



COUNTY ASSEMBLY OF EMBU

P.O BOX 140-60100 EMBU

TEL: +254 068-2231208

**Email:
countyassemblyofembu@gmail..com**

**TENDER FOR REFURBISHMENT OF LEADERSHIP
OFFICES AT COUNTY ASSEMBLY OF EMBU**

TENDER NO.CAE/ONT/R/BDG/002/2021-2022

IFMIS NEGOTIATION NO. 944744-2021-2022

CLOSING DATE: WEDNESDAY 30th MARCH, 2022 AT 10.00AM

TABLE OF CONTENTS

INVITATION TO TENDER.....	6
<u>SECTION I - INSTRUCTIONS TO TENDERERS</u>	9
A. General Provisions	9
1. Scope of Tender.....	9
2. Fraud and Corruption.....	9
3. Eligible Tenderers.....	11
4. Eligible Goods, Equipment, and Services	11
5. Tenderer's Responsibilities.....	11
B. Contents of Tender Documents.....	11
6. Sections of Tender Document.....	11
7. Site visit	12
8. Pre-Tender Meeting	12
9. Clarification and amendment of Tender Documents.....	12
10. Amendment of Tender Documents	13
C. Preparation of Tenders	13
11. Cost of Tendering.	13
12. Language of Tender	13
13. Documents Comprising the Tender	13
14. Form of Tender and Schedules	14
15. Alternative Tenders	14
16. Tender Prices and Discounts	14
17. Currencies of Tender and Payment	15
18. Documents Comprising the Technical Proposal.....	15
19. Documents Establishing the Eligibility and Qualifications of the Tenderer	
20. Period of Validity of Tenders.....	16
21. Tender Security.....	16
22. Format and Signing of Tender.....	16
D Sealing and Marking of Tenders	17
23. Sealing and Marking of Tenders	17
24. Deadline for Submission of Tenders.....	18
25. Late Tenders	18
26. Withdrawal, Substitution, and Modification of Tenders.....	18
27. Tender Opening	18
E. Evaluation and Comparison of Tenders.....	19
28. Confidentiality.....	19
29. Clarification of Tenders	19
30. Deviations, Reservations, and Omissions	19
31. Determination of Responsiveness.....	20
32. Non-material Non-conformities	20
33. Arithmetical Errors	20
34. Conversion to Single Currency	21
35. Margin of Preference and Reservations	21
36. Subcontractors	21
37. Evaluation of Tenders	21
38. Comparison of Tenders.....	21
39. Abnormally Low Tenders.....	21
40. Abnormally High Tenders	22
41. Unbalanced and/or Front-Loaded Tenders	22
42. Qualifications of the Tenderer	22
43. Best Evaluated Tender	23
44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.....	23
F. Award of Contract	23

45.	Award Criteria	23
46.	Notice of Intention to enter into a Contract.....	23
47.	Standstill Period	23
48.	Debriefing by the Procuring Entity.....	24
49.	Letter of Award	24
50.	Signing of Contract.....	24
51.	Appointment of Adjudicator.....	24
52.	Performance Security.....	24
53.	Publication of Procurement Contract.....	24
53.	Procurement Related Complaints	25
SECTION II-TENDER DATA SHEET(TDS).....		26
SECTION III - EVALUATION AND QUALIFICATION CRITERIA.....		30
1.	Mandatory evaluation criteria.....	30
2.	Technical evaluation criteria.....	31
3.	Qualification Form Summary.....	31
SECTION IV – TENDERING FORMS		34
QUALIFICATION FORMS.		34
1.	Form Equ.: Equipment	34
2.	Form per-1.....	35
4.	FORM PER-2:	35
5.	TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION	38
	FORM ELI -1.1	38
	FORM ELI -1.2	39
	FORM CON – 2	40
5.4	FORM FIN – 3.1:	41
5.5	FORM FIN – 3.2:	43
5.6	FORM FIN – 3.3:	43
5.7	FORM FIN – 3.4:	44
5.8	FORM EXP - 4.1.....	45
5.9	FORM EXP - 4.2(a).....	46
5.11	FORM EXP - 4.2(b).....	47
OTHER FORMS		48
6.	FORM OF TENDER.....	48
a)	TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE	51
b)	CERTIFICATE OF INDEPENDENT TENDER DETERMINATION	54
c)	SELF-DECLARATION FORM - SELF DECLARATION OF THE TENDERER.....	55
d)	APPENDIX 1- FRAUD AND CORRUPTION	58
e)	DECLARATION AND COMMITMENT TO THE CODE OF ETHICS.....	57
7.	FORM OF TENDER SECURITY - DEMAND BANK GUARANTEE	60
8.	FORM OF TENDER-SECURING DECLARATION	62
PART II - WORK REQUIREMENTS		64

SECTION V - DRAWINGS.....	120
SECTION VI - SPECIFICATIONS	64
SECTION VII - BILLS OF QUANTITIES	64

PART III-CONDITIONS OF CONTRACT AND CONTRACT FORMS 84

SECTION VIII - GENERAL CONDITIONS OF CONTRACT.....	84
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A. General

1. Definitions	84
2. Interpretation.....	85
3. Language and Law	86
4. Project Manager's Decisions.....	86
5. Delegation.....	86
6. Communications	86
7. Subcontracting	86
8. Other Contractors	86
9. Personnel and Equipment	86
10. Procuring Entity's and Contractor's Risks.....	87
11. Procuring Entity's Risks	87
12. Contractor's Risks.....	87
13. Insurance.....	87
14. Site Data	87
15. Contractor to Construct the Works	87
16. The Works to Be Completed by the Intended Completion Date	87
17. Approval by the Project Manager	87
18. Safety.....	88
19. Discoveries	88
20. Possession of the Site	88
21. Access to the Site	88
22. Instructions, Inspections and Audits.....	88
23. Appointment of the Adjudicator.....	89
24. Settlement of Claims and Disputes	89
25. Fraud and Corruption	91

B. Time Control..... 91

1. Program	91
2. Extension of the Intended Completion Date.....	92
3. Acceleration.....	92
4. Delays Ordered by the Project Manager	92
5. Management Meetings	92
6. Early Warning	92

C. Quality Control	92
1. Identifying Defects	92
2. Tests	93
3. Correction of Defects	93
4. Uncorrected Defects	93
D. Cost Control	93
1. Contract Price	93
2. Changes in the Contract Price.	93
3. Variations	93
4. Cash Flow Forecasts	94
5. Payment Certificates	94
6. Payments	96
7. Compensation Events	96
8. Tax	97
9. Currency y of Payment	97
10. Price Adjustment	97
11. Retention	97
12. Liquidated Damages	97
13. Bonus	97
14. Advance Payment	98
15. Securities	98
16. Dayworks	98
17. Cost of Repairs	98
E. Finishing the Contract	98
1. Completion	98
2. Taking Over	98
3. Final Account	98
4. Operating and Maintenance Manuals	99
5. Termination	99
6. Payment upon Termination	99
7. Property	99
8. Release from Performance	104
SECTION IX - SPECIAL CONDITIONS OF CONTRACT	104
SECTION X - CONTRACT FORMS	
FORM No. 1 - NOTIFICATION OF INTENTION TO AWARD	107
FORM No. 2 – REQUEST FOR REVIEW	110
FORM No. 3 - LETTER OF AWARD	111
FORM No. 4 - CONTRACT AGREEMENT	112
FORM No. 5 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]	113
FORM No. 6- PERFORMANCE SECURITY [Option 2– Performance Bond]	114
FORM No. 7- ADVANCE PAYMENT SECURITY	116
FORM No. 8- RETENTION MONEY SECURITY	117
FORM No. 9- BENEFICIAL OWNERSHIP DISCLOSURE FORM	118

INVITATION TO TENDER

PROCURING ENTITY: COUNTY ASSEMBLY OF EMBU

P.O. Box 140-60100 EMBU

TENDER FOR REFURBISHMENT OF LEADERSHIP OFFICES AT COUNTY ASSEMBLY OF EMBU

1. County Assembly Of Embu invites sealed tenders for refurbishment of leadership Offices .
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to firms **registered as contractors and licensed by National Contraction Authority: NCA 2 and above in building works category.**
3. Eligible and interested tenderers may access and download tender documents FREE of charge at www.embuassembly.go.ke or from Public Information Procurement Portal <https://tenders.go.ke>.
4. Tenderers who download the tender document must forward their particulars immediately to www.embuassembly.go.ke to facilitate any further clarification or addendum.
5. Tenders must be valid for 120 days from the date of tender opening
6. All Tenders must be accompanied by a tender Security of **Ksh. 100,000.00** from a reputable bank valid for 150 days from tender opening.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. Site visit: Tenderers must make arrangement with the procuring entity to visit the site during normal office days from 8.00 am to 5.00 pm
9. Completed tenders must be delivered electronically through **IFMIS platform** and also to submit two hard copies, one marked '**Original**' and one marked '**copy**' to the address below on or before **Wednesday 30th March, 2022 at 10.00 am.**
10. Tenders will be opened immediately after the deadline date and time specified above or any deadline 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.
12. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Name of the Procuring Entity: **County Assembly Of Embu**

Physical Address: **Spring Valley Area, Along James Nyaga Crescent Road, Off Embu-Meru High way, Opposite faith House**

Address: **P.O Box 140-60100 Embu**

Contact person: The **Clerk, County Assembly Of Embu** Tel: 254-0682231208; Email: Countyassemblyofembu@gmail.com

Address for Submission of Tenders.

