1.09	Shower Fittings Shower fittings consisting of chrome plated stop valve as Bricon/Aztec or approved equivalent with 1 No. 060 bath spout, CP, 178mm long, with sliding wall flange, 1 No. 061 four way control cock, CP, 1 No. 027 overhang shower arm, CP, with sliding wall flange, 1 No. 068BJ 1/2" x 50mm diameter shower rose, CP, cone shaped, with ball joint connection and telephone shower. To be complete with 2No. 900mm ling grab rails fixed to the wall	7	No		-
1.10	Soap Dish Chrome plated soap dish. Shall be screwed to wall to the engineer's approval	7	No		-
1.11	Towel Rail Similar or equal to Duravit 009924 Towel rail to be chrome plated with exposed screws.	7	No		-
Total for sanitary fittings carried forward to Collection page 11					-

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
2.00	<u>Internal Plumbing Works</u>				
	<u>Cold Water & Hot Water Supply</u>				
	Tenderers must allow for jointings, clippings, couplings necessary for proper and satisfactory functioning of the installation when pricing				
	All pipework to be in Aqua pipe PPR pipe system and fittings as described in PN 10 continuously rated PPR piping ; All terminal fittings at the end of the pipe/ sanitary fittings connections shall have ss threaded ferole.				
2.01	PPR Pipes				
A	25mm diameter pipework	136	Lm		-
B	32mm diameter pipework	20	Lm		-
C	40mm diameter pipework	8	Lm		-
2.02	Bends				
A	25mm diameter bend	45	No.		-
B	32mm diameter bend	4	No.		-
C	40mm diameter bend	2	No.		-
2.03	Tees				
A	25mm equal tee	56	No.		-
B	32mm equal tee	4	No.		-
C	40mm equal tee	4	No.		-
2.04	Reducers				
A	32x 25mm diameter reducer	8	No.		-
B	40x 25mm diameter reducer	2	No.		-

C	40x 32mm diameter reducer	2	No.	-
2.05	Unions			
A	25mm diameter union	25	No.	-
B	32mm diameter union	3	No.	-
C	40mm diameter union	3	No.	-
2.06	Sockets			
A	25mm diameter socket	13	No.	-
B	32mm diameter socket	2	No.	-
C	40mm diameter socket	2	No.	-
2.07	Threaded Brass Adapter			
A	25mm male/female threaded brass adapter	42	No.	-
B	32mm male/female threaded brass adapter	2	No.	-
c	40mm male/female threaded brass adapter	2	No.	-
2.08	Threaded Bends			
A	25mmX 1/2" threaded bends	56	No.	-
2.09	Gate Valve			
A	25mm diameter Gate valve	21	No.	-
B	32mm diameter Gate valve	1	No.	-
C	32mm diameter Gate valve	1	No.	-
2.10	Copper Tubing			
A	15mm diameter flexible copper tubing 300mm long for connecting sanitary fitting to water supply. Complete with chrome plated angle valve	24	No.	-

	Total for internal plumbing installations carried forward to collection page 11				-
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
3.00	<u>INTERNAL FOUL WATER DRAINAGE</u> Supply, deliver and install the following UPVC, MUPVC, soil and waste systems respectively to B.S 5255 with fittings fixed to Manufactures Printed instructions and manufactured by reputable manufacturers. Tenderers must allow in their pipework prices for all the couplings, clippings, connectors, joints etc. as required in the running lengths of pipework and also where necessary, for pipe fixing clips, holder bats plugged and screwed for the proper and satisfactory functioning of the system.				
3.01	MuPVC and uPVC Waste and Soil pipework				
A	100mm diameter heavy gauge grey UPVC pipe	40	Lm		-
B	50mm diameter waste pipe	20	Lm		-
C	40mm diameter waste pipe	25	Lm		-
3.02	Bends				
A	100mm diameter sweep bend	7	No.		-
B	40mm diameter sweep bend	21	No.		-
3.03	Tees				
A	40mm diameter sweep tee	7	No.		-
B	100mm diameter sweep tee	7	No.		-
3.04	WC Connectors				
A	100mm diameter WC connector	7	No.		-

3.06	Access Caps				
A	40mm diameter access cap	7	No.		-
3.07	Floor Traps cover				
A	150 x 150 floor trap cover	14	No.		-
3.08	ALLOW Kshs 50,000.00 for terrace rain water drainage	1	Item		-

Total for foul drainage installations Carried to Collection Page 11

-

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
4.00	<u>Portable Fire Extinguishers</u>				
	Supply, deliver, install, test and commission the following portable fire extinguishers and conforming to BS EN 3 / BS 1449.				
A	Water/Carbon Dioxide Gas Fire Extinguisher				
	9 litres water/carbon dioxide gas portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No		-
B	Carbon Dioxide Gas Fire Extinguisher				
	5kg carbon dioxide gas portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No		-
C	Dry Chemical Powder Fire Extinguisher				

	6kg dry chemical powder portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No	-
D	Manual Alarm Bell			
	9" (225mm) manual operated alarm bell (Gong)	2	No	-
F	Fire Notices			
	Allow for fire signage, fire exits and fire instructions as described in the particular specifications and to the Project Engineer's approval.	2	Item	-
Total for portable fire fighting equipment Carried to Collection Page 11				-
Item	Description			Amount (Kshs)
1.00	Total for sanitary fittings carried forward from page 7		-
2.00	Total for internal plumbing carried forward from page 8		-
3.00	Total internal drainage carried forward from page 9		-
5.00	Total for portable firefighting equipment carried forward from page 10		-
6.00	TOTAL FOR 1NO. FLOOR (1 +2 +3 + 4+ 5)			-