Named of Procuring Entity: **County Assembly Of Embu**

Postal Address: Clerk, County Assembly Of Embu

P.O Box 140-60100 Embu

Physical Address: **Spring Valley Area, Along James Nyaga Crescent Road, Off Embu-Meru Highway, Opposite Faith House**

B. Address for Opening of Tenders.

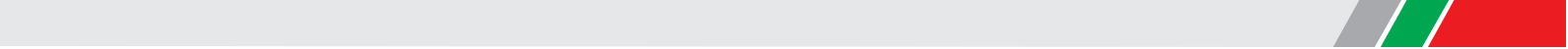
Name of Procuring Entity: **County Assembly Of Embu**

Physical address: **County Assembly Of Embu, Committee room**

- 1) Physical address for hand Courier Delivery to an office or Tender Box (City, Street Name, Building, Floor Number and Room)

JIM G. KAUMA

CLERK OF COUNTY ASSEMBLY



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 (*wives, 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:
- Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
 - Receives or has received any direct or indirect subsidy from another tenderer; or
 - Has the same legal representative as another tenderer; or
 - 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.

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 Materials 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 nonmaterial 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	A. General
ITT 1.1	Procuring Entity is: County Assembly Of Embu The tender reference number (ITT) is: CAE/ONT/BDG/R/002//2021-2022 The name of the ITT is: TENDER FOR REFURBISHMENT OF LEADERSHIP OFFICES AT COUNTY ASSEMBLY OF EMBU
ITT3.1	Eligible tenderers: firms registered as contractors and licensed by National Contraction Authority: NCA 2 and above in building works category.
ITT 7.1	Site visit: Tenderers shall view site from 21/3/2022-22/3/2022 During normal working hours from 9.00am to 4.00pm.
B. Tendering Document	
ITT9.1	For Clarification of Tender purposes only: Name of the Procuring Entity: County Assembly Of Embu Physical Address: Spring Valley Area, Along James Nyaga Crescent Road, Off Embu-Meru High way, Oposite faith House Address: P.O Box 140-60100 Embu Contact person: Clerk, County Assembly of Embu; Tel: 254-068-2231208; Email: Countyassemblyofembu@gmail.com
ITT9.1	Web Page: http://www.assembly.go.ke and http://www.tenders.go.ke
C. Preparation of tenders	
ITT13.1	The Tenderer shall submit all the documents listed in the evaluation criteria.
ITT 20.1	The currency of the tender and the currency of payment shall be Kenya Shillings
ITT 21.1	The tender validity period shall be 120 days.
ITT 22.1	A tender security shall be required The amount and currency of the tender security shall be Ksh.100,000.00 from a reputable bank valid for 150 days from tender opening
ITT 24.1	To submit two copies (Original and copy)
D. Submission and Opening of Tenders	
ITT 24	For Tender submission purposes only, the Procuring Entity's address is: Name of Procuring Entity: County Assembly of Embu Attention: Clerk of County Assembly Postal Address P.O Box 140-60100 Embu Physical Address: County Assembly Of Embu premises

ITT 25.1	Deadline for tender submission is: Wednesday 30th March 2022 at 10.00 am. Tenders shall be submitted electronically through IFMIS attached as file and manually through Two hard copies (Marked 'Original' and 'Copy')
ITT 28.1	The tender opening shall take place at: Physical Address: County Assembly Of Embu main offices, at the tender box situated at the Reception area . Date: Wednesday 30th March 2022
ITT 28.6	The form of tender and priced schedule of requirements shall be initialed by: All members of the opening committee

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

ITEM	DESCRIPTION/ RESPONSIVENESS	YES/NO
A	MANDATORY REQUIREMENTS	
i	Provide copy of Company Registration Certificate/ certificate of incorporation.	
ii	Provide copy of Valid Tax Compliance certificate	
iii	Tender security of Ksh 100,000.00 from a commercial bank or insurance approved by PPRA and should be valid for 150 days from date of tender opening.	
iv	Provide valid certificate of registration with National Construction Authority in category NCA 4 and above in building works category.	
v	Bid documents to be submitted in two copies clearly marked “Original” and “Copy	
vi	Duly signed audited accounts for 2018-2019, 2019-2020 financial years	
vii	Attach a valid copy of CR12 form showing the list of directors and shareholding.	
viii	Attach a duly filled, signed and stamped confidential business questionnaire	
ix	Attach a duly filled, signed and stamped Form Of Tender	
x	Attach a duly filled, signed and stamped Certificate of Independent Tender Determination	
xi	Attach a duly filled, signed and stamped Self Declaration Form (Form SD 1)	
xii	Attach a duly filled, signed and stamped Self Declaration that the person/tenderer will not engage in any corrupt or fraudulent practice (Form SD 2)	
xiii	Attach a duly filled, signed and stamped declaration and commitment to the code of ethics	
xiv	Attach an original Pre-tender site visit form duly filled, signed and stamped	
xv	Tenders have been submitted electronically through IFMIS attached as FILE	
B	FINANCIAL, TECHNICAL AND GENERAL REQUIREMENTS	
B1	FINANCIAL REQUIREMENTS	SCORE
a)	Financial capability as supported by audited accounts for the last three years cumulative i.e. for 2017-2018, 2018-2019, 2019-2020 • Current ratio above 2.0.....(25 marks) • Current ratio below 2.0 and above 1.5.....(15 marks) • Current ratio below 1.5 and above 1.....(5 marks) • Current ratio below 1.....(0 marks)	25
b)	Accumulated volume of business: Provide proof of having undertaken similar works for the last five years. Attach contracts and the relevant certificates of completion/invoices and any other relevant document from 2016. These information to be presented in the manner shown in table 1 on page 32 • Ksh 15 million and above(35 marks) • Between Ksh. 15 million - Ksh.10 million(25 marks) • Between Ksh 10 million - Ksh.7 million.....(15 marks) • Between Ksh 7 million – Ksh. 5million.....(10 marks) • Below Ksh. 5 million (0 marks)	35

B2	TECHNICAL REQUIREMENTS	
a	Provide detailed proposal of key technical members for the proposed project, copies and CV of the proposed team, Enclose certificates. <u>Site Supervisor</u> • Holder of degree/diploma in building and construction related field with experience of 5 years and above(5 marks) • Holder of certificate in building and construction related field with experience of 5 years and above(2 marks)	5
b	<u>Foreman</u> • Holder of degree/diploma in building and construction related field with experience of 5 years and above(5 marks) • Holder of certificate in building and construction related field with experience of 5 years and above(2 marks)	5
c	<u>Artisans</u> At least two (2) artisans each with the following qualifications: - Certificate in building and construction related field with 5 years working experience..... (3 marks) - Trade test certificate in building and construction related field with a working experience of 5 years.....(2 marks)	5
d	Provide a list of at least five (5) equipment owned/leased that are relevant to this project. In each case attach proof of ownership or agreements for the hired equipment..... (2 marks for each equipment) These information to be presented in the manner shown in table 2 on page 32	10
B3	GENERAL REQUIREMENTS	
1	Attach five letters of recommendation from previous clients.....(2 marks)	10
2	Document presentation and serialization ➤ Well bound:- 1. Tape bound(2 marks) 2. Spiral bound (1 mark) ➤ Table of content.....(1 mark) ➤ Separators.....(1 mark) ➤ Pagination/serialization inserted documents.....(1 mark)	5
	TOTAL (Pass Mark 80%)	100

NB:

- 1) Bidders must meet all the mandatory requirements to qualify for general financial and technical evaluation.
- 2) To qualify for price evaluation, the bidder must score a minimum of eighty percent (80%).
- 3) The bidder quoting the lowest price having attained 80 % technical score shall be recommended for contract award.
- 4) Any information provided by the bidder may be verified by the County Assembly. If information is found to be false, the company will be disqualified.
- 5) Dully filled and signed confidential business questionnaire.

TABLE 1: Accumulated volume of business.

No.	Name of the client	Contract Name	Date of Completion	Tender sum

TABLE 2: LIST OF EQUIPMENT

NO.	LIST OF EQUIPMENT OWNED	LIST OF EQUIPMENT HIRED
1		
2		
3		
4		
5		

1. QUALIFICATION FORM SUMMARY

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met)
1	Nationality	Nationality in accordance with ITT	Forms ELI – 1.1 and 1.2, with	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax	Form of Tender	
3	Conflict of Interest	No conflicts of interest	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by	Form of Tender	
5	State- owned Enterprise	Meets conditions of ITT 3.7	Forms ELI – 1.1 and 1.2, with	
6	Goods, equipment and services to be supplied under the	To have their origin in any country that is not determined	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non-Performing Contracts	Non-performance of a contract did not	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	Form of Tender	
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound	Form CON – 2	
10	Litigation History	No consistent history of	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	Form FIN – 3.1, with attachments	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use
		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. (iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the		
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	Form FIN – 3.2	
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management	Form EXP – 4.1	
	Specific Construction & Contract Management Experience	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. <i>[In case the Works are to be tender as individual contracts under multiple contract procedure,</i>	Form EXP 4.2(a)	6

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's
		<i>complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by</i>		

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

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 ☐ 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 ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 ☐ In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: • 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, a list of Board of Directors, and the beneficial ownership.

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, a list of Board of Directors, and the beneficial ownership.

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			
☐ Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
☐ Contract(s) not performed since 1 st January <i>[insert year]</i> 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)
<i>[insert year]</i>	<i>[insert amount and 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> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
☐ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
☐ 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			
☐ No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.			
☐ 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)
[insert year]	[insert 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] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Entity" or "Contractor"] Reason(s) for Litigation and award decision [indicate main reason(s)]	[insert amount]

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)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					

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
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

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.

4.5 **FORM FIN – 3.2:**

Average Annual Construction Turnover

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
[indicate year]	[insert amount and indicate currency]		
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 ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
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.

1. Key Activity No One: _

Information	
Contract Identification	
Award date	
Completion date	
Role in Contract	Prime Contractor ☐ Member in JV ☐ Management Contractor ☐ Sub-contractor ☐
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.