7.00	TOTAL FOR 2NO FRLOORS (2X6) caried forward to collection page 14			-	
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	<p style="text-align: center;">ROOF</p> <p>1.00 Internal Plumbing Works</p> <p><u>Cold Water & Hot Water Supply</u></p> <p>Tenderers must allow for jointings, clippings, couplings necessary for proper and satisfactory functioning of the installation when pricing</p> <p>All pipework to be in Aqua pipe PPR pipe system and fittings as described in PN 10 continously rated PPR piping ; All terminal fittings at the end of the pipe/ sanitary fittings connections shall have ss threaded ferole.</p> <p>2.01 PPR Pipes</p> <p>A 25mm diameter pipework</p> <p>B 32mm diameter pipework</p> <p>C 40mm diameter pipework</p> <p>2.02 Bends</p> <p>A 25mm diameter bend</p> <p>B 32mm diameter bend</p> <p>C 40mm diameter bend</p> <p>2.03 Tees</p>				

A	25mm equal tee	8	No.	-
B	32mm equal tee	10	No.	-
C	40mm equal tee	16	No.	-
2.04	Reducers			
A	32x 25mm diameter reducer	12	No.	-
B	40x 25mm diameter reducer	12	No.	-
C	40x 32mm diameter reducer	12	No.	-
2.05	Unions			
A	25mm diameter union	10	No.	-
B	32mm diameter union	12	No.	-
C	40mm diameter union	10	No.	-
2.06	Sockets			
A	25mm diameter socket	5	No.	-
B	32mm diameter socket	6	No.	-
C	40mm diameter socket	5	No.	-
2.07	Threaded Brass Adapter			
A	25mm male/female threaded brass adapter	4	No.	-
B	32mm male/female threaded brass adapter	6	No.	-
c	40mm male/female threaded brass adapter	12	No.	-
2.08	Threaded Bends			
A	25mmX 1/2" threaded bends	5	No.	-
2.09	Gate Valve			

A	25mm diameter Gate valve	2	No.		-
B	32mm diameter Gate valve	3	No.		-
C	32mm diameter Gate valve	6	No.		-
2.10	Copper Tubing				
A	15mm diameter flexible copper tubing 300mm long for connecting sanitary fitting to water supply. Complete with chrome plated angle valve	1	No.		-
Total for internal plumbing installations carried forward to next page page					-
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
Total for internal plumbing installations brought down from previous page page					-
	ROOF STORAGE TANK				
A	Supply, deliver and install vertical close end plastic moulded tank of capacity 5,000 litres. The tank to be assembled complete with cover and having screwed connections for inlet, outlet, overflow, 25mm medium pressure ball valve, drain pipes and any other necessary item for its proper functioning. The tank shall be mounted within the roof space and shall be as KENTANK Model CCV 500 or approved equivalent.	2	No	85,000.00	
	BOOSTER PUMP				
C	The pump shall have the following specifications: Head: 10m Flow rate: 3000litres/hour the pump shall be as Dayliff DDJ 750 or equal and approved. The pump shall be installed with dayliff automatic pump controller	1	No		

	<p>the pump shall be complete with all necessary components needed for proper functioning, it shall also be provided with a proper electrical protection against power surge. It will be installed inside a lockable pump cage with dimensions of 600 X 300 X 300mm (LXWXH)</p>				
<p align="center">Total for roof plumbing installations Carried to main summary page 14</p>					<p align="center">-</p>
<p align="center"><u>MAIN SUMMARY PAGE</u></p>					
Item	Description				Amount (Kshs)
1.00	Total for ground floor plumbing and drainage works carried forward from page 5			
2.00	Total for typical first and second floor plumbing and drainage works carried forward from page 11			
3.00	Total for roof plumbing works carried forward from page 13			
<p align="center">Total Plumbing, Drainage, fire fighting, and solar water heating installations</p>					

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
1.00	<p align="center">GROUND FLOOR</p> <p>MAINS INTAKE, DUCTING, DISTRIBUTION</p> <p>Supply, install, test and commission the following:</p> <p>1.01 SUB-SWITCHBOARD</p> <p>a Free-standing, dustproof & weatherproof (i.e. IP66 rated), purpose made front access, lockable, perspex viewing window for each section, Sealable studs for all cover plate screws and all necessary accessories, cubicle type, Main LV Switchboard manufactured in 12SWG galvanised mild steel sheet and finished in cream (or approved colour) powder coating as described below, shown on the schematic and other details as per Particular Specification.</p> <p>This LV Sub-switchboard shall to be 3-phase, 415V with 1000A TP+N+E Bus-bars and bus-bar connections consisting of high conductivity copper to BS 158 and BS 159, in Bus-Bars Chamber .</p> <p>To be manufactured by either Schneider Electric Kenya or Specialised Power Systems or an approved manufacturer. It shall also fabricated complete with the following details:-</p>				