² If applicable

OTHER FORMS

5. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - *Tenderer's Eligibility- Confidential Business Questionnaire*
 - *Certificate of Independent Tender Determination*
 - *Self-Declaration of the Tenderer*

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

Request for Tender No.:

Name and description of Tender:

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

To:

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) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - 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 deposed 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.

¹For 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 inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter 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 onor before that date.

[signature(s)]

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

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. Not applicable

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.



PROPOSED REFURBISHMENT OF LEADERSHIP OFFICES AT COUNTY ASSEMBLY OF EMBU

BILL OF QUANTITIES

Prepared by:

Department of public works
P.O. Box 29- EMBU.

EMBU COUNTY

OCTOBER,2021

Notes:

- i) The Contractor shall provide the method of carrying out demolition works to the Architect's for approval.
- ii) The Contractor shall exercise necessary safety measures so as not to cause any damage to the existing structure and adjoining properties.
- iii) Hacking or breaking of old concrete must be done and cleaned thoroughly before receiving new concrete all to the approval of the Architect's.
- iv) Welding of column reinforcement, the old and new if it becomes necessary shall be approved by the Architect.
- v) The Contractor shall note that all salvage materials shall be the property of the Client. The Contractor shall therefore carefully remove all components and set them aside for the Client to collect and store for re-use. The Contractor shall be responsible for carting away debris but upon approval by the Architect.
- vi) No salvage material shall be incorporated in the works without the express written authority of the Architect.

PREAMBLES AND PRICING NOTES

A. GENERALLY

All work to be carried out in accordance with the Ministry of Roads, Public Works and Housing General Specifications for Building Works issued in 1976 or as qualified or amended.

B. MANUFACTURERS' NAMES

Where manufacturers' names and catalogue references are given for guidance to quality and standard only, alternative manufacturer of equal quality will be accepted at the discretion of the Project Manager.

C. WALLING

All precast concrete blocks shall be manufactured by the methods and to the sizes specified in the Ministry of Roads, Public Works and Housing "Specification for Metric Sized Concrete Blocks for Building (1972)"

Walling of 100 mm thickness or under shall be reinforced with hoop iron every alternate course.

Prices for walling must allow for all costs in preparing, packing and sending sample blocks for testing as and when required by the Project Manager.

D. CARPENTRY

The grading rules for cypress shall be the same as for podocarpus and all timber used for structural work shall be select (second grade).

All structural timber must conform to the minimum requirements for moisture content and preservative treatment and timber prices must allow for preparing, packing and sending samples for testing when required.

Prices must also include for all nails and fasteners.

A. JOINERY

Cypress for joinery shall be second grade in accordance with the latest grading rules of the Kenya Government.

Where Mahogany is specified, this refers to prime grade only. The Contractor may with the approval of the Project Manager, use either Msharagi or Mvuli in lieu of Mahogany but such approval will be given only in the case of shortages of the hardwoods specified.

Plugging shall be carried out by drilling walling or concrete with masonry drill and filling with propriety plugs of the correct sizes. Cutting with hammer and chisel will not be allowed.

Prices for joinery must include for pencil rounded arises, protection against damage, nails, screws, framing and bedding in cement mortar as required.

Sizes given for joinery items are nominal sizes and exact dimensions of doors, etc, must be ascertained on site.

B. IRONMONGERY

Ironmongery shall be as specified in the Bills of Quantities or equal and approved.

Prices must include for removing and re-fixing during and after painting, labeling all keys, and for fixing to hardwood, softwood, concrete or blockwork.

Catalogue references given for ironmongery are for purposes of indicating quality and size of item(s). Should the Contractor wish to substitute the specified item(s) with others of equal quality, he must inform the Project Manager and obtain approval in writing.

C. STRUCTURAL STEELWORK

All structural steelwork shall comply with the Ministry of Public Works "Structural Steelwork Specification (1973) and shall be executed by an approved Sub-contractor.

PLASTERWORK AND OTHER FINISHES

All finishings shall be as described in the general specifications and in these Bills of Quantities.

Prices for pavings are to include for brushing concrete clean, wetting and coating with cement and sand grout 1:1.

Rates for glazed wall tiling are to include for a 12 mm cement and sand (1:4) backing screed unless otherwise specified in these Bills of Quantities.

GLAZING

Where polished plate glass is specified, this refers to general glazing quality.

Prices for glazing shall include for priming of rebates before placing putty.

The Contractor will be responsible for replacing any broken or scratched glass and handing over in perfect condition.

PAINTING

All paint shall be 1st quality approved manufacturer

Painting shall be applied in accordance with the manufacturers' instructions.

Prices for painting are to include for scaffolding, preparatory work, priming coats, protection of other works and for cleaning up on completion. Prices for painting on galvanized metal are to include for mordant solution as necessary.

SECTION NO.01
PRELIMINARIES

Item	Description	Kshs	Cts
	<u>PARTICULAR PRELIMINARIES</u>		
A	<u>PARTIES</u>		
	The "Employer" is COUNTY ASSEMBLY OF EMBU P.O. Box 140 - 60100 <u>EMBU</u>		
	The "Architect" is EMBU PUBLIC WORKS OFFICER P.O. Box 29 - 60100 <u>EMBU</u>		
	The "Quantity Surveyor" is EMBU PUBLIC WORKS OFFICER P.O. Box 29 - 60100 <u>EMBU</u>		
	The "Mechanical/Electrical Engineer" is EMBU PUBLIC WORKS OFFICER P.O. Box 29 - 60100 <u>EMBU</u>		
	The "Structural Engineer" is EMBU PUBLIC WORKS OFFICER P.O. Box 29 - 60100 <u>EMBU</u>		
	For the purpose of the works which are under the control of the Consultants above, the respective Consultants shall be deemed to be invested with the duties and be representatives of the Architect.		
B	<u>SITE</u>		
	The Site of the works is situated at COUNTY ASSEMBLY in EMBU COUNTY		
	The Contractor shall obtain the Architect's approval for the sitting of all temporary buildings, spoil heaps, temporary paths and storage areas for materials.		
	The Contractor shall visit the Site to acquaint himself with its nature and position, the nature of the ground, substrata and other local conditions, position of power and water supplies, access roads or any other limitations, and no claims for extras will be considered on account of lack of knowledge in this respect.		
C	<u>ACCESS TO SITE</u>		
	Access to site shall be as directed by the Architect. The Contractor shall strictly observe police regulations regarding traffic movement.		
	Carried Forward		

Item	Description	Kshs	Cts
	PARTICULAR PRELIMINARIES CONT'D Brought Forward		
A	<u>WORKING AND STORAGE SPACE</u> Working and storage space will be confined to the area designated by the Architect within the plot boundary.		
B	<u>DESCRIPTION OF THE WORKS</u> The works comprise of:- 1. Joinery fittings 2. Refurbishment of leadership offices 3. Washrooms refurbishment 4. Water harvesting		
C	<u>WORKING CONDITIONS</u> The Contractor shall allow in his rates for any interference that he may encounter in the course of execution of the works for the Client may in some cases ask the Contractor not to proceed with the works until some activities within the site are completed, as the facility will be operating as usual during the course of the contract.		
D	<u>FORM OF CONTRACT</u> The Contractor will be required to enter into a Contract which will be the current Agreement and Conditions of Contract for Building Works published by the Joint Building Council, Kenya (1999 Edition)		
	Carried Forward		

Item	Description	Kshs	Cts
	PARTICULAR PRELIMINARIES CONT'D Brought Forward		
A	MATERIALS FROM DEMOLITIONS Any materials arising from demolitions and not re-used shall become the property of the government. The Contractor shall allow in his rates the cost of transporting the demolished materials.		
B	PRICING RATES The tenderer shall include for all costs in executing the whole of the works, including transport, replacing damaged items, fixing, all to comply with the said Conditions of Contract.		
C	PAYMENT FOR MATERIALS ON SITE All materials for incorporation in the works must be stored on site before payment is effected, unless specifically exempted by the PROJECT MANAGER. This is to include materials of the Contractor, nominated sub-Contractors and nominated suppliers.		
D	PERFORMANCE BOND A bond of 5% of the contract sum will be required. No payment on account for the works executed will be made to the contractor until he has submitted the Performance Bond to the Project Manager duly signed, sealed and stamped from an approved Bank in the approved format.		
E	DELIVERY OF TENDER Tenders and all documents in connection therewith, as specified above must be delivered in the addressed envelope which should be properly sealed and deposited at the offices as specified in the letter accompanying these documents or as indicated in the advertisement. Tenders will be opened at the time specified in the letter accompanying these Tender Documents or as indicated in the advertisement. Tenders delivered/received later than the above time will not be opened.		
	Carried Forward		

Item	Description	Kshs	Cts
	PARTICULAR PRELIMINARIES CONT'D		
	Brought Forward		
A	VALUE ADDED TAX		
	The Contractor's attention is drawn to the Legal Notice in the Finance Act part 3 Section 21(b) operative from 1st September, 1993 which requires payment of VAT on all contracts. The tenderer is advised that in accordance with Government public notice No. 35 & 36 Dated 11th September 2003 operational from 1st October 2003, withholding VAT will be levied against the contract sum by the Employer and remitted to the Commissioner of VAT through all interim certificates. The contractor should therefore include this tax in the Grand Summary page as indicated herein.		
B	<u>PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION EXPENSES</u>		
	Allow a sum of Kenya Shillings Four hundred thousand only for the training of the Directorate of Public Works Technical staff	400,000	
	Allow a percentage sum for the contractors administrative costs and profits for the above..... %		
	Allow a sum of Kenya Shillings Thirty thousand only for the clerk of works expenses	30,000	
	Allow a percentage sum for the contractors administrative costs and profits for the above%		
	Carried Forward		

Item	Description	Kshs	Cts
	PARTICULAR PRELIMINARIES CONT'D Brought Forward		
A	<u>STATIONERY</u> Allow a provisional Sum of Kenya Shilling fifty thousand Only for supply and delivery of the Projects Managers Stationery Allow a percentage sum for the contractors administrative costs and profits for the above...%	50,000	
B	<u>TRANSPORT TO AND FROM THE SITE</u> The Contractor shall include in his 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 are permitted by the Authorities.		
	TOTAL AMOUNT PARTICULAR PRELIMINARIES		
	CARRIED TO MAIN SUMMARY		

Item	Description	Kshs	Cts
	<u>GENERAL PRELIMINARIES</u>		
A	<u>SUFFICIENCY OF TENDER</u> 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 completion and maintenance of the Works.		
B	<u>STAMP CHARGES</u> The Contractor shall allow for the payment of all Stamp Charges in connection with the Surety and Contract Agreement.		
C	<u>DEFINITIONS AND ABBREVIATIONS</u> Terms used in these Bills of Quantities shall be interpreted as follows: "Approved" Shall mean approved by the Architect. "as directed" Shall mean as directed by the Architect. "B.S." Shall mean the current British Standard specifications published by the British Standards Institution, 2 Park Street, London W.1., England. "C.M." Shall mean Cubic Metres. "S.M." Shall mean Square Metres. "L.M." Shall mean Linear Metres. "MM" Shall mean Millimetres. "Kg." Shall mean Kilogramme. "No." Shall mean Number. "M.S" or M/S Shall mean Measured Separately Ditto or Do Shall mean the whole of the preceding description except as qualified in the description in which it occurs.		
	Carried Forward		

Item	Description	Kshs	Cts
	GENERAL PRELIMINARIES CONT'D Brought Forward		
A	<u>PROGRESS SCHEDULE</u> The Contractor shall, upon receiving instructions to proceed with the Work, draw up a time and progress Schedule setting out the order in which the Works are to be carried out with the appropriate dates thereof. This Time and Progress schedule is to be agreed with the Architect and no deviation from the order set out in this Schedule will be permitted without the written consent of the Architect. The Main Contractor will be responsible for arranging the above programme with all Sub-Contractors including the Nominated Sub-Contractors and Nominated Suppliers.		
B	<u>EXISTING SERVICES</u> Prior to commencement of any work the Contractor is to ascertain from the relevant Authorities the exact position, depth and level of all existing electric cables, water pipes or other services in the area and he shall make whatever provisions may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Architect and the relevant Authority and shall be made good to their satisfaction at the Contractor's expense.		
C	<u>WATER</u> The overall responsibility of getting water for the works shall rest solely with the Contractor. He shall provide temporary storage tanks and piping etc as he may consider necessary and clear away at completion. All water shall be fresh, clean and pure, free from earthy, vegetable or other organic, acid or alkaline substances in solution or suspension.		
D	<u>LIGHTING AND POWER</u> The Contractor shall provide at his own risk and cost all artificial lighting and power for use on the Works, including all Sub-Contractors' and Specialists' requirements and including all temporary connections, wiring, fittings, etc., and clearing away on completion. The Contractor shall pay all fees and obtain all permits in connection therewith.		
	Carried Forward		

Item	Description	Kshs	Cts
	GENERAL PRELIMINARIES CONT'D Brought Forward		
A	<u>PROTECTIVE CLOTHING</u> The Contractor shall provide all protective or any other special clothing or equipment for his employees 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 are worn by all staff at all times.		
	<u>MATERIALS AND WORKMANSHIP</u>		
B	<u>GENERALLY</u> All materials shall be new unless otherwise directed or permitted by the Architect and in all cases where the quality of goods or materials is not described or otherwise specified, is to be the best quality obtainable in the ordinary meaning of the word "best" and not merely a trade signification of that word. All materials and workmanship shall, unless otherwise specified or described, conform to the appropriate British Standard Institution specification current at the date of tender. The Contractor shall order all materials to be obtained from overseas immediately after the Contract is signed and shall also order materials to be obtained from local sources as early as necessary to ensure that such materials are on Site when required for use in the Works. The Contractor shall be responsible for and shall replace or make good at his own expense any materials lost or damaged. The Works throughout shall be executed by skilled workmen well versed in their respective trades.		
C	<u>REJECTED WORKMANSHIP OR MATERIALS</u> Any workmanship or materials not complying with the specific requirements or approved samples or which have been damaged, contaminated or have deteriorated, must immediately be removed from the Site and replaced at the Contractor's expense, as required.		
	Carried Forward		

Item	Description	Kshs	Cts
	GENERAL PRELIMINARIES CONT'D Brought Forward <u>TEMPORARY WORKS</u> A SECURITY The Contractor shall allow for providing adequate security for the works and the workers in the course of execution of this contract. No claim will be entertained from the Contractor for not maintaining adequate security for both the works and workers. B <u>OFFICE AND SHEDS</u> The Contractor shall erect and maintain temporary office accommodation for his own use, and ample temporary watertight sheds for the proper storage and protection of materials and for the use of artisans and remove when ordered. Floors of sheds shall be at least 150mm above ground level. C <u>SANITATION</u> The Contractor shall put up sanitary facilities where shown on site and to the Architect's approval. He shall maintain the same in a thoroughly clean and sanitary condition, remove and make good all disturbed areas at the end of the contract. D <u>HOARDING</u> The Contractor shall enclose the Site with a hoarding 2.40 metres high, with openings and gates as required, constructed of substantial timbers to approval and covered with new Galvanised iron corrugated sheeting painted to approval. Allow for a Provisional length of 200 metres @ KShs..... (Tenderer must insert rate and extend) E <u>WATCHING AND LIGHTING</u> The Contractor shall provide at his own risk and cost all watching and lighting as necessary to safeguard the Works, plant and materials against damage and theft. Carried Forward		

Item	Description	Kshs	Cts
	GENERAL PRELIMINARIES CONT'D Brought Forward		
A	<u>TEMPORARY ROADS</u> The Contractor shall provide where directed all temporary access roads, tracks and paths necessary for the execution of the Works, including making good when no longer in use.		
B	<u>SIGNBOARD</u> The Signboard and lettering on same for the display of the General and Sub-Contractor's names shall be of an approved size with the Employer's name painted thereon. The names of Consultants shall be printed in 50mm letters. No other signboard or advertising will be permitted.		
C	<u>CLEARING AWAY</u> The Contractor shall remove all temporary works, rubbish, debris and surplus materials from the site as they accumulate and upon completion of the works, remove and clear away all plant, equipment, rubbish, unused materials and stains and leave in a clean and tidy state to the reasonable satisfaction of the Project Manager. The whole of the works shall be delivered up clean, complete and in perfect condition in every respect to the satisfaction of the PROJECT MANAGER.		
D	<u>ACCESS RAMP</u> The Contractor shall provide and maintain access ramp for use on the Site well secured with rails on either side.		
E	<u>PROTECTION</u> The Contractor shall cover up and protect from damage, including damage from inclement weather, all finished work and unfixed materials, including that of Sub-Contractors, etc., to the satisfaction of the Architect until the completion of the Contract, and carefully preserve all trees or bushes on or near the Site.		
	TOTAL AMOUNT GENERAL PRELIMINARIES	CARRIED TO MAIN SUMMARY	

SECTION NO.02
MEASURED WORKS

Item	Description	Unit	Qty	Rate	Amount	Cts
	<u>MEASURED WORKS:</u> <u>CLERK AND SECRETARY OFFICES</u> <u>FINISHES</u> <u>FLOOR FINISH</u> A Carefully hack out to remove the existing ceramic tile finished floor and skirting to receive new;load,cart away debris and make good all works disturbed. Cement and sand (1:4) screed bed: B 32mm Thick to receive granito tiles First quality polished porcelain floor tiles C Supply and fix 8mm thick polished granito floor tiles with approved adhesive complete with grouting to prepared floor surfaces. <u>WALL FINISH</u> <u>Wall cladding</u> D Acoustic wall padding comprising 10 mm thick high density foam cushion covered with approved high quality sexing leatherette fixed to 9 mm thick plywood back with approved adhesive decorated with 25 mm diameter screw cladded with matching leather to form button and decorative brass arms to architects approval at approximately 250 mm centers both ways in staggered configuration <u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of:</u> E Walls <u>CEILING FINISHES</u> F Allow for removal of existing chipboard ceiling brandering and cornice;cart away debris and make good disturbed works.	SM	35			
		SM	10			
		SM	35			
		SM	44			
		SM	35			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Gypsum dry board ceilings</u>					
A	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped; All to approval	SM	35			
	<u>Classic moulding to edges or cornice</u>					
B	75 x 25mm Moulds	LM	34			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
C	Gypsum surfaces	SM	35			
D	Extra over gypsum for access trap door overall size 600 x 600mm including 75 x 50mm sawn cypress trimming painted and set loose	NO	2			
	<u>WINDOWS</u>					
	<u>CURTAINS</u>					
E	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
F	Supply and fix first quality window blinds of an approved colour complete with all necessary accessories;all to approval	SM	18			
	<u>DOORS</u>					
G	Carefully remove the existing entrance wooden door with and including the door frames overall size 900x2100mm high to receive new;load, cart away debris and make good all works disturbed.	NO	2			
	<u>Mild steel doors</u>					
H	Overall size 900 x 2100 in complete with heavy duty hinges; one coat red oxide primer and locking latch, All to approval	NO	2			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Supply and fix the following ironmongery all as per the "UNION" or other equal and approved:-</u>					
A	Overhead door closer	NO	1			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
B	Metal doors (measured flat overall both sides)	SM	8			
	<u>Wash down, knot, prime & stop, prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
C	Flush door	SM	4			
	<u>JOINERY FITTINGS</u>					
D	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including, painting and any other accessories required; All to approval	ITEM				
E	High level cabinet fitting overall size 4800mm long x 300mm deep x 670mm high comprising 20mm laminate MDF sides, top, bottom and 3 No. divisions; 1 No. full length shelf in 5mm thick glass; 3 No. full length 50 x 25mm thick timber bearers plugged to walls; complete with doors with MAPHLA hinges and 100mm stainless steel handle	NO	1			
F	Repair the existing wardrobe replacing the dilapidated material with new first quality MDF painted and all the necessary accessories required; All to approval.	NO	1			
G	Supply and fix metallic TV mounting bracket to the existing Television set; All to approval.	NO	1			
H	Restoration of reception counter overall size 3000x1500mm high using 20mm laminate MDF sides, top, bottom including 10mm thick toughened glass to face lift the reception desk; All to approval	NO	1			
	Carried forward		Kshs			