	a) Incoming		1	ITEM	
A	1No. 800A TPN MCCB with Shunt Trip as Merlin Gerin or approved equivalent.				
B	1No. Voltmeter 0-600V plus selector switch.				
C	1No. Ammeter plus selector switch with C.T.s (600/5)				
D	3No. Phase indicating lights				
	b) Outgoing				
A	4No. 50A TPN MCCB feeder to the Cable Loop-ing Box at the Ground.First,and second floor as ABB or approved equivalent.				
B	3No. 45A TPN MCCB feeder to the Cable Loop-ing Box and 3No 1p- isolators at the Lifts as ABB or approved equivalent.				
D	A suitably rated 415V three-phase surge diverter as Furse ESP 415, fully wired, complete with enclosure with viewing window.				
E	vi) Space for 2No. TPN MCCBs and 2No. SPN MCCBs				
ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	MAINS POWER CONNECTION				
A	Build 600x600x700mm deep power manhole with internal plaster and heavy-duty EAFW steel cover	NO	2	7,500.00	
C	Attendance and follow up with power service provider (KPLC) during all relevant stages including application, follow up, service line and meter connections	ITEM	1	25,000.00	
3.04	EARTHING				
A	Earth Inspection Concrete Chamber 300mm x 300mm x 300mm with an air tight inspection cover to approval	No	1	5,000.00	

B	Earthing with 16mm nominal diameter by 1500mm long threaded copper bond earth rods, complete with driving head and clamp.	No	1	4,000.00	
C	Driving Stud for the Item above as Furse ST 300 or approved equivalent	No	1	3,000.00	
D	Earth Electrode Rod-to-Downward Conductor Copper Tape Clamps as Furse CR 105 or approved equivalent.	No	1	3,500.00	
E	Testing and Commissioning the entire earthing and lightning protection system by the Electrical Engineer	ITEM	1	28,000.00	
	Total for Mains power connection, Switchboard & Power Distribution				-

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	GROUND FLOOR				
1.00	Supply, install, test and commission the following:				
1.01	LIGHTING				

A	Lighting point for one way switching comprising 3 x 1.5 sq mm s/c cu cables drawn through 20mm h/g pvc conduits for one way switching	No.	28	3,000.00
B	Ditto, but two way switched	No.	12	3,500.00
C	Lighting point for one way switching comprising 3 x 1.5 sq mm s/c cu cables drawn through 20mm h/g pvc conduits for emergency lights	No.	4	3,000.00
1.02	10amps moulded white switch plate as MK or equal and approved			
A	1 gang 1 way	No.	6	350.00
B	1 gang 2 way	No.	12	450.00
C	3gang 2 way	No.	2	500.00
D	Intermediate	No.	2	350.00
E	Photocell control switch as Zodion or approved equal for external lights	No.	1	2,000.00
1.03	Supply and install the following light fittings c/wwith necessary control gear, lamps and lamp holder as described in the attached schedule			
A	18W, 200mm diameter, surface mounted, LED circular ceiling light, IP44 with daylight white output and Long lamp life above 50,000 hours as Philips, LEDVANCE or approved equivalent	No	25	3,500.00
B	12W, 200mm diameter, surface mounted, LED circular ceiling light, IP44 with daylight white output and Long lamp life above 50,000 hours as Philips, LEDVANCE or approved equivalent	No	6	2,500.00
C	12W, 29cmX29cmX4.8cm Closed surface mounted ceiling light, IP65, dust tight, protection from jetting water AS PHILIPS OYSTER –WASHROOMS	No	2	2,500.00
D	Self-contained double sided EXIT sign with 8W fluorescent lamp for nonmaintained emergency lighting for 3 hour duration as Sapphire or approved equivalent.	No	4	4,000.00
E	2D polycarbonate black body bulk head outdoor security light as Thorn Cat No. 2DFV16	No	5	5,000.00

2.00	Supply, install, test and commission the following:				
	POWER INSTALLATIONS				
2.01	<u>Sockets</u>				
A	13 Amp Ring Main socket outlet points wired in 6 x 2.5sq mm PVC single core copper cables drawn in existing 25mm H/G PVC conduits concealed in wall and floor slab complete with all accessories but excluding the socket outlet plate	No.	50	3,000.00	
ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
B	13Amp standard twin switched moulded socket outlet plates with neon indicator, mounted flush on wall as MK Logic Plus WHI or equivalent.	No.	50		-
2.02	<u>Washrooms</u>				
	Supply and install a radial circuit comprising 3x2.5sqmm single core copper cable drawn through 25mm dia to the following:				
A	Handrier	No.	2		-
B	20amps DP moulded white switch plate with neon light indicator to control the above	No.	2		-
2.03	POWER DISTRIBUTION CONSUMER UNIT AND MCB's				
	Supply and install the following consumer units and distribution boards c/w integral isolators as Merlin Gerin or an approved equivalent				
A	12 way TPN Distribution Board as Merlin Gerin	No.	1		-
B	MCB's				
C	6 way 63A SPN Consumer Unit as Schneider or an approved equivalent for UPS power.	No.	1		-
D	10 Amps SP	No.	4		-
E	20 Amps SP	No.	4		-

F	32 Amps SP	No.	3		-
G	63 Amps TP	No.	2		-
H	allow for labelling of boards and circuits	item	5		-
3.00	SUB-MAIN POWER DISTRIBUTION				
A	16mm ² 4Core PVC/SWA/PVC Copper cables in 50mm \varnothing concealed HG PVC conduits c/w all installation accessories	Lm	35		-
B	3x10mm ² sc PVC Copper cables in 32mm \varnothing concealed HG PVC conduits.	Lm	40		-
C	Cable glands and lugs for the above cables	Item	1		-
4.00	TELEVISION POINTS				
A	TV outlet point wired in 75Ohms Screened Coaxial TV cables drawn in concealed 20mm dia meter HG/PVC conduits and linked to the outside through the roof space (to the amplifier) via telephone draw in boxes.	No	10		-
B	Moulded ivory TV outlet plate as MK, Clipsal, Crabtree or approved equivalent.	No	10		-
Total For Ground Floor Electrical Installations Carried Forward To Collection Page					-