Description	Unit	Qty	Rate	Amount	Cts
Brought forward		Kshs			
<u>ELECTRICAL WORKS</u>					
Enhance downlighting on the gypsum ceiling approximately 5 No.outlets,electrical ducting and any additional switches or light fittings;to approval.	ITEM				
<u>MECHANICAL WORKS</u>					
<u>Wash hand basin</u>					
Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monoblock basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to approval	ITEM				
<u>Mirror</u>					
6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
<u>Air Conditioner unit</u>					
Supply and installation of wall mounted Air Conditioner unit complete with all accessories, mounting brackets, power protection switches (AVS) and caging of the external units. Please provide catalogue of the equipment quoted for.	NO	1			
Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Hand Driers</u>					
A	Automatic hand drier in white colour, operating on an infra-red automatic sensing system with heating element safely cut-out complete with a 30 seconds safely timer, plastic rawl plugs and fixing screws. The hand drier to have a heating capacity of 2.1kw and performance flow rate of 135cfm (3.82m3/min) and to be size 270 x264x143mm deep. Its shall have a noise leel below 72.5 dBA at1.5m. It shall be as medclinic or approved equivalent	NO	1			
	<u>Soap Dispenser</u>					
B	Wall mounted soap dispenser with a capacity of about one litre having a press action soap release mechanism complete with fixing screws. Allow for initial soap supply. To be as GROHE 'Ario Accessories Tier: G5 Prestige "Model-40 360 soap dispenser or approved equivalent.	NO	1			
	<u>HONORABLE SPEAKER AND SECRETARY OFFICES</u>					
	<u>FLOOR FINISH</u>					
C	Carefully sand and wax-polish thoroughly the existing parquet floor and skirting to appear new; All to approval	SM	49			
D	Allow for replacement of damaged parquet floor boards	SM	10			
	<u>WALL FINISH</u>					
	<u>Wall cladding</u>					
E	Acoustic wall padding comprising 10 mm thick high density foam cushion covered with approved high quality sexing leatherlette fixed to 9 mm thick plywood back with approved adhesive decorated with 25 mm diameter screw cladded with matching leather to form button and decorative brass arms to architects approval at approximately 250 mm centers both ways in staggered configuration	SM	48			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of;</u>					
A	Walls	SM	38			
	<u>CEILING FINISHES</u>					
B	Allow for removal of existing chipboard ceiling bandering and cornice; cart away debris and make good disturbed works.	SM	49			
	<u>Gypsum dry board ceilings</u>					
C	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped; All to approval	SM	49			
	<u>Classic moulding to edges or cornice</u>					
D	75 x 25mm Moulds	LM	40			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
E	Gypsum surfaces	SM	49			
F	Extra over gypsum for access trap door overall size 600 x 600mm including 75 x 50mm sawn cypress trimming painted and set loose.	NO	2			
	<u>WINDOWS</u>					
	<u>CURTAINS</u>					
G	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
H	Supply and fix first quality window blinds of an approved colour complete with all necessary accessories; all to approval	SM	22			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Wash down,fill surfaces,prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
A	Windows	SM	22			
	<u>DOORS</u>					
B	Carefully remove the existing entrance wooden door with and including the door frames overall size 900x2100mm high to receive new;load,cart away debris and make good all works disturbed.	NO	2			
	<u>Flush door</u>					
C	50mm Thick mahogany veneered solid core flush door overall size 900 x 2100mm with hardwood lipping all round,door framing,finishing in wrought mahogany, appropriate ironmongeries and painting; All to approval	NO	1			
	<u>Mild steel doors</u>					
D	Overall size 900 x 2100 in complete with heavy duty hinges; one coat red oxide primer and locking latch, All to approval	NO	1			
	<u>Supply and fix the following ironmongery all as per the "UNION" or other equal and approved:-</u>					
E	Overhead door closer	NO	1			
F	Electric lock	NO	1			
G	Allow for door signages and branding	ITEM				
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
H	Doors (measured flat overall both sides)	SM	4			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>JOINERY FITTINGS</u>					
A	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including,painting and any other accessories required; All to approval	ITEM				
B	High level cabinet fitting overall size 4000mm long x 300mm deep x 670mm high comprising 20mm laminate MDF sides, top, bottom and 3 No. divisions; 1 No. full length shelf in 5mm thick glass; 3 No. full length 50 x 25mm thick timber bearers plugged to walls; complete with doors with MAPHLA hinges and 100mm stainless steel handle	NO	1			
C	Restoration of reception counter overall size 3700x1500mm high using 20mm laminate MDF sides, top, bottom including 10mm thick toughened glass to face lift the reception desk; All to approval	NO	1			
D	Repair the existing wardrobe replacing the dilapidated material with new first quality MDF painted and all the necessary accessories required; All to approval.	NO	1			
E	Supply and fix metallic TV mounting bracket to the existing Television set; All to approval.	NO	1			
	<u>ELECTRICAL WORKS</u>					
F	Enhance downlighting on the gypsum ceiling approximately 8 No.outlets,electrical ducting and any additional switches or light fittings;All to approval	ITEM				
	<u>MECHANICAL WORKS</u>					
	<u>Wash hand basin</u>					
G	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monoblock basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
A	Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to approval	ITEM				
	<u>Mirror</u>					
B	6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
	<u>Air Conditioner unit</u>					
C	Supply and installation of wall mounted Air Conditioner unit complete with all accessories, mounting brackets, power protection switches (AVS) and caging of the external units. Please provide catalogue of the equipment quoted for.	NO	1			
	<u>Hand Driers</u>					
D	Automatic hand drier in white colour, operating on an infra-red automatic sensing system with heating element safely cut-out complete with a 30 seconds safely timer, plastic rawl plugs and fixing screws. The hand drier to have a heating capacity of 2.1kw and performance flow rate of 135cfm (3.82m3/min) and to be size 270 x264x143mm deep. Its shall have a noise leel below 72.5 dBA at1.5m.It shall be as medclinic or approved equivalent	NO	1			
	<u>Soap Dispenser</u>					
E	Wall mounted soap dispenser with a capacity of about one litre having a press action soap release mechanism complete with fixing screws. Allow for initial soap supply. To be as GROHE 'Ario Accessories Tier: G5 Prestige "Model-40 360 soap dispenser or approved equivalent.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>DEPUTY SPEAKER'S OFFICE</u>					
	<u>FLOOR FINISH</u>					
A	Carefully sand and wax-polish thoroughly the existing parquet floor and skirting to appear new;All to approval	SM	15			
B	Allow for replacement of damaged parquet floor boards	SM	5			
	<u>WALL FINISH</u>					
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of;</u>					
C	Walls	SM	37			
	<u>CEILING FINISHES</u>					
D	Allow for removal of existing chipboard ceiling bandering and cornice;cart away debris and make good disturbed works.	SM	15			
	<u>Gypsum dry board ceilings</u>					
E	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped to architect's detail	SM	15			
	<u>Classic moulding to edges or cornice</u>					
F	75 x 25mm Moulds	LM	16			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
G	Gypsum surfaces	SM	15			
H	Extra over gypsum for access trap door overall size 600 x 600mm including 75 x 50mm sawn cypress trimming painted and set loose.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>WINDOWS</u>					
	<u>CURTAINS</u>					
A	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
B	Supply and fix first quality window blinds of an approved colour complete with all necessary accessories;all to approval	SM	3			
	<u>Wash down,prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
C	Windows	SM	3			
	<u>DOORS</u>					
D	Carefully remove the existing entrance wooden door with and including the door frames overall size 900x2100mm high to receive new;load,cart away debris and make good all works disturbed.	NO	1			
	<u>Mild steel doors</u>					
E	Overall size 900 x 2100 in complete with heavy duty hinges; one coat red oxide primer and locking latch, All to approval	NO	1			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
F	Doors (measured flat overall both sides)	SM	4			
	<u>Wash down, knot, prime & stop, prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
G	Door	SM	4			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>JOINERY FITTINGS</u>					
A	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including,painting and any other accessories required; All to approval	ITEM				
	<u>ELECTRICAL WORKS</u>					
B	Enhance downlighting on the gypsum ceiling approximately 3 No.outlets,electrical ducting and any additional switches or light fittings;All to approval	ITEM				
	<u>MECHANICAL WORKS</u>					
	<u>Wash hand basin</u>					
C	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monoblock basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
D	Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to approval	ITEM				
	<u>Mirror</u>					
E	6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>MAJORITY LEADER</u>					
	<u>FLOOR FINISH</u>					
A	Carefully hack out to remove the existing ceramic tile finished floor and skirting to receive new;load, cart away debris and make good all works disturbed.	SM	20			
	<u>Cement and sand (1:4) screed bed:</u>					
B	32mm Thick to receive granito tiles	SM	5			
	<u>First quality polished porcelain floor tiles</u>					
C	Supply and fix 8mm thick polished granito floor tiles with approved adhesive complete with grouting to prepared floor surfaces.	SM	20			
	<u>WALL FINISH</u>					
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of:</u>					
D	Walls	SM	39			
	<u>CEILING FINISHES</u>					
E	Allow for removal of existing chipboard ceiling brandering and cornice; cart away debris and make good disturbed works.	SM	20			
	<u>Gypsum dry board ceilings</u>					
F	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped ;All to approval	SM	20			
	<u>Classic moulding to edges or cornice</u>					
G	75 x 25mm Moulds	LM	18			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
A	Gypsum surfaces	SM	20			
B	Extra over gypsum for access trap door overall size 600 x 600mm including 75 x 50mm sawn cypress trimming painted and set loose.	NO	1			
	<u>WINDOWS</u>					
	<u>Curtain and curtain rods</u>					
C	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
D	Supply and fix first quality window blinds of an approved colour complete with all necessary accessories;all to approval	SM	8			
	<u>Wash down,fill surfaces,prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
E	Windows	SM	8			
	<u>DOORS</u>					
F	Carefully remove the existing entrance wooden door and internal flush door with and including the door frames overall size 900x2100mm high to receive new;load,cart away debris and make good all works disturbed.	NO	2			
	<u>Solid Core Flush doors</u>					
G	50mm Thick mahogany veneered flush door overall size 900x2100mm high with and including the door frames and appropriate ironmongeries; All to approval.	NO	1			
	<u>Mild steel doors</u>					
H	Overall size 900x2100mm high in complete with heavy duty hinges; one coat red oxide primer and locking latch;All to approval.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
A	Doors (measured flat overall both sides)	SM	8			
	<u>JOINERY FITTINGS</u>					
B	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including, painting and any other accessories required; All to approval	ITEM				
	<u>ELECTRICAL WORKS</u>					
C	Enhance downlighting on the gypsum ceiling approximately 3 No.outlets,electrical ducting and any additional switches or light fittings;All to approval	ITEM				
	<u>MECHANICAL WORKS</u>					
	<u>Wash hand basin</u>					
D	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monobloc basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
E	Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to client's satisfaction.	ITEM				
	<u>Mirror</u>					
F	6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>MINORITY LEADER'S OFFICE</u>					
	<u>FLOOR FINISH</u>					
B	Carefully sand and wax-polish thoroughly the existing parquet floor and skirting to appear new;All to approval	SM	19			
C	Allow for replacement of damaged parquet floor boards	SM	4			
	<u>WALL FINISH</u>					
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of;</u>					
D	Walls	SM	37			
	<u>CEILING FINISHES</u>					
E	Allow for removal of existing chipboard ceiling bandering and cornice;cart away debris and make good disturbed works.	SM	19			
	<u>Gypsum dry board ceilings</u>					
F	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped;All to approval	SM	19			
	<u>Classic moulding to edges or cornice</u>					
G	75 x 25mm Moulds	LM	17			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
H	Gypsum surfaces	SM	19			
I	Extra over gypsum for access trap door overall size 600 x	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>WINDOWS</u>					
	<u>Curtains and curtain rods</u>					
A	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
B	Supply and fix first quality window blinds to an approved colour complete with all necessary accessories;all to approval	SM	8			
	<u>Wash down,fill surfaces,prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
C	Windows	SM	8			
	<u>DOORS</u>					
D	Carefully remove the existing entrance wooden door with and including the door frames overall size 900x2100mm high to receive new;load,cart away debris and make good all works disturbed.	NO	1			
	<u>Mild steel doors</u>					
E	Overall size 900 x 2100 in complete with heavy duty hinges; one coat red oxide primer and locking latch,All to approval	NO	1			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
F	Doors (measured flat overall both sides)	SM	4			
	<u>JOINERY FITTINGS</u>					
G	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including,painting and any other accessories required; All to approval	ITEM				
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>ELECTRICAL WORKS</u>					
A	Enhance downlighting on the gypsum ceiling approximately 3 No.outlets,electrical ducting and any additional switches or light fittings;All to approval	ITEM				
	<u>MECHANICAL WORKS</u>					
	<u>Wash hand basin</u>					
B	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monobloc basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
C	Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to approval	ITEM				
	<u>Mirror</u>					
D	6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
	<u>DEPUTY CLERK'S OFFICE</u>					
	<u>FLOOR FINISH</u>					
E	Carefully sand and wax-polish thoroughly the existing parquet floor and skirting to appear new;All to approval	SM	18			
F	Allow for replacement of damaged parquet floor boards	SM	3			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>WALL FINISH</u>					
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of;</u>					
A	Walls	SM	36			
	<u>Aluminium Partitions</u>					
B	Allow for height extension to ceiling of aluminium partitions comprising 80 x 40 x 2mm powder coated aluminium section horizontal frames at 1400mm and 1000mm maximum and vertical frames at approximately 1000mm centres maximum,with and including 25mm thick MDF laminate to lower 1000mm panel, top panel 1700mm in filled with and including 6mm thick glass complete with aluminium beadings for glazing and anti-vibration leather strip to meet the existing or any other equal and approved.	SM	5			
	<u>CEILING FINISHES</u>					
C	Allow for removal of existing chipboard ceiling bandering and cornice;cart away debris and make good disturbed works.	SM	18			
	<u>Gypsum dry board ceilings</u>					
D	12mm Thick gypsum ceiling with seamless joints complete with and including proprietary 40 x 40mm galvanized steel framing complete with metal hangers and stepped; All to approval	SM	18			
	<u>Classic moulding to edges or cornice</u>					
E	75 x 25mm Moulds	LM	17			
	<u>Skim, prepare and apply one undercoat and two finishing coats of Crown Silk Vinyl paint to:-</u>					
F	Gypsum surfaces	SM	18			
G	Extra over gypsum for access trap door overall size 600 x 600mm including 75 x 50mm sawn cypress trimming painted and set loose.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>WINDOWS</u>					
	<u>Curtains and curtain rods</u>					
A	Allow for removal of existing curtains with and including the curtain rods and other accessories.	ITEM				
	<u>Blinds</u>					
B	Supply and fix first quality window blinds of an approved colour complete with all necessary accessories;all to approval	SM	7			
	<u>Wash down,fill surfaces,prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
C	Windows	SM	8			
	<u>DOORS</u>					
D	Carefully remove the existing entrance wooden door and internal flush door with and including the door frames overall size 900x2100mm high to receive new;load,cart away debris and make good all works disturbed.	NO	2			
	<u>Solid Core Flush doors</u>					
E	50mm Thick mahogany veneered flush door overall size 900x2100mm high with and including the door frames and appropriate ironmongeries; All to approval.	NO	1			
	<u>Mild steel doors</u>					
F	Overall size 900 x 2100 in complete with heavy duty hinges; one coat red oxide primer and locking latch, All to approval	NO	1			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint; on metal</u>					
G	Doors (measured flat overall both sides)	SM	4			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>JOINERY FITTINGS</u>					
A	High level fitting overall size 4000mm long x 300mm deep x 670mm high comprising 20mm laminate MDF sides, top, bottom and 3 No. divisions; 1 No. full length shelf in 5mm thick glass; 3 No. full length 50 x 25mm thick timber bearers plugged to walls; complete with doors with MAPHLA hinges and 100mm stainless steel handle	NO	1			
B	Supply and Fix notice board overall size 1500x1500mm high comprised of a first quality soft board material on a wrought wooden frame with and including painting and any other accessories required; All to approval	ITEM				
	<u>ELECTRICAL WORKS</u>					
C	Enhance downlighting on the gypsum ceiling approximately 3 No.outlets,electrical ducting and any additional switches or light fittings;All to approval	ITEM				
	<u>MECHANICAL WORKS</u>					
	<u>Wash hand basin</u>					
D	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monobloc basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
E	Allow for additional plumbers work, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage;All to approval	ITEM				
	<u>Mirror</u>					
F	6mm thick polished plate glass silver mirror with bevelled edges, size 610x610mm. Plugged and screwed to wall with 4 No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foambevelled edges, size.	NO	1			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>EXTERNAL WASHROOMS</u>					
	<u>WALL FINISH</u>					
	<u>Wash down, fill cracks, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of:</u>					
A	Walls	SM	50			
B	Ceiling finishes	SM	8			
	<u>FLOOR FINISH</u>					
A	Carefully hack out to remove the existing ceramic tile finished floor to receive new;load, cart away debris and make good all works disturbed.	SM	8			
	<u>Cement and sand (1:4) screed bed:</u>					
B	32mm Thick to receive ceramic tiles	SM	3			
	<u>Non-slip local coloured floor tiles as manufactured by Saj or other equal and approved</u>					
C	6mm Thick ceramic floor tiles pointed and jointed in matching coloured cement and sand mortar	SM	8			
	<u>WINDOWS</u>					
	<u>Window frames and finishings in wrought hardwood; complete with louvre end frames; for 150mm wide louvre, 900mm long; complete with 4mm thick clear glass.</u>					
B	Window size 900 x 600 mm high	NO	3			
	<u>Wash down, fill surfaces, prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of:</u>					
C	Windows	SM	2			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>DOORS</u>					
	<u>Wash down, knot, prime & stop, prepare surfaces and apply two coats of first quality gloss paint to previously painted surfaces of;</u>					
A	Doors (measured flat overall both sides)	SM	12			
	<u>MECHANICAL WORKS</u>					
	<u>Water Closet (WC) Suite</u>					
C	Close-coupled WC suit ('S' or 'P'-trap) in approved colour with horizontal outlet to BS 3402 with 7.5 litre valveless low level ceramic cistern and fittings including siphon, 15mm diameter side 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. All to be as IDEAL STANDARD "PLAN" -we pan model 109.003.34 water closet or equal approved	NO	1			
	<u>Wash hand basin</u>					
D	Pedestal wash hand basin size 650 x 500mm with one tap hole, 32mm diameter chrome plated waste with plug and chain, pedestal, monoblock basin as Cobra "Trini" monobloc tap model TR 850 or approved equivalent and chrome plated bottle trap (32mm 'P' trap) with 75mm seal. To be as IDEAL STANDARD "PLAN" - wash basin model 109.003.36 and pedestal model 109.003.37 or equal and approved.	ITEM				
E	Allow for additional plumbers work including appropriate water disposal, testing and commissioning of the plumbing installations which MUST be carried out expeditiously to ascertain there is no leakage; All to approval.	ITEM				
	<u>ELECTRICAL WORKS</u>					
A	Allow for lighting points, lighting fittings, replacement of unfunctional bulbs and any other additional works; All to approval	ITEM				
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>EXTERNAL FINISHES</u>					
	<u>WALL FINISHES</u>					
A	Wire brush and wash down fine dressed key pointed stone walling bedded and jointed in cement and sand mortar to a fair finish	SM	276			
	<u>Wash down, fill cracks, prepare surfaces and apply two finishing coats of silk vinyl paint to on previously painted surfaces :-;</u>					
B	Concrete surfaces	SM	52			
	<u>VERANDAH</u>					
C	Allow for scrubbing thoroughly the verandah ceramic tiles and precast concrete slab finishes to appear clean; All to approval	SM	185			
	<u>Wash down,prepare surfaces and apply two coats of first quality silk vinyl paint to previously painted surfaces of;</u>					
D	Ceiling surfaces	SM	185			
	<u>ROOF</u>					
E	Replace leaking roof tiles and allow for clay tile roof facelifting;All to approval	SM	289			
	<u>Wrot general grade cypress as described:</u>					
F	200 x 25mm Fascia or badge boards	LM	150			
	<u>Wash down,prepare surfaces and apply two coats of first quality roof paint to clay roof tiles</u>					
G	Clay roof tiles surfaces	SM	575			
	<u>Knot, prime, stop and apply two undercoats and one gloss finishing coat of oil paint on wood work</u>					
H	Surfaces of fascia boards 200 - 300mm girth	LM	150			
	Carried forward		Kshs			