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
TYPICAL FIRST AND SECOND FLOOR					
1.00	Supply, install, test and commission the following:				
1.01	LIGHTING				
A	Lighting point for one way switching comprising 3 x 1.5 sq mm s/c cu cables drawn through 20mm h/g pvc conduits for one way switching	No.	86		-

B	Ditto, but two way switched	No.	4	-
C	Lighting point for one way switching comprising 3 x 1.5 sq mm s/c cu cables drawn through 20mm h/g pvc conduits for emergency lights	No.	8	-
1.02	10amps moulded white switch plate as MK or equal and approved			-
A	1 gang 1 way	No.	50	-
B	1 gang 2 way	No.	8	-
C	3gang 2 way	No.	4	-
D	Intermediate	No.	4	-
1.03	Supply and install the following light fittings c/wwith necessary control gear, lamps and lamp holder as described in the attached schedule			-
A	18W, 200mm diameter, surface mounted, LED circular ceiling light, IP44 with daylight white output and Long lamp life above 50,000 hours as Philips, LEDVANCE or approved equivalent	No	28	-
B	12W, 200mm diameter, surface mounted, LED circular ceiling light, IP44 with daylight white output and Long lamp life above 50,000 hours as Philips, LEDVANCE or approved equivalent	No	40	-
C	12W, 29cmX29cmX4.8cm Closed surface mounted ceiling light, IP65, dust tight, protection from jetting water AS PHILIPS OYSTER –WASHROOMS	No	14	-
D	Self-contained double sided EXIT sign with 8W fluorescent lamp for nonmaintained emergency lighting for 3 hour duration as Sapphire or approved equivalent.	No	8	-
2.00	Supply, install,test and commission the following: POWER INSTALLATIONS			
2.01	<u>Sockets</u>			

A	13 Amp Ring Main socket outlet points wired in 6 x 2.5sq mm PVC single core copper cables drawn in existing 25mm H/G PVC conduits concealed in wall and floor slab complete with all accessories but excluding the socket outlet plate	No.	56		-
B	13Amp standard twin switched moulded socket outlet plates with neon indicator, mounted flush on wall as MK Logic Plus WHI or equivalent.	No.	56		-
ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
2.02	Washrooms				
	Supply and install a radial circuit comprising 3x2.5sqmm single core copper cable drawn through 25mm dia to the following:				
A	Handrier	No.	8	2,500.00	
B	20amps DP moulded white switch plate with neon light indicator to control the above	No.	8	1,500.00	
	POWER INSTALLATIONS				
2.03	Supply and install the following consumer units as Merlin Gerin or an approved equivalent				
	MCB's				
A	6 way 63A SPN Consumer Unit as Schneider or an approved equivalent for UPS power.	No.	1	7,500.00	
B	10 Amps SP	No.	8	550.00	
C	20 Amps SP	No.	8	550.00	
D	32 Amps SP	No.	6	550.00	
E	63 Amps TP	No.	4	1,000.00	
F	allow for labelling of boards and circuits	item	4	1,000.00	
3.00	SUB-MAIN POWER DISTRIBUTION				

A	16mm ² 4Core PVC/SWA/PVC Copper cables in 50mmØ concealed HG PVC conduits c/w all installation accessories	Lm	40	1,800.00	
B	3x10mm ² sc PVC Copper cables in 32mmØ concealed HG PVC conduits.	Lm	50	1,200.00	
C	Cable glands and lugs for the above cables	Item	1	5,000.00	
4.00	TELEVISION POINTS				
A	TV outlet point wired in 75Ohms Screened Coaxial TV cables drawn in concealed 20mm dia meter HG/PVC conduits and linked to the outside through the roof space (to the amplifier) via telephone draw in boxes.	No	20	1,500.00	
B	Moulded ivory TV outlet plate as MK, Clipsal, Crabtree or approved equivalent.	No	20	1,000.00	
Total For 1st and 2nd Floor Electrical Installations Carried Forward To Collection Page					-
<u>MAIN SUMMARY PAGE</u>					
Item	Description				Amount (Kshs)
1.00	Total for Mains Intake, Ducting, Distribution			
2.00	Total for Ground floor Lighting and Power Installations			
3.00	Total for 1st and 2nd floor Lighting and Power Installations			
4.00	Allow Three Hundred Thousands Kenya Shillings Only for Contingency (Ksh.200,000) for Structured Cabling			200,000.00