Item	Description	Unit	Qty	Rate	Amount	Cts
	Brought forward		Kshs			
	<u>WATER HARVESTING</u>					
A	16 Gauge mild steel gutter, overlap girth 800mm fixed with brackets with and including paints;All to approval	LM	98			
B	Extra over for stop end in gutter	NO	9			
C	75mm Diameter uPVC downpipe	LM	27			
D	Extra over ditto for sawn neck over 600mm wide eaves	NO	9			
	<u>FLOOD LIGHTS</u>					
E	Allow for 200W,240V,LED floodlighting heads with lamps and all accessories as Philips or Approved Equivalent; All to approval.	NO	5			
F	Allow for any additional works on electrical works, fixtures with and including lighting points, wiring and other electrical accessories, mechanical works including the plumbing works and external works to be omitted or expended in part or in whole at the discretion of the PROJECT MANAGERS.	ITEM				
	<u>GATE</u>					
G	Carefully set aside the existing gate, excavate for 2No.reinforced concrete columns 300x300mm thick including formwork,plaster and paint with an approved colour;All to approval.	ITEM				
H	Supply and fix 6000x2400mm high mild steel gate including frame,painted with non corrosive paint,fixing lugs and all necessary ironmongeries.	NO	1			
I	Ditto but 2000x2400mm high mild steel pedestrian gate	NO	1			
	<u>Prepare and apply one undercoat and two finishing coats gloss paint to: Metal surfaces</u>					
J	General surfaces	SM	39			
	TOTAL AMOUNT					
	MEASURED WORKS					
	CARRIED TO MAIN SUMMARY					