TOTAL FOR ELECTRICAL INSTALLATIONS	200,000.00

Item	Description	Unit	Qty	Rate	Amount
	<p><u>BILL No.10</u></p> <p><u>PRIME COSTS & PROVISIONAL SUMS</u></p> <p>-</p> <p><u>NOTE :</u></p> <p><u>PROVISIONAL SUMS - THESE ITEMS TO BE BROKEN DOWN AND COSTS CONFIRMED UPON DETAILED DESIGN & SPECIFICATIONS. AS SUCH ESTIMATOR'S PRICES HERE ARE INDICATIVE TO ASSIST CONTRACT SIGNING</u></p>				
	<p><u>LANDSCAPING</u></p> <p>Provide a Provisional Sum Kenya Shillings Two Hundred Thousand Only (Ksh. 200,000.00) for soft and hard landscaping</p>	Sum	1	200,000.00	Phase III
A				-	-
	<p><u>PAVINGS, DRIVEWAY AND PARKING</u></p> <p>Provide a Provisional Sum Kenya Shillings Six Hundred Thousand Only (Ksh. 600,000.00) for improved driveways, parking and pavings</p>	Sum	1	600,000.00	Phase III
B				-	-
	<p><u>STORM WATER DRAINAGE</u></p> <p>Provisional sum for the Construction of storm water drainage or harvesting civil works to structural Engineer's design</p>	Sum	1	250,000.00	Phase III
C				-	-
	-	-	-	-	-

	<u>FOUL DRAINAGE</u>	-	-	-	-
D	Provisional sum for the Construction of foul water drainage civil works to structural Engineer's design	Sum	1	150,000.00	Phase III
	<u>PROJECT MANAGEMENT</u>	-	-	-	-
E	Provisional Sum for the services of supervision, project documentation and coordination	Sum	1	2,000,000.00	2,000,000.00
	<u>CONTINGENCY ALLOWANCE</u>				
F	Allow a provisional sum of Kenya Shillings One Million Only (Ksh. 1,000,000.00) for Contingencies	Som	1	1,000,000.00	1,000,000.00
	-				
	<u>PRIME COSTS & PROVISIONAL SUMS</u>				
	<u>TOTAL CARRIED TO MAIN SUMMARY</u>				3,000,000.00

SPECIFICATIONS & BILLS OF QUANTITIES

PROPOSED CONSTRUCTION OF M.C.A PLAZA

COUNTY GOVERNMENT OF MIGORI

PHASE II WORKS

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MAIN SUMMARY			
		PAGE No.	AMOUNT (KSH)
BILL 01	PRELIMINARIES	1/19	

BILL 02	BUILDERS' WORKS	2/21	-
BILL 03	EXTERNAL WORKS	3/3	PHASE III
BILL 04	PLUMBING, DRAINAGE, FIRE AND SOLAR WATER HEATING	4/25	-
BILL 05	HEATING, AIR CONDITIONING & VENTILATION	5/4	PHASE III
BILL 06	LIFT INSTALLATION	6/1	PHASE III
BILL 07	ELECTRICAL INSTALLATION WORKS	7/13	200,000.00
BILL 08	PRIME COSTS & PROVISIONAL SUMS	8/1	3,000,000.00
	SUB TOTAL	-	-
	VALUE ADDED TAX	16%	-
	CAPACITY BUILDING LEVY	0.03%	
	TOTAL PROJECT SUM (INCLUSIVE OF TAXES)	KSH	-

<u>In words:</u>
- - -
<u>Tenderer:</u>
<u>Date & Stamp:</u>

**PART III - CONDITIONS OF CONTRACT
AND CONTRACT FORMS**

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

General Conditions of Contract

A. General

1. Definitions

1.1 Bold face type is used to identify defined terms.

- a) **The Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
- b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
- c) **The Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.
- e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
- f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- g) **The Contract** is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- h) **The Contractor** is the party whose Bid to carry out the Works has been accepted by the Procuring Entity.
- i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Procuring Entity.
- j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
- k) **Days** are calendar days; months are calendar months.
- l) **Day works** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- m) **A Defect** is any part of the Works not completed in accordance with the Contract.
- n) **The Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.
- o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
- p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- q) **The Procuring Entity** is the party who employs the Contractor to carry out the Works, **as specified in the SCC**, who is also the Procuring Entity.
- r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

- s) **“In writing” or “written”** means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in the Procuring Entity's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) **The Project Manager** is the person **named in the SCC** (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) **SCC** means Special Conditions of Contract.
- z) **The Site** is the area of the works as **defined as such in the SCC**.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) **The Start Date** is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) **A Variation** is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, **as defined in the SCC**.

2 Interpretation

- 21 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
 - a) Agreement,
 - b) Letter of Acceptance,
 - c) Contractor's Bid,
 - d) Special Conditions of Contract,
 - e) General Conditions of Contract, including Appendices,
 - f) Specifications,
 - g) Drawings,
 - h) Bill of Quantities, and
 - i) any other document **listed in the SCC** as forming part of the Contract.

⁶In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule.”

3 Language and Law

- 3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 3.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when
 - a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
 - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

4 Project Manager's Decisions

- 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.

5 Delegation

- 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

6 Communications

- 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

7 Subcontracting

- 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.

8 Other Contractors

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

9 Personnel and Equipment

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 9.3 If the Procuring Entity, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

10 Procuring Entity's and Contractor's Risks

- 10.1 The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

11. Procuring Entity's Risks

11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:

- a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
- b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to

- aa) a Defect which existed on the Completion Date,
- bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
- cc) the activities of the Contractor on the Site after the Completion Date.

12. Contractor's Risks

12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

13. Insurance

13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:

- a) loss of or damage to the Works, Plant, and Materials;
- b) loss of or damage to Equipment;
- c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- d) personal injury or death.

13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

13.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.

13.5 Both parties shall comply with any conditions of the insurance policies.

14. Site Data

14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

15. Contractor to Construct the Works

15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

16. The Works to Be Completed by the Intended Completion Date

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

17. Approval by the Project Manager

17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

17.2 The Contractor shall be responsible for design of Temporary Works.

17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.

17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

18. Safety

18.1 The Contractor shall be responsible for the safety of all activities on the Site.

19. Discoveries

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

20. Possession of the Site

20.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, the Procuring Entity shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

21. Access to the Site

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

22. Instructions, Inspections and Audits

22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and sub-consultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.

22.3 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.
- 23.2 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

24. Settlement of Claims and Disputes

24.1 Contractor's Claims

- 24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record- keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- a) this fully detailed claim shall be considered as interim;
 - b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
 - c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause
- 24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the

additional payment (if any) to which the Contractor is entitled under the Contract.

24.1.9 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

24.1.10 If the Project Manager does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 24.4 [Arbitration].

24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 24.3.

242 Amicable Settlement

24.2.1 Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

243 Matters that may be referred to arbitration

24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

244 Arbitration

24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.

24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

24.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works.

24.4.9 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the

Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

245 Arbitration with National Contractors

24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Architectural Association of Kenya
- ii) Institute of Quantity Surveyors of Kenya
- iii) Association of Consulting Engineers of Kenya
- iv) Chartered Institute of Arbitrators (Kenya Branch)
- v) Institution of Engineers of Kenya

24.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

246 Alternative Arbitration Proceedings

24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

247 Failure to Comply with Arbitrator's Decision

24.7.1 The award of such Arbitrator shall be final and binding upon the parties.

24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

248 Contract operations to continue

24.8.1 Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Contractor any monies due the Contractor.

25. Fraud and Corruption

25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.

25.2 The Procuring Entity requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

B. Time Control

26. Program

26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.

26.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

26.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and

continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

264 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

27. Extension of the Intended Completion Date

27.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

27.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

28. Acceleration

28.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.

28.2 If the Contractor's priced proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

29. Delays Ordered by the Project Manager

29.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

30. Management Meetings

30.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

30.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

31. Early Warning

31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

31.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control

32. Identifying Defects

32.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

33. Tests

- 33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

34. Correction of Defects

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 34.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

35. Uncorrected Defects

- 35.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

36. Contract Price⁷

- 36.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

37. Changes in the Contract Price⁸

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 37.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

38. Variations

- 38.1 All Variations shall be included in updated Programs⁹ produced by the Contractor.
- 38.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 38.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 38.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

⁷In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:

36.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

⁸In lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:

The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

⁹In lump sum contracts, add "and Activity Schedules" after "Programs." ¹⁰In lump sum contracts, delete this paragraph.

385 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning

386 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work

387 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) the proposed change(s), and a description of the difference to the existing contract requirements;
- b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
- c) a description of any effect(s) of the change on performance/functionality.

388 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerate the contract completion period; or
- b) reduce the Contract Price or the life cycle costs to the Procuring Entity; or
- c) improve the quality, efficiency, safety or sustainability of the Facilities; or
- d) yield any other benefits to the Procuring Entity, without compromising the functionality of the Works.

389 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified in the SCC** of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

39. Cash Flow Forecasts

39.1 When the Program¹¹, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

40. Payment Certificates

40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

40.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

40.3 The value of work executed shall be determined by the Project Manager.

40.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed¹².

40.5 The value of work executed shall include the valuation of Variations and Compensation Events.

40.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

40.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

41. Payments

- 41.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 41.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 41.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 41.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

42. Compensation Events

42.1 The following shall be Compensation Events:

- d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- h) The Project Manager unreasonably does not approve a subcontract to be let.
- i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.
- k) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- l) The advance payment is delayed.
- m) The effects on the Contractor of any of the Procuring Entity's Risks.
- n) The Project Manager unreasonably delays issuing a Certificate of Completion.

42.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

42.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

¹¹In lump sum contracts, add "or Activity Schedule" after "Program."

¹²In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

424 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

43. Tax

431 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

432 The service provider shall pay a levy on procurement contract signed between the service provider and procuring entity at the rate of zero point zero three per centum (0.03%) of the value of the signed contract ,exclusive of applicable taxes in line with the Public Procurement Capacity Building Levy order, 2023

44. Currency of Payment

441 All payments under the contract shall be made in Kenya Shillings

45. Price Adjustment

451 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

$$P = A + B I_m/I_o$$

where:

the Contract Price payable.

P is the adjustment factor for the portion of

A and B are coefficients¹³ **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and I_m is the index prevailing at the end of the month being invoiced and I_o is the index prevailing 30 days before Bid opening for inputs payable.

452 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

46. Retention

461 The Procuring Entity shall retain from each payment due to the Contractor the proportion stated in the **SCC** until Completion of the whole of the Works.

462 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

47. Liquidated Damages

471 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

472 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

48. Bonus

481 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less

any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

49. Advance Payment

- 49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the SCC by the date stated in the SCC, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.
- 49.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 49.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

50. Securities

- 50.1 The Performance Security shall be provided to the Procuring Entity no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 day from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

51. Dayworks

- 51.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 51.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 51.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

52. Cost of Repairs

- 52.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

53. Completion

- 53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

54. Taking Over

- 54.1 The Procuring Entity shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

55. Final Account

- 55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

¹³The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.

56. Operating and Maintenance Manuals

- 56.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.
- 56.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

57. Termination

- 57.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
 - b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - c) the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - d) a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
 - e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - f) the Contractor does not maintain a Security, which is required;
 - g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
 - h) if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

57.3 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.