SECTION NO.03
WATERTANK AND PLATFORM

Item	Description	Unit	Qty	Rate	Amount
	<u>WATER TANK AND PLATFORM</u>				
	<u>Excavations and Earthworks</u>				
	<u>Allow in the rates for excavations, for keeping all excavations free from surface water and for planking and strutting to uphold sides of excavations</u>				
	<u>Excavations</u>				
A	Excavate foundation trenches not exceeding 1.50m deep commencing from reduced level	CM	10		
	<u>Disposal</u>				
B	Return, fill and ram selected approved excavated material around the foundations	CM	3		
C	Load and spread on site surplus excavated material	CM	7		
	<u>Filling</u>				
D	300mm Thick approved hardcore filling well compacted in layers not exceeding 150mm thick	SM	7		
E	50mm Murram blinding	SM	7		
F	Well compacted fill material to make up levels	CM	10		
	<u>Reinforced concrete class 20/20 (20mm aggregate in:-)</u>				
G	Strip foundations	CM	1		
H	Beam	CM	1		
I	150mm Thick floor slab	SM	7		
	<u>Deformed reinforcement bars to B.S 4449 cut, bent and placed in position including all necessary binding wire and spacer blocks:</u>				
J	Assorted Bars	KG	240		
K	BRC Mesh fabric reinforcement type No. A98 including laps	SM	7		
	Carried forward		KShs.		

Item	Description	Unit	Qty	Rate	Amount
	<u>WATER TANK AND PLATFORM CONT'D</u>				
	Brought forward		KShs.		
	<u>Formwork to:</u>				
A	Sides of strip foundations	SM	4		
B	Edges of beds etc., 75 to 150mm high	LM	9		
	<u>Natural stone walling in cement and sand, mortar (1:4) with 26 gauge hoop iron in every alternate course</u>				
C	200mm Thick walling	SM	17		
	<u>Anti-termite treatment</u>				
D	Chemical anti-termite treatment executed by an approved specialist under a ten-year guarantee to surfaces of hardcore, etc..	SM	7		
	<u>External finishes</u>				
E	15mm Render to plinths	SM	11		
F	Prepare and apply three coats of black bituminous paint on rendered surfaces	SM	11		
	<u>Tanks</u>				
G	Supply and install 5000 litresuPVC water Tanks as KENTANK or other equal and approved and install to the platform	NO	1		
H	Allow for water connection to mains with and including reticulation pipes,gate valve,water point complete with piping and all ther necessary Bend/Elbow, taps etc and other accessories; All to approval.	ITEM			
I	Allow for testing and commissioning	ITEM			
	TOTAL AMOUNT				
	WATERTANK & PLATFORM		KSHS.		
	CARRIED TO				
	MAIN SUMMARY				



MAIN SUMMARY

**PROPOSED REFURBISHMENT OF LEADERSHIP OFFICES AT COUNTY ASSEMBLY OF
EMBU**

MAIN SUMMARY

SECTION NO.	SECTION NAME	PAGE NO.	AMOUNT IN (KSHS)	FOR OFFICIAL
1	PARTICULAR	PREL/5		
2	PRELIMINARIES GENERAL	PREL/10		
3	PRELIMINARIES	2/25		
4	MEASURED WORKS	2/2		
5	WATER TANK AND PLATFORM			
6	SUB-TOTAL (1)			
	<u>ADD</u> 16% ON THE SUB-TOTAL (1) AS V.A.T			
TOTAL CARRIED TO FORM OF TENDER				

AMOUNT IN WORDS;.....

NAME OF TENDERER.....

ADDRES.....

SIGNATURE.....STATUS.....

DATE.....

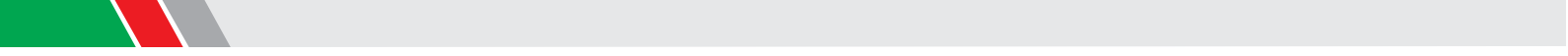
NAME OF WITNESS.....

ADDRESS.....SIGNATURE.....

DATE.....

MS/47

EMBU COUNTY



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 Quantities⁶, and
 any other document **listed in the SCC** as forming part of the Contract

3 Language and Law

- 31 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 32 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

- 41 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

- 51 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

- 61 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

- 71 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

- 81 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

- 91 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.
- 92 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.
- 93 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

The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the

10.1 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. Contractor to Construct the Works

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

14.3

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

15.1 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.

16. Approval by the Project Manager

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

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

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

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

16.5 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.

17. Safety

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

18. Discoveries

18.1 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.

19. Possession of the Site

19.1 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.

20. Access to the Site

20.1 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.

21. Instructions, Inspections and Audits

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

21.2 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.

21.3 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).

22 Appointment of the Adjudicator

- 22.1 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.
- 22.2 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.

23 Settlement of Claims and Disputes

23.1 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.

23.2 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.

23.3 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.

23.4 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.

235 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.

236 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.

237 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.

238 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.

24 Fraud and Corruption

- 241 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.
- 242 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

25 Program

- 251 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.
- 252 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.
- 253 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.

254 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.

26. Extension of the Intended Completion Date

261 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.

262 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.

27. Acceleration

271 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.

272 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.

28. Delays Ordered by the Project Manager

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

29. Management Meetings

291 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.

292 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.

30. Early Warning

301 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.

302 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

31. Identifying Defects

31.1 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.

32 Tests

321 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.

33 Correction of Defects

331 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.

332 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.

34 Uncorrected Defects

341 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

35 Contract Price⁷

351 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.

36 Changes in the Contract Price⁸

361 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.

362 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.

37 Variations

371 All Variations shall be included in updated Programs⁹ produced by the Contractor.

372 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.

37.3. 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

37.4 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.

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

37.6 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

37.7 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.

37.8 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.

37.9 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.

38. Cash Flow Forecasts

38.1 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.

39. Payment Certificates

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

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

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

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

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

396 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.

397 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: $(\text{corrected tender price} - \text{tender price}) / \text{tender price}$

40. Payments

- 40.1 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.
- 40.2 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.
- 40.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 40.4 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.

41. Compensation Events

41.1 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.

41.2 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.

41.3 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."

41.4 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.

42. Tax

42.1 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.

43. Currency of Payment

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

44. Price Adjustment

44.1 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:

$$P = A + B \text{ Im/Io}$$

where:

P is the adjustment factor for the portion of

the Contract Price payable.

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

44.2 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.

45. Retention

45.1 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.

45.2 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.

46. Liquidated Damages

46.1 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.

46.2 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.

47. Bonus

47.1 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.

48. Advance Payment

- 48.1 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.
- 48.2 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.
- 48.3 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.

49. Securities

- 49.1 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.

50. Dayworks

- 50.1 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.
- 50.2 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.
- 50.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

51. Cost of Repairs

- 51.1 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

52. Completion

- 52.1 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.

53. Taking Over

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

54. Final Account

- 54.1 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

55. Operating and Maintenance Manuals

55.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.

55.2 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.

56. Termination

56.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

56.2 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.

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

56.4 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.

56.5 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.

57. Payment upon Termination

57.1 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.

57.2 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.

58. Property

58.1 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.

59. Release from Performance

59.1 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)	Name of the Procuring Entity: County Assembly Of Embu Physical Address: Spring Valley Area, Along James Nyaga Crescent Road, Off Embu-Meru Highway, Oposite faith House Address: P.O Box140--60100 Embu Contact person: Clerk of County Assembly; Email: countyassemblyofembu@gmail.com
GCC 1.1 (u)	The Intended Completion period for the whole of the Works shall be [12 weeks]
GCC1.1 (v)	Pre-tender site visit: [shall take place on 28/12/2021 and 29/12/2021] The County Assembly Building Superintendent will be in-charge during normal office working hours from 9.00 am to 4.00 pm
GCC 1.1 (x)	The Project Manager is [Public Works, Embu County] .
GCC 1.1 (z)	The Site is located at [County Assembly of Embu premises] and is defined in drawings.
GCC 1.1 (cc)	The Start Date shall be [Shall be agreed with the client] .
GCC 1.1 (gg)	The Works consist of [Refurbishment of leadership offices] .
GCC 2.2	Sectional Completions are: [N/A]
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	Key Personnel GCC 9.1 is replaced with the following: 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. [insert the name/s of each Key Personnel agreed by the Procuring Entity prior to Contract signature.]
GCC 13.1	The minimum insurance amounts and deductibles shall be: (a) for loss or damage to the Plant and Materials: [Ksh 500,000.00] .

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	(b) For loss or damage to Equipment: [Ksh 500,000.00] . (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract [Ksh 500,000.00] . (d) for personal injury or death: (i) of the Contractor's employees: [Ksh 500,000.00] . (ii) of other people: WIBA
GCC 14.1	Site Data are: [As per drawings or site visit]
GCC 20.1	The Site Possession Date(s) shall be: [Shall be as per the contract agreement]
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: [As per condition of contract] .
	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: [As per condition of contract] .
B. Time Control	
GCC 26.1	The Contractor shall submit for approval a Program for the Works within [seven(7) days] days from the date of the Letter of Acceptance.
GCC 26.3	The period between Program updates is [One month] days. The amount to be withheld for late submission of an updated Program is [10 % of certificate due] .
C. Quality Control	
GCC 34.1	The Defects Liability Period is: [180] 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 ____% (N/A) of the reduction in the Contract Price.
GCC 44.1	The currency of the Procuring Entity's Country is: [Kshs] .

GCC 45.1	The Contract [is not”] subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients [does not”] apply. The coefficients for adjustment of prices are: (a) [N/A] percent nonadjustable element (coefficient A). (ib) [N/A] percent adjustable element (coefficient B).
GCC 46.1	The proportion of payments retained is: [10% and 5 % after the final certificate]
GCC 47.1	The liquidated damages for the whole of the Works are [Ksh.10,000] per week or part thereof. The maximum amount of liquidated damages for the whole of the Works is [7.5%] of the final Contract Price.
GCC 49.1	The Advance Payments shall be: [N/A] and shall be paid to the Contractor no later than [N/A] .
GCC 50.1	The Performance Security amount is 10% of tender sum from reputable bank or insurance]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	(a) Performance Security – Bank Guarantee or approved Insurance by PPRA: in the amount(s) of [10%] percent of the Accepted Contract Amount and in the same currency (ies) of the Accepted Contract Amount. (b) Performance Security – Performance Bond: in the amount(s) of [10%] percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.
E. Finishing the Contract	
GCC 56.1	The date by which operating and maintenance manuals are required is [N/A] . The date by which “as built” drawings are required is [N/A] .
GCC 56.2	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 [N/A] .
GCC 57.2 (g)	The maximum number of days is: <i>[12 weeks]</i> .
GCC 58.1	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>[N/A]</i> .

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]*
 - ii) Agency: *[insert name of Procuring Entity]*
 - iii) 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 of
.....20.....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 of
.....20.....

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

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

[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 _____
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 _____, 2², 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 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.
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

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. 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 Tenderer by meeting one or more of the following conditions:

- Directly or indirectly holding 25% or more of the shares.*
- Directly or indirectly holding 25% or more of the voting rights.*
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: _____ [insert identification no]

Name of the Assignment: _____ [insert name of the assignment] to:
 _____ [insert complete name of Procuring Entity]

In response to 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

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

- ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

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]

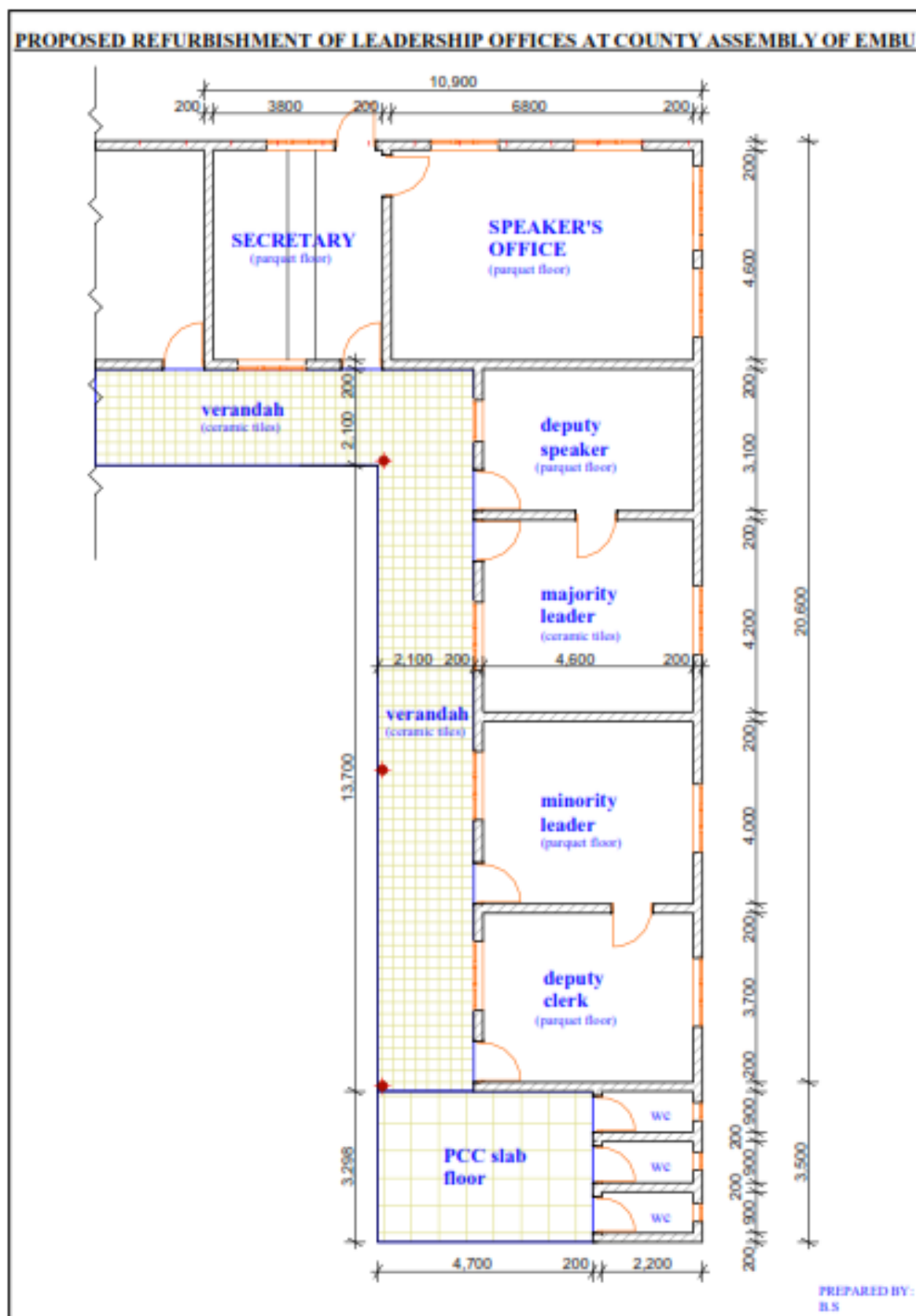
Title of the person signing the Tender: [insert complete title of the person signing the Tender]

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]

DRAWINGS FOR LEADERSHIP OFFICES FOR REFURBISHMENT

DRAWING-1



DRAWING-2