57.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

57.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

58. Payment upon Termination

- 58.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.
- 58.2 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

59. Property

59.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

60. Release from Performance

60.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

SECTION IX - SPECIAL CONDITIONS OF CONTRACT

Except where otherwise specified, all Special Conditions of Contract should be filled in by the Procuring Entity prior to issuance of the bidding document. Schedules and reports to be provided by the Procuring Entity should be annexed.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A. General	
GCC 1.1 (q)	The Procuring Entity is MIGORI COUNTY ASSEMBLY
GCC 1.1 (u)	The Intended Completion Date for the whole of the Works shall be Shall be communicated afterward
GCC 1.1 (x)	The Project Manager is MINISTRY OF PUBLIC WORKS
GCC 1.1 (z)	The Site is located at COUNTY ASSEMBLY
GCC 1.1 (cc)	The Start Date shall be <i>communicated afterward</i>
GCC 1.1 (gg)	The Works consist of CONSTRUCTION WORKS
GCC 2.2	Sectional Completions are: <i>[insert nature and dates, if appropriate]</i>
GCC 5.1	The Project manager <i>[may or may not]</i> delegate any of his duties and responsibilities.
GCC 8.1	Schedule of other contractors: N/A
GCC 9.1	<p>Key Personnel GCC 9.1 is replaced with the following:</p> <p>9.1 Key Personnel are the Contractor’s personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid. <i>[insert the name/s of each Key Personnel agreed by the Procuring Entity prior to Contract signature.]</i></p>
GCC 13.1	<p>The minimum insurance amounts and deductibles shall be:</p> <ul style="list-style-type: none"> (a) for loss or damage to the Works, Plant and Materials: <i>[insert amounts]</i>. (b) For loss or damage to Equipment: <i>[insert amounts]</i>. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>[insert amounts]</i>. (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor’s employees: <i>[amount]</i>. (ii) of other people: <i>[amount]</i>.
GCC 14.1	Site Data are: <i>[list Site Data]</i>
GCC 20.1	The Site Possession Date(s) shall be: AGRRED AFTER CONTRACT SIGHNING
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: MINISTRY OF PUBLIC WORKS.
	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <i>[insert hourly fees]</i>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<i>and reimbursable expenses</i>].
B. Time Control	
GCC 26.1	The Contractor shall submit for approval a Program for the Works within <i>[number]</i> days from the date of the Letter of Acceptance.
GCC 26.3	The period between Program updates is <i>[insert number]</i> days. The amount to be withheld for late submission of an updated Program is <i>[insert amount]</i> .
C. Quality Control	
GCC 34.1	The Defects Liability Period is: <i>[6 MONTHS]</i> days.
D. Cost Control	
GCC 38.9	If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Contractor shall be <u>50</u> % <i>(insert appropriate percentage. The percentage is normally up to 50%)</i> of the reduction in the Contract Price.
GCC 44.1	The currency of the Procuring Entity's Country is: KENYAN SHILLING
GCC 45.1	The Contract <i>[insert "is" or "is not"]</i> subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients <i>[specify "does" or "does not"]</i> apply. <i>[Price adjustment is mandatory for contracts which provide for time of completion exceeding 18 months]</i> The coefficients for adjustment of prices are: (a) <i>[insert percentage]</i> percent nonadjustable element (coefficient A). (ib) <i>[insert percentage]</i> percent adjustable element (coefficient B). (c) The Index I for shall be <i>[insert index]</i> .
GCC 46.1	The proportion of payments retained is: <i>[insert percentage]</i> <i>[The retention amount is usually close to 5 percent and in no case exceeds 10 percent.]</i>
GCC 47.1	The liquidated damages for the whole of the Works are <i>[insert percentage of the final Contract Price]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price. <i>[Usually liquidated damages are set between 0.05 percent and 0.10 percent per day, and the total amount is not to exceed between 5 percent and 10 percent of the Contract Price. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here]</i>
GCC 48.1	The Bonus for the whole of the Works is <i>[insert percentage of final Contract Price]</i> per day. The maximum amount of Bonus for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price. <i>[If early completion would provide benefits to the Procuring Entity, this clause should remain; otherwise delete. The Bonus is usually numerically equal to the liquidated damages.]</i>
GCC 49.1	The Advance Payments shall be: <i>[insert amount(s)]</i> and shall be paid to the Contractor no later than <i>[insert date(s)]</i> .
GCC 50.1	The Performance Security amount is <i>[insert amount(s) denominated in the types and</i>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p data-bbox="323 120 1445 185"><i>proportions of the currencies in which the Contract Price is payable, or in a freely convertible currency acceptable to the Procuring Entity]</i></p> <p data-bbox="323 215 1445 309">(a) Performance Security – Bank Guarantee: in the amount(s) of <i>[insert related figure(s)]</i> percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.</p> <p data-bbox="323 338 1445 432">(b) Performance Security – Performance Bond: in the amount(s) of <i>[insert related figure(s)]</i> percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.</p>
E. Finishing the Contract	
GCC 56.1	<p data-bbox="323 551 1315 580">The date by which operating and maintenance manuals are required is <i>[insert date]</i>.</p> <p data-bbox="323 609 1118 638">The date by which “as built” drawings are required is <i>[insert date]</i>.</p>
GCC 56.2	<p data-bbox="323 674 1418 739">The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is <i>[insert amount in local currency]</i>.</p>
GCC 57.2 (g)	<p data-bbox="323 770 1418 835">The maximum number of days is: <i>[insert number; consistent with Clause 47.1 on liquidated damages]</i>.</p>
GCC 58.1	<p data-bbox="323 866 1402 931">The percentage to apply to the value of the work not completed, representing the Procuring Entity’s additional cost for completing the Works, is <i>[insert percentage]</i>.</p>

FORM No 1: NOTIFICATION OF INTENTION TO AWARD

This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

FORMAT

1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by *(Name and designation)* _____

3. Notification of Intention to Award

- i) Procuring Entity: *[insert the name of the Procuring Entity]*
- ii) Project: *[insert name of project]*
- iii) Contract title: *[insert the name of the contract]*
- iv) Country: *[insert country where ITT is issued]*
- v) ITT No: *[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

i) Name of successful Tender _____

ii) Address of the successful Tender _____

iii) Contract price of the successful Tender Kenya Shillings _____ (in words _____)

b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

SNo	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

5. How to request a debriefing?

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
 - i) Attention: [insert full name of person, if applicable]
 - ii) Title/position: [insert title/position]
 - iii) Agency: [insert name of Procuring Entity]
 - iv) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint?

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - i) Attention: [insert full name of person, if applicable]
 - ii) Title/position: [insert title/position]
 - iii) Agency: [insert name of Procuring Entity]
 - iv) Email address: [insert email address]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website info@ppra.go.ke or complaints@ppra.go.ke. You should read these documents before preparing and submitting your complaint.
- e) There are four essential requirements:
 - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.

- ii) The complaint can only challenge the decision to award the contract.
- iii) You must submit the complaint within the period stated above.

- iv) You must include, in your complaint, all of the information required to support your complaint.

7. Standstill Period

- i) DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature: _____ **Name:** _____

Title/position: _____ **Telephone:** ____ **Email:** _____

FORM NO. 2 - REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

FORM NO 3: LETTER OF AWARD

[letterhead paper of the Procuring Entity] [date]

To: *[name and address of the Contractor]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by *(name of Procuring Entity)*.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

Attachment: *Contract Agreement*.....

FORM NO 4: CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20____, between _____ of _____ (hereinafter “the Procuring Entity”), of the one part, and _____ of _____ (hereinafter “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as _____ should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - a) the Letter of Acceptance
 - b) the Letter of Tender
 - c) the addenda Nos _____ (if any)
 - d) the Special Conditions of Contract
 - e) the General Conditions of Contract;
 - f) the Specifications
 - g) the Drawings; and
 - h) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Laws of Kenya on the day, month and year specified above.

Signed and sealed by _____ (for the Procuring Entity)

Signed and sealed by _____ (for the Contractor).

FORM NO. 5 - PERFORMANCE SECURITY

[Option 1 - Unconditional Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: _____ *[insert name and Address of Procuring Entity]* **Date:** _____

_____ *[Insert date of issue]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (hereinafter called "the Contractor") has entered into Contract No. _____ dated _____ with (name of Procuring Entity) _____ (the Procuring Entity as the Beneficiary), for the execution of _____ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (in words),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the Day of, 2.....², and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

[Name of Authorized Official, signature(s) and seals/stamps].

Note: *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

¹The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the Beneficiary.

²Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM No. 6 - PERFORMANCE SECURITY

[Option 2- Performance Bond]

[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ *[insert name and Address of Procuring Entity]* **Date:** _____ *[Insert date of issue].*

PERFORMANCE BOND No.: _____

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond _____ as Principal (hereinafter called “the Contractor”) and _____] as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____] as Obligee (hereinafter called “the Procuring Entity”) in the amount of _____ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the _____ day of _____, 20, for _____ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
 - 1) complete the Contract in accordance with its terms and conditions; or
 - 2) obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
 - 3) pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day _____ of _____ 20 _____.

SIGNED ON _____ on behalf of By _____ in the capacity of _____ in the presence of _____

FORM NO. 7 - ADVANCE PAYMENT SECURITY

[Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: _____ *[Insert name and Address of Procuring Entity]*

Date: _____ *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: _____ *[Insert guarantee reference number]* **Guarantor:**
_____ *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (hereinafter called "the Contractor") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ (in words) is to be made against an advance payment guarantee.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (in words _____)¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
 - a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
 - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number _____ at _____.
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the ____ day of _____, 20.. whichever is earlier. Consequently, demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]**[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.

²Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM NO. 8 - RETENTION MONEY SECURITY**[Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** _____ *[Insert name and Address of Procuring Entity]***Date:** _____ *[Insert date of issue]***Advance payment guarantee no.** *[Insert guarantee reference number]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Contractor") has entered into Contract No. _____ *[insert reference number of the contract]* dated _____ with the Beneficiary, for the execution of _____ *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of *[insert the second half of the Retention Money]* is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* _____ *([insert amount in words _____])*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number at _____ *[insert name and address of Applicant's bank]*.

5. This guarantee shall expire no later than the Day of², and any demand for payment under it must be received by us at the office indicated above on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [*six months*] [*one year*], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

²Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification no] Name of the Tender Title/Description: _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated ___ [insert date of notification of award] to furnish additional information on beneficial ownership: ___ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... ... Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect.....
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly----- -% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
2.	Full Name	Directly----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... ... Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect.....
	National identity card number or Passport number				
	Personal Identification Number (where applicable)	Indirectly----- % of shares	Indirectly----- -% of voting rights		
	Nationality(ies)				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
Occupation or profession					
3. e.t .c					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or

indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp