

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIRINYAGA  
P.O. BOX 260 - 10304,  
KUTUS.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, VETERINARY &  
FISHERIES

OPEN TENDER DOCUMENT

FOR  
TENDER FOR THE PROPOSED ESTABLISHMENT OF AN AUTOMATED  
TOMATO SEEDLING PROPAGATION NURSERY.

TENDER NO: CGK /AL&F/ONT/003/2023-2024

County Government of Kirinyaga  
P.O. Box 260-10304  
KUTUS  
Website: [www.Kirinyaga.go.ke](http://www.Kirinyaga.go.ke)

SEPTEMBER, 2023

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## INVITATION TO TENDER

PROCURING ENTITY: COUNTY GOVERNMENT OF KIRINYAGA

TENDER No: CGK /AL&F/ONT/003/2023-2024

CONTRACT NAME AND DESCRIPTION: TENDER FOR THE PROPOSED ESTABLISHMENT OF AN AUTOMATED TOMATO SEEDLING PROPAGATION NURSERY.

1. The County Government of Kirinyaga invites sealed tenders for the **TENDER FOR THE PROPOSED ESTABLISHMENT OF AN AUTOMATED TOMATO SEEDLING PROPAGATION NURSERY.**
2. Tendering will be conducted under open competitive method National using a standardized tender document. Tendering is open to all qualified and interested *tenderers*.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Document at Supply Chain Office 1<sup>st</sup> floor, Kirinyaga County Headquarters during office between **8.00am** and **5.00pm** Kenyan Time, Monday to Friday except lunch time between **1.00 pm** to **2:00 pm** and on public holidays.
4. A complete set of tender documents may be obtained by interested tenders for free. Tender documents may be obtained electronically from the County Website [www.Kirinyaga.go.ke](http://www.Kirinyaga.go.ke) or <https://tenders.go.ke> .Tender documents obtained electronically will be free of charge.
5. A complete set of tender documents may be obtained by interested tenders for free.
6. Tender documents may be viewed and downloaded for free from the website [www.Kirinyaga.go.ke](http://www.Kirinyaga.go.ke) Tenderers who download the tender document must forward their particulars immediately to [procurement@kirinyaga.go.ke](mailto:procurement@kirinyaga.go.ke) to facilitate any further clarification or addendum.
7. All Tenders must be accompanied by a tender Security of **Kshs.280,000/=** in any of the following forms; **a bank guarantee; a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority**
8. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for **180** days from the date of opening of tenders.
9. The Tenderer shall chronologically and sequentially serialize all pages in a numerical format 1,2,3,4,5..... Including the cover page of the tender documents submitted
10. Completed tender document plus one copy should be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box located at 1 st Floor, County Government of Kirinyaga Headquarters, Kutus Town or be addressed and mailed to:

The County Secretary & Head of Public Service,

County Headquarters,

P.O Box 260 – 10304,

Kutus

so as to be received on or before, on or before **Wednesday 11<sup>th</sup> October ,2023 AT 10.00 AM**

11. 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.
12. Late tenders will be rejected.
13. The addresses referred to above are:

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

County Government of Kirinyaga  
Physical address 1<sup>st</sup> Floor County Headquarters Kutus, County  
P.O Box 260 – 10304 KUTUS  
Director Supply Chain Services

**Address for Submission of Tenders.**

Name of Procuring Entity County Government of Kirinyaga  
P.O Box 260 – 10304 KUTUS,  
Physical address for the location (1<sup>st</sup> Floor Kirinyaga County Headquarters, Kutus)

**Address for Opening of Tenders.**

County Government of Kirinyaga  
Physical address for the location (1<sup>st</sup> Floor Kirinyaga County Headquarters, Kutus)  
P.O Box 260 – 10304 KUTUS,

**HEAD SUPPLY CHAIN MANAGEMENT.**

**FOR: COUNTY SECRETARY & HEAD OF PUBLIC SERVICE**

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## **PART 1 - TENDERING PROCEDURES**

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## SECTION I: INSTRUCTIONS TO TENDERERS

### A GENERAL PROVISIONS

#### 1. Scope of Tender

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

#### 2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

- 2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

- 2.4 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

#### 3. Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT

3.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the

JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.

3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:

- a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
- b) Receives or has received any direct or indirect subsidy from another tenderer; or
- c) Has the same legal representative as another tenderer; or
- d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or
- e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation; or
- g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
- h) Has a close business or family relationship with a professional staff of the Procuring Entity who:
  - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
  - ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.

3.4 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in 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.

3.6A 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.

3.7Tenderer 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](http://www.ppra.go.ke).

3.8Tenderers 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.

3.9A 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.

3.10Foreign 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 to 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.

3.12The 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](http://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](http://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 ized (*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 tendered pursuant to these requirements, then the tender will be rejected.

19.9 If information submitted by a tendered 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.

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

## **24. Deadline for Submission of Tenders**

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

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

## **25. Late Tenders**

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

## **26. Withdrawal, Substitution, and Modification of Tenders**

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

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

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

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

## 27. Tender Opening

- 27.1 Except in the cases specified in ITT 23 and ITT 26.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the **TDS**.
- 27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 27.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 27.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).
- 27.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) the Tender Price, per lot (contract) if applicable, including any discounts;
  - c) any alternative Tenders;
  - d) the presence or absence of a Tender Security, if one was required.
  - e) number of pages of each tender document submitted.

27.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

## **A. 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 no 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.

### **B. 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 21days of the date of the letter.

#### **50. Publication of Procurement Contract**

50.1 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 readout at Tender opening.

#### **51. Procurement Related Complaints and Administrative Review**

The procedures for making Procurement-related Complaints are as specified in the TDS. A request for administrative review shall be made in the form provided under contract forms

## SECTION II - TENDER DATA SHEET (TDS)

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

ITT Reference	Particulars Of Appendix To Instructions To Tenders
<b>A. General</b>	
ITT 1.1	The name of the Tender is: <i>As per Invitation to Tender in this Tender Document</i> Procuring Entity is: <b>County Government of Kirinyaga</b> The reference number of the Tender is: <i>As per Invitation to Tender in this Tender Document</i> The number and identification of lots (contracts) comprising this Tender are: <i>N/A</i>
ITT 1.2(a)	Manual Submission- Applicable in this Tender
ITT 2.3	The Information made available on competing firms is as follows: N/A  The firms that provided consulting services for the contract being tendered for are: Not Applicable
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: Not Applicable
ITT 3.7	A list of debarred firms and individuals is available on the PPRA's website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> Tenderers shall be required to be registered with: Not Applicable
ITT 3.11	<b>B. Contents of Tendering Document</b>
ITT 6.1	For Clarification of Tender purposes, for obtaining further information for the tender document, the Procuring Entity's address is: (1) Name of Procuring Entity <b>County Government of Kirinyaga</b> (2) Physical address for hand Courier Delivery to an office or Tender Box <b>Tender documents to be deposited in the Tender Box provided at the first floor Kutus Headquarters COUNTY OFFICES within Kutus Town</b> (3) Postal Address <b>County Secretary, P. O. Box 260-10304, Kutus -</b> Insert name, telephone number and e-mail address of the officer to be contacted. <b>Director, SupplyChain Management, <a href="mailto:procurement@kirinyaga.go.ke">procurement@kirinyaga.go.ke</a></b>
<b>C. Preparation of Tenders</b>	
ITT 12.1	Alternative Tenders shall not be considered.
ITT 13.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.
ITT 13.8 (a) (iii)	Final Destination - <b>County Government of Kirinyaga headquarters</b>
ITT Reference	Particulars Of Appendix To Instructions To Tenders
ITT 13.8 (b) (ii)	The price for inland transportation, insurance, and other local services required. to convey the Goods from the named place of destination to their destination which is Not Applicable
13.8 (c) (iv)	place of final destination is <b>County Government of Kirinyaga headquarters</b>
ITT 14.2	Foreign currency requirements not allowed.
ITT 15.4	Period the Goods are expected to be functioning: <b>Immediately</b>
ITT 16.2 (a)	Manufacturer's authorization is: <b>Not Required</b>
ITT 16.2 (b)	After sales service is: <b>Not Required</b>
ITT 17.1	The Tender validity period shall be (180) One hundred and Eighty days.

ITT 17.3	<p>(a) The Number of days beyond the expiry of the initial tender validity period will be 30 days.</p> <p>(b) The Tender price shall be adjusted by the following percentages of the tenderprice:</p> <p>(i) By _____% of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension - Not Applicable</p> <p>(ii) By _____% the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension - Not Applicable</p>
ITT 18.1	A Tender Security shall be required
ITT 19.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: The power attorney.
	<b>D. Submission and Opening of Tenders</b>
ITT 21.1	<p>Tenders shall submit tenders <b>Manually</b>: Tenderers <b>MUST</b> deposit the completed tender documents in the Tender Box located at 1 st Floor, County Government of Kirinyaga Headquarters, Kutus Town</p> <p>The deadline for Tender submission is: Date: <b>Wednesday 11<sup>th</sup> October ,2023</b> Time: 10:00 A.m.</p> <p>Manual Tendering submission procedures shall apply</p>
ITT 24.1	The Tender opening shall take place at: 3 <sup>rd</sup> floor Conference room, Kirinyaga County Headquarters, Kutus
ITT Reference	Particulars Of Appendix To Instructions To Tenders
	<p>Date: <b>Wednesday 11<sup>th</sup> October ,2023</b> Time: 10:00 A.m. The manual Tender opening procedures shall apply</p>
<b>E. Evaluation and Comparison of Tenders</b>	
ITT 29.3	The manner of rectifying quantifiable nonmaterial nonconformities described below: Not Applicable
ITT 31.1	<p>The currency that shall be used for Tender evaluation and comparison purpose to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is Kenya Shillings.</p> <p>The source of exchange rate shall be: <b>N/A</b>.</p> <p>The date for the exchange rate shall be: <b>N/A</b></p>
ITT 32.3	<p>A margin of preference and/or reservation shall not apply.</p> <p>If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria Not Applicable</p>
ITT 32.5	The invitation to tender is extended to the following group that qualify for Reservations: <b>N/A</b>
ITT 33.2	Price evaluation will be done for: <b>TENDER FOR THE PROPOSED ESTABLISHMENT OF AN AUTOMATED TOMATAO SEEDLING PROPAGATION NURSERY.</b>
ITT 33.2 (d)	Additional evaluation factors are: Not Applicable.
ITT 33.6	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: [refer to Section III, Evaluation and Qualification Criteria; insert complementary details if necessary]</p> <p>a. Deviation in Delivery schedule: <b>N/A</b></p> <p>b. Deviation in payment schedule: <b>N/A</b></p>

	c. Life cycle costs: the costs during the life of the goods or equipment. N/A The performance and productivity of the equipment offered; N/A.
	<b>F. Award of Contract</b>
ITT 41.1	The maximum percentage by which quantities may be increased is: <b>N/A</b> The maximum percentage by which quantities may be decreased is: <b>N/A</b>
ITT 41.2	The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>
ITT Reference	Particulars Of Appendix To Instructions To Tenders
	<p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to PPRA: For the attention:</p> <ol style="list-style-type: none"> <li>1) County Government of Kirinyaga</li> <li>2) Physical address 1<sup>st</sup> Floor County Headquarters Kutus, County</li> <li>3) P.O Box 260 – 10304 KUTUS</li> <li>4) Director Supply Chain Services</li> </ol> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> <li>1. The terms of the Tendering Documents; and</li> </ol> <p>Authority’s decision to award the contract.</p>

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provisions

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

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

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

#### Evaluation and contract award Criteria

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

### 2. Preliminary examination for Determination of Responsiveness

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

## PRELIMINARY EVALUATION CRITERIA

The following **mandatory requirements** shall be used for determination of Responsiveness at the preliminary evaluation.

STAGE 1: PRELIMINARY/ MANDATORY EVALUATION		
No.	Criteria	Yes/ No
MR1	Copy of Certificate of Incorporation/Business Name certified by commissioner of oaths.	
MR2	Certificate A copy of valid Tax Compliance Certificate certified by commissioner of Oaths (will be checked with KRA TCC.)	
MR3	Certified CR12 Certificate from the Registrar of Companies. This should be provided with Identification Documents of Directors and all individuals listed on the CR12. (ID or Passport). For Corporate Directors, CR12 or list equivalent for the corporate directors, Identification Documents for the corporate Director and its directors <b>MUST</b> be provided. (valid within 12 months of tender submission date)	
MR4	Copy of Registration with National Construction Authority (NCA) 7 and above as a Building Works contractor valid at the date of tender of submission;	
MR5	Copy of Valid Contractors Annual Practicing License from National Construction Authority (NCA) as a Building Works contractor;	
MR6	Duly filled, signed and stamped Form of Tender	
	Duly filled, signed and stamped <b>Confidential Business Questionnaire</b> .	
MR7	Valid certified Current Single Business permit <b>(for the year 2023)</b>	
MR8	Tenderer shall provide a Tender Security. Shall be Bank guarantee in the amount of Kenya shillings Two Hundred and Eighty shillings only (Kshs <b>280,000.00</b> ) in any of the following forms: a bank guarantee; a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority.	
MR10	Submit a written power of attorney authorizing the signatory of the bid to commit the Bidder Witnessed by a Commissioner of Oaths	
MR11	Chronologically Serialize all the pages (this should be sequential in the format of 1, 2, 3, 4, 5.....) from the first page to the last page.	

**N/B Only bidders who meet all of the above mandatory requirements will be subjected to technical evaluation.**



3. **Tender Evaluation (ITT 35) Price evaluation:** in addition to the criteria listed in ITT 35.2 (a) –
  - (c) the following criteria shall apply:
    - i) **Alternative Completion Times**, if permitted under ITT 13.2, will be evaluated as follows: .....N/A.....
    - ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows: .....N/A.....
    - iii) **Other Criteria**; if permitted under ITT 35.2(d): .....N/A.....

#### 4. Multiple Contracts

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

##### OPTION 1

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

##### OPTION 2

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

The County Government will adopt option 2 in its recommendations and award.

#### 5. Alternative Tenders (ITT 13.1)

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

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

#### 6. Margin of Preference is not applicable

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

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent



of any contractual advance pay m e n t) sufficient to meet t h e construction cash flow of **Kenya Shillings Five Million (Kshs. 5,000,000)**

- ii) Minimum average annual construction turnover of **Kenya Shillings Thirty Million (Kshs. 30,000,000)**, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last **Three (3) years**.
- iii) At least **Three (3)** of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings Kenya Shillings Ten Million (Kshs.10,000,000), equivalent.

(iv.) Contractor's Representative and Key Personnel, which are specified as:

No	Position	Total Work Experience (years)	Experience In Similar Works(years)
1	Project Manager/Site Agent Degree in Engineering (Civil/Structural)	3	2
2	2 No Builders with diploma or degree in Building Construction	5	3

(v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as:

No.	Equipment Type and Characteristics	Minimum Number required
1.	Concrete Mixer Type 5/3.5	1
2.	Concrete vibrator poker type N.D. 50 mm	1
3.	Lorry	1
4.	Wielding Equipment	1
5.	Crane	1

(vi) Further Evaluation shall be conducted after Preliminary examination for Determination of Responsiveness. The said further evaluation shall comprise of the following:

- a. **Technical evaluation to determine compliance with mandatory technical specifications as provided in *Section VI*. Tenderers failing to comply with the mandatory technical specification shall not proceed to Detailed technical evaluation (scoring)**
- b. **Detailed technical evaluation (scoring)**
- c. **Financial evaluation.**

*The Procuring Entity will make a determination on the best solution to choose between the two offers proposed. Consideration will be based on cost, sustainability, renewal of the prototype system proposed and the location of the flood masts.*

(vii.) Tenders attaining the minimum score of 70 points in detailed technical evaluation shall be subjected to financial evaluation and comparison to determine the lowest evaluated price of the tender.

iv) Other conditions depending on their seriousness.

a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last (**Three years**). The required information shall be furnished in the appropriate form. **Contractors for similar works with the County Government exceeding the contract period will undergo further due diligence before they are recommended for award to ascertain their delivery within the stipulated timelines.**

a) **Pending Litigation**

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

b) **Litigation History**

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

## **DUE DILIGENCE**

Pursuant to Section 83 of the Public Procurement and Assets Disposal Act, 2015 and the attendant regulations, due diligence shall be conducted on the lowest recommended bidder before award. The due diligence shall be conducted on the following basis inter alia:

(i) The bidder shall be assessed on the financial and the technical to carry out the project. In carrying out the due diligence the Contractor shall be requested to authorize or provide their current Bank statements to assess their financial capacity and capability.

(ii) The bidder if currently or previously engaged on other projects in the County Government shall be assessed on their current performance and delivery on those projects. Contractors with a poor performance record shall not be recommended for award.

(iii) The Bidder shall be required to further demonstrate that they can deliver on the project milestones within the stipulated timelines.

i) The County Government shall make its recommendations on the basis of multiple Contracts as stipulated under Clause 4 Multiple Contracts section III-Evaluation and Qualification Criteria.

### **Technical Examination**

Award of points for the **Technical Evaluation** will be as follows: -

No	Parameter	Maximum Points
1.	Legal Capacity	5
2.	Audited Financial Report for the for the last 3 years	15
3.	Evidence of Financial Resources	10
4.	Key personnel	20
5.	General Experience	10
6.	Specific Construction Experience	15
7.	Detailed works program and methodology	10
8.	Schedules of contractor's equipment	15
<b>Total</b>		<b>100</b>

## DETAILED TECHNICAL EXAMINATION

Item	Description	Max. Points	Points Scored
<b>A)</b>	<b>Legal Capacity (Must Be Registered Company (Partnership, Sole Etc.))</b>		
i.	Non-performance of a contract did not occur as a result of contractor default since 1 <sup>st</sup> February, 2023 <i>Fill information on non-completed works.</i>	2.5	
ii.	No consistent history of court/arbitral award decisions against the Tenderer since 1 <sup>st</sup> February, 2023. <i>Attach- Provide Current Sworn affidavit taken in the last 3 months from the tender opening date.</i>	2.5	
	<b>Total point Scored</b>	<b>5</b>	
<b>B)</b>	<b>Financial Performance</b>		
i.	<b>Submission of Audited Financial reports for the last Three [3years].</b>		
ii.	The current soundness of the applicant's financial position and its prospective long-term profitability – last three (3) (2020, 2021 & 2022 years audited reports  Attach a copy of auditor practicing license. Audited accounts All pages must be initialed and stamped by both a practicing Auditor registered with ICPAK and one of the Directors. Auditor's practicing membership number from ICPAK must be indicated and a valid practicing license shall be provided or any documentary evidence showing renewal in process.	15	
iii.	Attach Copy of Line of credit	5	
iv.	Attach Copy of Bank statement (Last six months to the date of tender)	5	
	<b>Total point Scored</b>	<b>25</b>	
<b>C.</b>	<b>Key Personnel as Detailed Under Clause 4 B (Iv) Of The Evaluation Criteria ND: Attach Curriculum Vitae And Certificates</b>		
i.	<b>Head Office staff: Project Manager/Site Agent for the firm</b>  <b>Qualification</b> =With relevant qualifications (Degree in Engineering (Civil/Structural) Specific Experience - 6 marks General Experience – 4 marks	10	
ii.	<b>2 No. Builders with the relevant Qualifications</b> (the overall in charge person(s) to be assigned for the site) with at least five years' experience in works of an equivalent nature and volume. Minimum National Diploma in Building Construction related field. HND – 10%; ND – 8%  <b>Qualification</b> = Dip. in Civil Engineering Specific Experience – 6 marks General Experience – 4 marks	10	
	<b>Total point Scored</b>	<b>20</b>	

<b>D</b>	<b>CONSTRUCTION EXPERIENCE</b>		
	<b>General Experience</b>		
	Experience under named contract in the role of contractor, subcontractor, or management contractor for at least the last 2 years prior to the applications submission deadline. Provide list showing project name, contract period, contract sum, commencement date, completion date, and percentage currently.	10	
	<b>Specific Construction Experience</b>		
	Participation as contractor, management contractor or subcontractor, in at least three (3) public (government) contracts within the last two (2) years, each with a value of at least KShs. 15,00,000.00), that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, Methods/technology or other characteristics as described in Scope of Works. Attach certified copies of completion certificates	15	
	<b>Total point Scored</b>	<b>25</b>	
<b>E</b>	<b>WORK METHODOLOGY</b>		
	Methodology/Detailed Workplan for implementing of works safety during the construction period and Proposed Equipment Scheduling/Work	5	
<b>I.</b>	Proposed Equipment Scheduling/Work statement.....2.5mrks	2.5	
<b>II.</b>	Methodology on safety during the construction period.....2.5mrks	2.5	
	<b>Total point Scored</b>	<b>10</b>	
<b>F</b>	<b>Construction Equipment Capacity</b>		
	Proof of essential Building works Construction equipment ownership or proposal for timely acquisition. Attach evidence of either (owned, leased, hired etc) including Models, photos, capacities, current working conditions, etc		
	Building works Plant & Equipment, Mixers/Graders/Crane/Excavators etc	10	
	Reliable Transport – Tipper/ Lorry. Pick up	5	
	<b>Total point Scored</b>	<b>15</b>	
	<b>TOTAL POINTS</b>	<b>100</b>	
	<b>MINIMUM POINTS</b>	<b>70</b>	

**NB: Tenders attaining the minimum score of 70 points in detailed technical evaluation shall be subjected to financial evaluation and comparison to determine the lowest evaluated price of the tender. This shall be carried out in accordance to other criteria provided in the bid document.**

### 3.0 Financial Evaluation Stage

- 1) This will include the following: -
  - a) Confirmation of and considering Bill of Quantities completed and signed.
  - b) Conducting a financial comparison
  - c) The lowest evaluated tender shall be awarded the tender.

#### 3.1 Post Qualification

□ The lowest evaluated tender having passed stage 1 above shall be the winning bid subject to the employer's right to exercise due diligence relating to confirmation of information submitted by the bidder. **The CGK may conduct post-qualification as it deems necessary** in accordance with "The Public Procurement & Disposal Act 2015 Section 83 (1), which provides that *"An evaluation committee may, after tender evaluation, but prior to the award of the tender, conduct due diligence and present the report in writing to confirm and verify the qualifications of the tenderer who submitted the lowest evaluated responsive tender to be awarded the contract in accordance with this Act"*. Any bidder who shall be found to have supplied false or misleading information shall be disqualified and the next lowest tender that has passed stage 1 shall be considered.

□ To be eligible for award, in addition to the requirements given, the tenderer if previously contracted by CGK to offer similar services or any other contract, must not have had any negative evaluation for poor performance and/or delayed delivery of contract. In addition, any contract terminated on grounds of integrity and/or fraud or corruption is ineligible to tender. These bidders shall be disqualified and the next lowest tender that has passed stage 1 shall be considered.

□ ***In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award.***

#### □ History of non-performing contracts:

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last three (3) years. The required information shall be furnished in the appropriate form.

#### □ Pending Litigation

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

#### □ Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last three (3) years. All parties to the contract shall furnish the information in the appropriate

## 8. MANUFACTURES FORMS

### 1. MANUFACTURER'S AUTHORIZATION FORM

*[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]*

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

ITT No.:.....*[insert number of ITT process]* Alternative

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

To ..... *[Insert complete name of Procuring Entity]* WHEREAS

We..... *[insert complete name of Manufacturer]*, who are official manufacturers of.....*[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed..... *[Insert signature(s) of authorized representative(s) of the*

*Manufacturer]* Name.....*[Insert complete name(s) of authorized*

*representative(s) of the Manufacturer]* Title ..... *[Insert title]*

Dated on \_\_ day of \_\_, \_\_\_\_\_ *[insert date of signing]*

## 2. MANUFACTURER'S WARRANTY FORM

*{The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.}*

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

ITT No.:.....*[insert number of ITT process]* Alternative

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

To ..... *[Insert complete name of Procuring] Entity* WHEREAS

### **WE HEREBY WARRANT THAT:**

- a) The goods to be supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- b) The goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.

The Warranty will remain valid for    *[Insert no. years]* year after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.

Signed..... *[Insert signature(s) of authorized representative(s) of the*

*Manufacturer]* Name.....*[Insert complete name(s) of authorized*

*representative(s) of the Manufacturer]* Title ..... *[Insert title]*

Dated on \_\_ day of \_\_, \_\_\_\_\_ *[insert date of signing]*

### 3. MANUFACTURER'S CONTACT DETAILS

#### FORM

To: (To Be Submitted on Manufacturer's Letterhead)

County Government of Kirinyaga,  
P.O BOX 260-10304  
KUTUS

#### Manufacturer Details:

Company Legal Name

\_\_\_\_\_

Company Trading

Name\_\_\_\_\_

*(Write the names in full)*

#### Manufacturer Contacts:

Telephone No. \_\_\_\_\_

\_\_\_\_\_ Postal Address

\_\_\_\_\_

Email

\_\_\_\_\_

\_\_\_\_\_ Website\_\_\_\_\_

Physical

address\_\_\_\_\_

\_\_\_\_\_

#### Main Contact:

Full

Name\_\_\_\_\_ Email\_\_\_\_\_

\_\_\_\_\_

Position\_\_\_\_\_

\_\_\_\_\_

Telephone\_\_\_\_\_cellular

\_\_\_\_\_

Describe your field of specialization.\_\_\_\_

\_\_\_\_\_

Signed (Authorized Signatory) \_\_\_\_\_

Name:\_\_\_\_\_

Stamp/Seal here



## QUALIFICATION FORMS

### 1. 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.

#### 1.1 FORM ELI -1.1

##### Tenderer Information Form

Date: \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

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

## OTHER FORMS

### FORM OF TENDER

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

#### **INSTRUCTIONS TO TENDERERS**

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

**Date of this Tender submission:** .....[insert date (as day, month and year) of Tender submission] **Tender Name** and **Identification** ..... [insert identification] **Alternative No.:** .....[insert identification No if this is a Tender for an alternative]

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

Dear Sirs,

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

\_\_\_\_\_Kenya Shillings  
*[amount in words]*\_\_\_\_\_.

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

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

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.
3. We agree to adhere by this tender until\_\_\_\_\_ *[Insert date]*, and it shall remain binding upon us and may be accepted at anytime 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 processor execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*.

Name of Recipient	Address	Reason	Amount

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

- xvi) Binding Contract: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;
- xix) Collusive practices: We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from\_\_\_\_(*specify website*) during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information**: We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- xxii) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- 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- CONFIDENTIALBUSINESS 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.		
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.		
	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
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].*

## 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

**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.

.....  
.....

) (Date)

(Title)  
(Signature)

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.....



## 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 award<sup>1</sup> 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 inspect<sup>2</sup> 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.

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

<sup>2</sup> 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 forTenders 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.***

## FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] ..... (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the ..... Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.  
  
Sealed with the Common Seal of the said Guarantor this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document. Then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.
4. 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) twenty-eight 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 on or before that date.

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of the Guarantor]

\_\_\_\_\_  
[Witness]

\_\_\_\_\_  
[Seal]

***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



FORM OF WRITTEN POWER-OF-ATTORNEY

The Bidder shall state here below the name(s) and address of his representative(s) who is/are authorized to commit the bidder and receive on his behalf correspondence in connection with the Bid. The Tender document shall be signed by the Person(s) with the Power of Attorney.

.....  
(Name of Bidder's Representative in  
block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

Alternate.....

.....  
(Name of Bidder's Representative in  
block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

- \*To be filled by all Bidders.
- \*Both representative and alternate must attach copy of National Identification card or Passport.
- \*Where the representative is not a Director of the Firm, At least one Director must sign below.

	Name of Director	Signature	Date
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

## BILLS OF QUANTITIES

Item	Description	Qty	Unit	Rate	Kshs
	<b>PROPOSED CONSTRUCTION AND INSTALLATION OF AUTOMATED TOMATO SEEDLINGS PROPAGATION NURSERY</b>				
	<b><u>ELEMENT - SPECIFIC PRELIMINARIES</u></b>				
A	Allow for mobilization/ demobilization of plant and equipment.			Item	
B	Allow for construction of site camp and related facilities at a location to be directed by Resident Engineer			Item	
C	Provide, erect and maintain sign boards at locations shown by the Resident Engineer at the site of works			Item	
D	Allow for provisional sum of Kenya shillings Two Hundred and Fifty Thousand for supervision to be expended as directed by the R.E			Item	
E	Allow Provisional Sum of Kenya Shillings One Hundred and Twenty Thousand (Kshs.120,000.00) only for KPLCelectricity connection			Sum	
	<b>Contingencies</b>				
F	Allow Provisional Sum of Kenya Shillings Seven Hundred and Fifty Thousand (Kshs.750,000.00) only for Contingencies.to be expended by the R. E. in whole or in part -Authorization by Project Management Committee			Sum	
	<b>Total carried to collection</b>				

Item	Description	Qty	Unit	Rate	Kshs
	<b>PROPOSED CONSTRUCTION AND INSTALLATION OF AUTOMATED TOMATO SEEDLINGS PROPAGATION NURSERY</b>				
	<b><u>ELEMENT NO. 1</u></b>				
	<b><u>SUBSTRUCTURES:(ALL PROVISIONAL)</u></b>				
A	<b>Site Clearance</b>				
	Clear site off all bushes, shrubs, small trees, and undergrowth, burn the arisings (Approx. 11,070 sm)		Item		
	<b>Excavate:</b>				
B	Oversite to remove top vegetable soil;cart away the arisings	#####	SM		
C	To remove black cotton soil	510	CM		
D	To reduce levels	204	CM		
E	Pits for steel columns; Depth 0.75 M	57	CM		
F	Trench for strip foundation & Column bases; Depth 0 -1.2M	63	CM		
G	Trench for strip foundation; Depth 1.5 - 2.0 M	22	CM		
	<b>Backfilling, Disposal and Anti Termite treatment</b>				
H	Re-excavate from spoil heaps; refill trenches and compact in 150 mm layers.	1107	CM		
J	Ditto. To make up levels.	359	CM		
K	Load and wheel surplus excavated soil, deposit and spread on site.	278	CM		
	<b>Total</b>				

Item	Description	Qty	Unit	Rate	Kshs
L	300 mm thick Approved Hardcore filling well levelled				
	and compacted	72	CM		
M	Extra over hardcore filling for forming two battering sides				
	150 mm deep for slab thickening average width 450 mm	19	CM		
N	50 mm thick murram blinding on top of Hardcore filling	251	SM		
P	"Dragnet FT" or other equal and approved chemical anti-termite treatment prepared and applied according to the manufacturer's printed instructions to murram blinding (m.s)	251	SM		
	<b>Total carried to collection</b>				

**G/HSE - 01**

Item	Description	Qty	Unit	Rate	Kshs
	50 mm thick Plain concrete mix (1:4:8) blinding under:				
A	Strip foundation	7	CM		
B	Column bases	19	CM		
	Vibrated Reinforced concrete mix (1:2:4) Class 20/20mm				
C	Strip Foundation	35	CM		
D	Columns bases	19	CM		
E	Steel Columns	21	CM		
F	150 mm thick floor slab	41	CM		
G	Slab thicknessing 150 mm deep x 450 mm width ( Average )	60	LM		
	High tensile Square Twisted Steel Bars reinforcementmeasured nett including cutting bending, labelling, hooking, typing and supporting as:				
	hooking, typing and supporting as:				
H	8 mm diameter in Columns	59	KG		
J	10 mm diameter in Columns bases	101	KG		
K	10 mm diameter in Strip foundation	215	KG		
L	12 mm dia in Column bases	98	KG		
M	12 mm dia. in Strip foundation	707	KG		
N	12 mm dia, in Columns	23	KG		

Item	Description	Qty	Unit	Rate	Ks hs
P	BRC No. A142 welded mesh fabric Reinforcement (Msd.nett)	251	SM		
	Marine Ply formwork to:				
Q	Vertical sides of Strip foundation	156	SM		
R	Ditto Columns bases	2	SM		
S	Ditto Columns	7	SM		
T	Edge of Ground floor bed 75 -150 mm high	76	LM		
	<b>Total carried to collection</b>				

**G/HSE – 02**



ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<b>Walling</b>				
A	222 mm wide Natural Stone Walling bedded and jointed in cement and sand mortar mix 1:3 and reinforced with 20 Gauge 25 x 3 mm hoop iron wall ties laid horizontally at every alternate course.	78	SM		
	<b>Damp proofing</b>				
B	500 mm Gauge polythene sheet asDamp proofing membranelaid with 200 mm wide side laps on top of blinded hardcore.	251	SM		
	<b>Plinth finishes</b>				
C	15 mm cement:sand (1:4) render wood floated smooth	78	SM		
D	Allow for strutting and planking the sides of excavations		Item		
E	Allow for keeping the bottoms of excavations free from any fallen material or water.		Item		
	<b>External paving</b>				
F	Excavate oversite average 150 mm deep in backfilled area, load up, wheel and deposit as directed on site.	200	SM		
G	50 mm thick sand bed on compacted murram to receive paving slabs	200	SM		
H	600 x 600 x 60 mm thick Precast concrete slabs laid on compacted murram (m.s) and pointed in cement:sand (1:3) mortar	200	SM		
	<b>Total carried to collection</b>				
	<b>COLLECTION</b>				
	<b>Brought Forward from Page G/HSE-01</b>				
	<b>Brought Forward from page G/HSE-02</b>				
	<b>Brought down from above</b>				
	<b>TOTAL CARRIED TO SUMMARY</b>				

G/HSE - 03



Item	Description	Qty	Unit	Rate	Kshs
	<b>ELEMENT NO. 2</b>				
	<b>WALLING</b>				
	<b>Well Selected medium dressed Natural stone walling reinforced with 20 Gauge x 25 mm wide hoop iron straps at every alternate course bedded and jointed in cement: sand (1:3) mortar in: Pump, Preparation and Germination Rooms</b>				
A	200 mm thick External walls	249	SM		
B	Ditto. Gable walling	2	SM		
	<b><u>Concrete Work</u></b>				
	<b>Reinforced concrete 1:2:4 - 20mm gauge mix in:-</b>				
<b>A</b>	<i>Beams</i>	7	CM		
	<b><u>Mild Steel Reinforcement to B.S. 4449</u></b>	-	-	-	-
		-	-	-	-
<b>B</b>	<i>8mm diameter bars.</i>	335	KG		
	<b><u>High Tensile Steel Reinforcement to B.S. 4461</u></b>	-	-	-	-
		-	-	-	-
<b>C</b>	<i>12mm diameter bars.</i>	751	KG		
	<b><u>Marine plywood formwork to:-</u></b>				
<b>D</b>	<i>Sides and soffits of beams.</i>	83	SM		
	<b>Extra over Natural Stone walling for:</b>				
C	Fine chisel dressing and raking joints horizontally as the work proceeds.	46	SM		
D	Eaves filling to the profile of polycarbonate roofing/insect net.	11	LM		
E	Raking cutting fair and filling to the profile of polycarbonate and insect and shade nets.	13	LM		
	<b>Total Carried to Collection</b>				
	<b>COLLECTION</b>				
	-				
	<b>Brought forward from page G/HSE-04</b>				
	<b>Brought down from above</b>				
	<b>TOTAL CARRIED TO SUMMARY</b>			<b>KSH.</b>	

Item	Description	Qty	Unit	Rate	Kshs
	<b>ELEMENT NO. 3</b>				
	<b><u>WALLS AND ROOF COVERING TO GREEN HOUSE</u></b>				
	<b>The following in 10 Bays spanning 8 x 30m and and hoisting insect proof net 5.3 above ground onto Anti-rust Structural steel framework</b>				
	-				
	<b>Ventilation net</b>				
A	High quality insect proof ventilation net - 5years guarantee	1,200	SM		
	<b>Agricultural film</b>				
B	200microns, UV treated, anti-dust, 5 years guarantee	6,000	SM		
	<b>Shade net with Curtain roll-ups</b>				
C	High quality Overhead shade net -5 years guarantee	2800	SM		
	<b>Germination Chamber</b>				
D	4 x 3 x 2.5m (L x W x H) - Insulated walls & doors c/w temperature control system	1	No		
	<b>Automated Tray Seeder Machine</b>				
E	Customized (L=0.6, W=0.7,H=0.8)M - 500trays/hr -Belt Conveyor Tray Carrying System -Automatic weight - :200kgs Bed Soil Box = customized precision seed planter	1	No.		
	<b><u>Irrigation system</u></b>				
F	Automated misting - precision in watering, fertilizing and spraying system consisting electric valves, stand valves-standalone temperature and relative humidity gadget. Automatic irrigation controller unit complete with 11Kw Electric water pump.	SYS	LM		
	<b>Total carried to collection</b>				

**G/HSE-06**

Item No	Description	Qty	Unit	Rate	Kshs
	<b><u>GREEN HOUSE CONTINUED</u></b>				
	<b><u>ELEMENT NO. 5</u></b>				
	<b><u>DOORS AND WINDOWS</u></b>				
	<b><u>METAL DOORS</u></b>				
	Standard Section purpose made welded mild steel door complete with hinges, stays, fasteners, 75 mm high permanent door air tight fitted to details and steel metal hood assembled and fixed to opening including cutting and mortar as directed by the Resident Engineer. Pinning surround and bedding frame in cement: sand(1:3) lugs to concrete or masonry				
	<b><u>All primed with red oxide.</u></b>				
A	Double leafed Glazed steel main Entrance door size 1500 x 2500 mm high complete with heavy duty hinges fit Air Tight - pump, preparation & germination rooms	4	NO		
	<b><u>WINDOWS</u></b>				
	Supply and fix the following Ex-shop standard welded mild steel casement windows comprising of standard 25 x 25 x 3 mm Z section framing: complete with approved Brass fasteners, stays and all other necessary iron and/or beams and pointing all round with mastic. bedded in cement and sand (1:3) mortar morder: and coat ground smooth including fixing lugs to masonry red oxide primer before delivery to site and all welds and all primed in one coat hood at the top infilled with and all primed in one including 75 mm insulation materials				
	<b><u>NOTE:</u></b>				
	All reference to ideal casement catalogue but the tenderer may supply any other equal and approved to the satisfaction of the Resident Engineer.				
B	Window overall size 1800 mm x 1200 mm high to the Architects detail	9	NO		
	<b>Total Carried to Collection</b>			<b>KSH</b>	

**G/HSE-07**

Item No	Description	Qty	Unit	Rate	Kshs
	<b>ELEMENT NO 5</b>				
	<b>SECURITY COMPOUND LIGHTING</b>				
	<b>(ALL PROVISIONAL)</b>				
	Supply, Install, test and commission the following :-				
A	5.0 Meter security light steel column with 1m. Single outreach bracket to MoT&I standards and approval.	21	No.		
B	50W Solar lights complete with panel and lamp fitted to the outreach bracket.	21	No.		
C	30A x 240V - 24Hrs time switch as Thorn, havells or equal in suitable lockable metallic box.	1	No.		
D	Lighting points completely wired in 1.5 mm2 twin with E.C.C. cable c/w mechanically firm adaptors and fuses	5	No.		
E	Earthing points to P.M.E. system and KPLC requirements.	Lot	Lot		
F	2000W (3.2 km) Siren as Chloride AGENT. Or equal	1	No.		
G	Revolving light for item 'F' above.	1	No.		
H	Siren wired in 2.5mm2 SC/PVC/CU cables drawn in concealed HG PVC conduits.	1	LM		
	<b>Total carried to collection</b>				
	<b>COLLECTION</b>				
	<b>Brought down from above</b>				
	<b>Total Carried to Collection</b>				

**G/HSE-8**

Item No.	Description	Qty	Unit	Rate	Kshs
	<b>ELEMENT NO. 6</b>				
	<b>BUILDING FIXTURES AND JOINERY WORKS</b>				
	<b>WORKTOP AND LOW LEVEL CABINETS</b>				
	-				
	<b>The following in 2 No worktops.</b>				
	<b>Length 11m x 0.6m x 1.0m (L x W x H).</b>				
	<b>Concrete Work</b>				
A	100 mm thick Mass concrete (1:3:6) in benching	3	SM		
B	75 mm reinforced concrete mix 1:2:4 in suspended slab.	2	SM		
	<b>Marine Ply Formwork</b>				
C	Soffits of suspended slab	14	SM		
D	Edges of slab 75 -150 mm high	32	LM		
E	A142 BRC mesh fabric reinforcement to slab	14	SM		
F	Extra over ditto for forming opening for double drain stainlesssteel kitchen sink	1	NO		
G	100 mm thick Solid concrete block walling in cement:sand (1:3) mortar	2	SM		
H	25 mm thick coloured cement:sand (1:4) screed steel trowelled smooth in paving.	2	SM		
J	12 mm thick cement:sand (1:4) plaster steel trowelledsmooth in wall surfaces	5	SM		
K	Ditto plain backing to receive tiles	14	SM		
L	300 x 300 x 6 mm white plain glazed ceramic floor tiles fixedon screed backing	14	SM		
M	Ditto to edge of Walling 100 mm wide	22	LM		
	<b>Granolithic finish - Polished smooth</b>				
N	25 mm thick C & S paving on top of concrete floor slab	280	SM		
P	15 mm thick to 100 mm high edges of slab	32	LM		
	<b>Total Carried to Collection</b>				

**G/HSE-9**



Item No	Description	Qty	Unit	Rate	Kshs
	<b>ELEMENT NO. 8</b>				
	<b>FINISHES</b>				
	<b>FLOOR FINISHES</b>				
	<b>Cement:Sand (1:3) Screed</b>				
	-				
A	38 mm thick normal screed wood floated to receive Glazed Floor tiles	28	SM		
B	300 x 300 x 6 mm white plain glazed ceramic floor tiles fixed on screed backing	28	SM		
	<b>Total Carried to collection</b>			KSH	

**G/HSE-10**

ITEM No	DESCRIPTION	QTY	UNIT	RATE	KSH S
	<b>ELEMENT NO. 8</b>				
	-				
	<b>PAINTING</b>				
	<b>Prepare surfaces and apply one undercoat and two finishing coats first quality paint to " Crown " paint standards or equal and approved</b>				
	<b>EXTERNAL PAINTING</b>				
	<b>Vanyl Emulsion paint:</b>				
A	Rendered surfaces	14	SM		
B	Rendered Beam and Columns surfaces	18	SM		
	<b>Gloss oil paint:</b>				
C	Metal Windows, Doors and Burglarproofing general surfaces	32	SM		
D	Fascia and Verge boards surfaces girth 200 - 300 -	17	LM		
	<b>Black Bituminous paint</b>				
E	High Rendered Plinth surfaces	35	SM		
	<b>Total Carried to Collection</b>				

G/HSE-11

[illegible]

ITEM No	DESCRIPTION	QTY	UNIT	RATE
	<b>ELEMENT NO. 10</b>			
	<b>SANITARY FITTINGS</b>			
	<b>Supply , Install Commision and Test the followingSanitary fittings including all materials and jointing.</b>			
	<b>Twyfords Ltd products are specified only as indication of quality. Equal and approved appliances may besupplied.</b>			
	<b>Trade Names where are mentioned the Ref. No. is only intended as guide to the type and quality of fittings.</b>			
A	<b>Wash hand basin</b>			
	Wash hand basin size 590x440 mm wide in white to BS 3402, complete with the following:			
	Wash basin complete with one tap hole and chain stay as WB 2533; Chrome plated tap handles as AZ5200 CP;Wall supports as SR1319 SOLA 590	1	NO	
	<b>Soap tray</b>			
B	Vitrous china soap tray white in colour and recessed into wall size 165 x 165 mm to be as Twyford VC9808WH	1	NO	
	<b>Kitchen Sink</b>			
C	Double Drainer Double Bowl Stainless Steel sink size 1000 x 500 mm complete with all accessories includingChain and Stay and Semi concealed wall brackets	1	NO	
	<b>Sink Taps</b>			
D	12 mm diameter Chromium plated; Trecorn head;extended tap:fixed to mild steel pipe.	2	NO	
	<b>Mirror</b>			
E	Glass plate mirror size 610x 457x 6mm thick polished plateglass silver backed with bevelled edge,plugged and screwedto wall with 4 No.chromium plated dome capped screws	4	NO	
	<b>Flexible connections</b>			
F	300 long x 15 mm diameter flexible including brass backnutsand jointing to PPR tubing	4	NO	
	<b>Towel rail</b>			

G	20 mm diameter chromium plated towel rail complete with one No pair of 20m x 90 mm projection brackets fixed to walling 762 mm long	6	NO	
	<b>Total Carried to Collection</b>			

**G/HSE-13**

ITEM No	DESCRIPTION	QTY	UNIT	RATE
	<b>ELEMENT NO 10 GREEN HOUSE</b>			
	<b><u>ELECTRICAL INSTALLATION</u></b>			
	-			
	<b><u>PREPARATION, GERMINATION AND PUMP ROOMS</u></b>			
	<b><u>All taxes and duties to be included in the rates</u></b>			
	<b>Supply,Install, test and commission the following :-</b>			
A	Heavy gauge cable loop-in box c/w cut outs and lucy type cartridge fuses.	1	NO	
B	4 Way consumer unit as Havells.	1	NO	
C	20A S.P. M.C.B. as Havells.	1	NO	
D	5A, Ditto.	1	NO	
E	Blanking plates for item 'B' above.	5	NO	
F	3 x 10mm <sup>2</sup> SC/PVC/CU Sub-mains cables drawn in concealed H.G. conduits.	18	LM	
G	13A Power points wired in 3 x 2.5mm <sup>2</sup> SC/PVC/CU cables drawn in concealed HG PVC conduits.	14	NO	
H	13A switched single metal clad socket outlets as Havells	12	NO	
J	13A switched twin metal clad socket outlets as Havells	5	NO	
K	Lighting points completely wired in 1.5 mm <sup>2</sup> SC/PVC/CU cables drawn in 20mm dia. H.G. PVC conduits conduits.c/w all accessories. c/w all accessories.	28	NO	
L	5A 1 Gang 1 way switch as Thorn or Havells.	2	NO	
M	5A 1 Gang 2 way switch as Thorn or Havells.	2	NO	
N	1 x 1500mm Single x 36W (L.P.F.) Fluorescent fittings batter n c/w Phillips tube.	18	NO	
O	100W Water tight Bulkhead fitting c/w bulbs as THORN	8	NO	
P	100W Water tight Bulkhead fitting c/w bulbs as THORN5A 1 Gang 1 way switch as Thorn or Havells.	8	NO	
	<b>COLLECTION</b>			

	Brought forward from page G/HSE-9			KSH
	Brought down from above			KSH
	Total carried to Collection			KSH

G/HSE-14



Item No	Description	Qty	Unit	Rate
	<b><u>GREEN HOUSE</u></b>			
	<b>ELEMENT NO. 11</b>			
	<b>FIRE FIGHTING AND MECHANICAL INSTALLATIONS</b>			
	<b>Fire Fighting</b>			
A	5Kg Portable CO2 Gas Extinguisher for class B,C,E fires	2	NO	
B	9Kg Portable Dry Powder with CO2 Propellant extinguisher for class A,B,C, E fires	2	NO	
C	1200 x 1200mm Woven fire blanket with 0.025 wmkthermal conductivity	3	NO	
	<b>Fire Alarm System</b>			
	<b>Fire Alarm Control Panel (FACP) power unit comprising box, completely wired in 3 x 2.5mm Sq. SC CU Cables drawn I 25mm diameter concealed HG PVC Conduit, complete with piloted, fused, non-switched 20A DP connection unit (with neon light) and outlet plate</b>			
D	Two - Zone Fire Alarm Panel Flush mounted on the wall c/w72 hour standby battery as MENVIER MF 9316 or equal	1	NO	
E	Fire alarm points wired in 3 x 2.5mm Sq heat resistantSC CU cables drawn in 20mm diameter concealed HG PVCconduits	1	NO	
F	Manual fire alarm 'Break Glass' unit as MENVIER MBG 913or equal and approved	2	NO	
G	Smoke detector complete with base as MENVIER MPD + MDB 700	3	NO	
H	Fire Alarm Bell (sunder) 200mm diameter as MENVIERMBM 248	1	NO	
	<b>Total carried to Collection</b>			

**G/HSE-15**

ITEM No	DESCRIPTION	QTY	UNIT	RATE
	<b><u>GREEN HOUSE ROADS AND DRIVE WAYS</u></b>			
	<b>ELEMENT NO. 13</b>			
	<b>ROAD AND DRIVE WAYS</b>			
	<b>PREPARATION OF FORMATION</b>			
	<b>300mm thick grade formation in approved well compacted murrum in layers including sloping and or levelling to Engineers' satisfaction. levelling to Engineers' satisfaction.</b>			
	The material shall be laid in one or more layers, each not exceeding 100mm compacted thickness, to produce the specified total depth of sub-base to the width and correctline and levels shown on the drawings			
	<b>MURRAM SUB-BASE</b>			
	The murrain sub-base shall be in accordance with Clause 11.05 and shall be of the thickness shown on the Drawings. It shall be laid in one layer andand spread by a motor grader or other plant approved by theEngineer. Compaction shall be as specified for earthworksand material shall be compacted to a relative compaction ofnot less than 100% dry density as determined in accordance			
A	Grade formation	2,964	SM	
B	150mm Thick Approved murrum compacted in layers - Chainnage 0.000 - 1.000 -access road to the gate	450	SM	
	<b>Total Carried to Collection</b>			

**G/HSE-16**

Item No	Description	Qty	Unit	Rate
	<b>ELEMENT NO 13</b>			
	<b><u>TOOLS, EQUIPMENT AND RELATED ITEMS</u></b>			
	<b>Tools and Equipment</b>			
A	(2 x 2.4 x 0.8 -W xL xH) Mild Steel fabricated trolley -and fabricated Tables with MDF top	2	PRS	
	<b>Propagation trays</b>			
	-			
B	Size(LxWxH):30cm x 50cm x 0.018kg Plasticpolypropylene Stackable Seedling propagation trays	1,000	No.	
	<b>Germination Media</b>			
C	50kg Pitmos soil, verniculate bags	50	No.	
	<b><u>Planting Materials</u></b>			
D	Tomato seedling - Terminator variety	100	Item	
E	Tomato seedling - AnnaF1 variety	7	NO	
F	Tomato seedling - Belgan variety	2.5	NO	
	<b><u>COUNTER SINKS</u></b>			
G	600 x 600 x 600mm Precast concrete Dhobi sinks	3	No.	
	Total carried to collection			
	<b>COLLECTION</b>			
	<b>Brought down from above</b>			
	<b>TOTAL CARRIED TO SUMMARY</b>			
	<b>G/HSE-17</b>			
	<b><u>SECTION NO. SUMMARY PAGE</u></b>			
	<b><u>GREEN HOUSE</u></b>			
	-			
	<b><u>SUMMARY</u></b>			
	-			
	<b><u>ELEMENT NO.</u></b>			

	<i>A. ELEMENT - SPECIFIC PRELIMINARIES</i>		<b>GHS1</b>	
	<i>1. SUBSTRUCTURE</i>		<b>GHS3</b>	
	<i>2. SUPERSTRUCTURE - STEEL FRAMEWORK</i>		<b>GHS5</b>	
	<i>3. WALLING AND ROOF COVERING</i>		<b>GHS6</b>	
	<i>4. DOORS AND WINDOWS</i>		<b>GHS7</b>	
	<i>5. COMPOUND LIGHTING</i>		<b>GHS8</b>	
	<i>6. BUILDING FIXTURES AND JOINERY WORKS</i>		<b>GHS9</b>	
	<i>7. FINISHES</i>		<b>GHS10</b>	
	<i>8. PAINTING AND DECORATIONS</i>		<b>GHS12</b>	
	<i>9. SANITARY FITTINGS</i>		<b>GHS13</b>	
	<i>10. ELECTRICAL INSTALLATIONS</i>		<b>GHS14</b>	
	<i>11. MECHANICAL AND FIRE FIGHTING</i>		<b>GHS15</b>	
	<i>12. ROADS AND DRIVEWAYS</i>		<b>GHS16</b>	
	<i>13. TOOLS, EQUIPMENT AND RELATED ITEMS</i>		<b>GHS17</b>	
	<b>SECTION NO. SUMMARY TOTAL CARRIED TO</b>			
	<b>MAIN SUMMARY AT END OF BILLS</b>			
				<b>KSHS</b>
	<b><u>GREEN HOUSE</u></b>			
	<b>SUMMARY GHS/18</b>			

	<b><u>ABLUTION BLOCK</u></b>			
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<b><u>ELEMENT NO. 1</u></b>			
	-			
	<b><u>SUBSTRUCTURE</u></b>			
	-			
	<b><u>(ALL PROVISIONAL)</u></b>			
	-			
	<b><u>Excavation, including maintaining and supporting sides and keeping bottoms free from water mud or other fallen material</u></b>			
	-			
<b>A</b>	Excavate over site average 200mm deep to remove vegetable soil and cart away.	SM	<b>32</b>	
<b>B</b>	Excavate trench not exceeding 1.5 metres deep.	CM	<b>13</b>	
<b>C</b>	Excavate trench not exceeding 2.0. metres deep.	CM	<b>1</b>	
<b>D</b>	Extra over excavation for excavating in rock.	CM	<b>1</b>	
	<b><u>Disposal</u></b>			
<b>E</b>	Back filling selected excavated material around foundation.	CM	<b>6</b>	
<b>F</b>	Load surplus excavated material and cart away.	CM	<b>7</b>	
	<b><u>Hardcore Filling</u></b>			
<b>G</b>	200mm Hardcore filling under floors.	SM	<b>22</b>	
<b>H</b>	300 mm Ditto.	SM	<b>2</b>	
<b>J</b>	Level and blind top of hardcore filling to receive concrete.	SM	<b>22</b>	
	-			
	<b><u>Anti-termite</u></b>			
<b>K</b>	"Dragnet FT" or other equal and approved chemical anti-termite treatment prepared and applied according to the anti-termite manufacturer's printed instructions to murrum blinding (m.s)	SM	<b>26</b>	
	<b><u>Damp -proof membrane</u></b>			
<b>L</b>	500 Gauge polythene damp-proof membrane laid on hardcore with 100mm folded side and laps (measured net-allow for laps).	SM	<b>26</b>	
	<b><u>CARRIED TO COLLECTION PAGE.....</u></b>			<b>KSHS</b>



	<b>AB-1</b>			
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<b><u>SUBSTRUCTURE CONT'D</u></b>			
	<b><u>Mass Concrete</u></b>			
	<b><u>Plain Concrete class X 1:4:8 mix in:-</u></b>			
<b>A</b>	50 mm Blinding bed.	SM	<b>23</b>	
	<b><u>Reinforced concrete 1:2:4 - 20mm gauge mix in:-</u></b>			
<b>B</b>	Column bases.	CM	<b>1</b>	
<b>C</b>	Foundation.	CM	<b>1</b>	
<b>D</b>	125mm Bed.	SM	<b>30</b>	
<b>E</b>	Labour and material thickning edge of bed 250mm (average) wide x 300mm.	LM	<b>7</b>	
	<b><u>Reinforcement High tensile steel reinforcement to B.S. 4461</u></b>			
	-			
<b>F</b>	10 mm Bars.	KG	<b>161</b>	
	<b><u>Mesh fabric reinforcement to B.S 4483 (48 x 2.4m roles)</u></b>			
<b>G</b>	Mesh reinforcement reference A142 weighing 2.22Kgper square metre laid in bed with 300mm side and endlaps (Measured net- allow for laps).	SM	<b>22</b>	
	<b><u>Sawn formwork to</u></b>			
<b>H</b>	Sides of column bases.	SM	<b>3</b>	
<b>J</b>	Sides of foundation.	SM	<b>45</b>	
<b>K</b>	Edge of bed over 75mm but not exceeding 150mm high.	LM	<b>21</b>	
	<b><u>Medium quarry dressed stone walling in cement and sand (1:3) mortar</u></b>			
<b>L</b>	225mm Walling.	SM	<b>30</b>	
	<b>Carried to collection</b>			<b>KSHS</b>
	<b>CARRIED TO COLLECTION PAGE.....</b>			<b>KSHS</b>
	<b><u>Substructure</u></b>			
	<b>AB-2</b>			
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>





AB-3				
ITEM No	DESCRIPTION	UNIT	QTY	RATE
	<u>Element No. 2</u>			
	<u>Concrete Work and walling</u>			
	<u>Concrete Work</u>			
	<u>Reinforced concrete 1:2:4 - 20mm gauge mix in:-</u>			
<b>A</b>	Beams	CM	<b>2</b>	
	<u>Mild Steel Reinforcement to B.S. 4449</u>			
<b>B</b>	8mm diameter bars.	KG	<b>67</b>	
	<u>High Tensile Steel Reinforcement to B.S. 4461</u>			
<b>C</b>	12mm diameter bars.	KG	<b>354</b>	
	<u>Sawn formwork to:-</u>			
<b>D</b>	Sides and soffits of beams.	SM	<b>26</b>	
	<u>Walling</u>			
	<u>Selected Fine Chisel dressed Stone Walling in Cement and Sand (1:3) mortar, one side finished with neat recessed flush joints horizontal joints and flush vertical</u>			
<b>E</b>	200mm walling.	SM	<b>72</b>	
<b>F</b>	Fair raking cutting 200mm walls.	LM	<b>23</b>	
<b>G</b>	50mm Precast pressed cement and sand (1:4) grilles vent block size 200 x 200mm fixed in pairs to walls, with mosquito proof gauze wire in between bedding in cement mortar.	NO	<b>16</b>	
<b>H</b>	200 x 200mm High cement and sand (1:4) mortar in eaves filling.	LM	<b>18</b>	
	<u>Floor Tiling</u>			
<b>I</b>	38 mm thick normal screed wood floated to receive Glazed Floor tiles	SM	21	
<b>J</b>	300 x 300 x 6 mm white plain glazed ceramic floor tiles fixed on screed backing	SM	21	
	<b>Carried to collection .....</b>			<b>KSHS</b>
	<u>Concrete work</u>			

<b>AB-4</b>				
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<b><u>Roofing and Rain Water Disposal</u></b>			
	-			
	<b><u>Concrete and Walling Sundries</u></b>			
	-			
<b>A</b>	Mortice in concrete 100mm deep for 12mm diameter bolt and grout in cement and sand (1:4) mortar	NO	<b>14</b>	
	<b><u>Roofing</u></b>			
	<b><u>The following in 5 No. timber structural Roofing Trusses spanning 3.6metres including hoisting 2.7 metres above ground</u></b>			
<b>B</b>	50 x 100mm Wall plate.	LM	<b>30</b>	
<b>C</b>	50 x 75mm Braces, ties, struts or rafters.	LM	<b>53</b>	
<b>D</b>	50 x 75mm Purlins.	LM	<b>91</b>	
<b>E</b>	100 x 100mm Brackets twice drilled for 10mm diameter bolts/wood screws welded at the bevelled end of 75 x 40 x 2mm rafters.	NO	<b>10</b>	
	-			
	<b><u>Roof Covering</u></b>			
	<b><u>Prepainted GI or Aluzinc sheet metal roofing (as MRMMRM or equal and approved</u></b>			
<b>F</b>	22 Gauge IT5/BP950 profiled sheets 906mm wide (857mm effective cover)	SM	<b>56</b>	
<b>G</b>	Half round ridge capping.	LM	<b>21</b>	
	<b><u>Wrought Treated Cypress</u></b>			
<b>H</b>	200 x 25mm Fascia or barge board.	LM	<b>24</b>	
	<b><u>Galvanized mild steel</u></b>			
<b>J</b>	12mm Diameter bolt 150mm long with head, nut & 2 washers	NO	<b>10</b>	
	<b>TOTAL CARRIED TO COLLECTION PAGE.....</b>			<b>KSH S</b>
	<b><u>Roofing and rain water Disposal</u></b>			
	<b><u>Ablution Block</u></b>			

	AB-5			
ITEM No	DESCRIPTION	UNIT	QTY	RATE
	<b><u>ELEMENT NO.4</u></b>			
	<b><u>FINISHES</u></b>			
	-			
	<b><u>Cement and sand (1:4) screed and paving</u></b>			
<b>A</b>	30mm Paving finished with a steel trowel.	SM	<b>22</b>	
<b>B</b>	200mm skirting 150mm high with round with round topedge and cove to junction with paving.	LM	<b>31</b>	
	<b><u>12mm two coats line plaster with steel trowel finish to:-</u></b>			
<b>C</b>	Stone work..	SM	<b>72</b>	
	<b><u>Ceiling</u></b>			
<b>D</b>	50x50mm sawn cypress brandering set at 600mm centres.	LM	<b>97</b>	
	<b><u>UPVC Ceilings or equal and approved termite proofed</u></b>			
	-			
<b>E</b>	Coloured UPVC ceiling panels fixed to brandering.	SM	<b>21</b>	
<b>F</b>	Extra over ceiling lining for forming removable trap door size 600x600mm with 100x38mm treated sawncypress trimming joists between beams 120x25mm wrought cypress frame all round and 12mm block board panel loose on top of framing.	NO	<b>2</b>	
<b>G</b>	100mm wide uPVC cornice with one labour plugged.	LM	<b>53</b>	
	<b>TOTAL FOR ELEMENT NO.7 CARRIED TO</b>			
	<b><u>SUMMARY</u></b>			<b>KSH</b>
				<b>S</b>
	-			
	<b><u>Finishings</u></b>			

AB-6				
ITEM No	DESCRIPTION	UNIT	QTY	RATE
	<b><u>ELEMENT NO. 5</u></b>			
	<b><u>DOORS</u></b>			
	-			
	<b><u>Precast Concrete Grade 25 finished fair on exposed surfaces including all moulds, handling and placing in position</u></b>			
	-			
<b>A</b>	150 x 225mm Lintel reinforced with 4 No. 12mm diametererbars (in No. 2)	LM	<b>3</b>	
	<b><u>Semi-Solid Core flush door constructed generally in accordance with B.S. 459 (Part 2) faced bothsides with 6mm plywood and hardwood lipped to all edges</u></b>			
	-			
<b>B</b>	45mm Door size 900 x 2100 high.	No	<b>6</b>	
<b>C</b>	45mm Double leaf oor size 1200 x 2100 high.	No	<b>1</b>	
<b>D</b>	30 x 20mm architrave.	LM	<b>35</b>	
	<b><u>Ironmongery</u></b>			
	<b><u>Supply and fix the following ironmongery with matching screws</u></b>			
	-			
<b>E</b>	100mm steel butt hinges.	NO	<b>27</b>	
<b>F</b>	Two lever mortice lock and pairs of chromium plated handle furniture.	NO	<b>9</b>	
<b>F</b>	Aluminium hat and coat hook.	NO	<b>4</b>	
<b>H</b>	40mm Rubber door stop including plugging to floor.	NO	<b>4</b>	
	steel door lock 3 x 200mm lockable tower bolts.	NO	<b>1</b>	
	-			
	<b><u>Signage</u></b>			
<b>I</b>	Brass rectangular 150 x 50	NO	<b>3</b>	
	<b>TOTAL FOR ELEMENT NO.5</b>	<b>CARRIED TO</b>		
		<b>SUMMARY</b>		<b>KSH</b>
	<b><u>Doors</u></b>			<b>S</b>
	Ablution block			

	<b>AB-7</b>			
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<b><u>ELEMENT NO.6</u></b>			
	<b><u>WINDOWS</u></b>			
	-			
	<b><u>Sundries</u></b>			
<b>A</b>	12mm Quarry tile cill 100mm wide bedded and jointed in cement and sand (1:4) mortar including pointing in coloured cement mortar.	LM	<b>5</b>	
<b>B</b>	100x20mm wrought cypress window board plugged.	LM	<b>5</b>	
	<b><u>Purpose made metal casement windows with heavy duty sections to comply with B.S 990 factory primed with red oxide primer complete with lugs and fitted and bedding and pointing frame in non-setting mastic</u></b>			
	-			
<b>C</b>	Window size 600 x 750mm high with 1No. opening lights and one fixed light divided in 2 No. equal panes	NO	<b>7</b>	
	<b><u>40 x 25 x 1.5mm thick (0.98kg/m) Mild steel Rectangular Hollow sections cut to length and welded to window frame including grinding weld smooth</u></b>			
<b>D</b>	2400 x 600mm high with diamond patterned tubes lap jointed at 100mm centers.	NO	<b>2</b>	
	<b><u>5mm clear sheet glass and glazing to metal with putty in:-</u></b>			
<b>F</b>	Panes over 0.10 but not exceeding 0.5 square metres.	LM	<b>34</b>	
<b>G</b>	5mm thick x 150mm wind louver blades with polished edges.	LM	<b>30</b>	
	<b>TOTAL FOR ELEMENT NO.6</b>	<b>CARRIED TO</b>		
	<b>SUMMARY</b>			<b>KSH</b>
	<b><u>Windows</u></b>			<b>S</b>
	<b><u>Ablution Block</u></b>			

	<b>AB-8</b>			
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<u><b>ELEMENT NO. 7</b></u>			
	<u><b>PAINTING AND DECORATIONS</b></u>			
	-			
	<u><b>Prepare and apply three plastic emulsion paint to</b></u>			
	<u><b>Internally</b></u>			
	-			
<b>A</b>	Plastered walls.	SM	<b>93</b>	
<b>B</b>	Ceiling.	SM	<b>3</b>	
	<u><b>Prepare and apply two under coats and one gloss finishing coat on metal work</b></u>			
<b>C</b>	General surface of glazed windows (both sides measured flat overall).	SM	<b>5</b>	
<b>D</b>	Surfaces of grilles.	SM	<b>7</b>	
<b>E</b>	Surfaces over 200mm but not exceeding 300mm girth.	LM	<b>19</b>	
	<u><b>Prepare and prime woodwork</b></u>			
<b>F</b>	Backs of frames, e.t.c. not exceeding 100mm girth.	LM	<b>28</b>	
	<u><b>Prepare prime and apply Three Coats hard gloss oil paint to wood work</b></u>			
	-			
<b>G</b>	General Surfaces	SM	<b>5</b>	
<b>H</b>	Surfaces not exceeding 100mm girth.	SM	<b>7</b>	
<b>I</b>	Surfaces over 100mm but not exceeding 200mm girth.	LM	<b>12</b>	
<b>J</b>	Surfaces over 200mm but exceeding 300mm girth.	LM	<b>20</b>	
	<b>TOTAL FOR ELEMENT NO. 7</b>	<b>CARRIED TO</b>		<b>KSH</b>
	<b>SUMMARY</b>			<b>S</b>
	<u><b>Painting &amp; Decoration</b></u>			



[illegible]

	<b>AB-10</b>			
-	<b><u>CONSTRUCTION OF 24M3 ELEVATED PRESSED STEEL WATER TANKS ON 18M STEEL TOWER-</u></b>	-	-	-
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
	<b><u>EXCAVATION</u></b>			
A	Excavate to reduced levels in top soil to a depth not exceeding 0.25m	M³	41	
B	Excavate for tank foundation 0.25-0.5m(Inclusive of Bulbul tank excavation)	M³	10	
C	Ditto but in material other than top soil,rock or hard material 0.5-1.0m	M³	10	
D	Ditto but in material other than top soil,rock or artificially hard material 1-2m	M³	10	
E	Ditto but in Rock depth 1-2m	M³	2	
	<b><u>FILLING</u></b>			
F	Fill and compact selected excavated materials other than top soil,rock or artificially hard material	M³	20	
	<b><u>Disposal of excavated materials</u></b>			
G	Dispose excavated materials other than rock as directed by the engineer	M³	12	
H	Dispose excavated material rock or artificially hard materials on site as directed by the Engineer	M³	2	
	<b><u>CONCRETE:Provision and placing Rate to include for shuttering Mass concrete class 15/20</u></b>			
I	Blinding layer 50mm thick	M³	2	
	<b><u>Reinforced Vibrated Concrete Class 30 (Read Mix)</u></b>			
J	Footing ,Beams and Stud Columns	M³	12	
	<b><u>REINFORCEMENT</u></b>			
	<b><u>High yield hot rolled ribbed bars BS4449.Rate to include for supply,delivering, cutting,bedding,supporting and securing in concrete</u></b>			
K	High Yield Bars	Tons	2	
	<b>Total to this page</b>			<b>K.sh.</b>
<b>WT-1</b>				

	<b>PRESSED STEEL TANK</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
A	Supply and install pressed steel tank 24m <sup>3</sup> capacity complete with roof access hatch,access ladder,float level indicator,pipe work and 18m steel tower frame as per the drawings and specifications.Plate thickness to be 6.0mm for the tank bottom and first level side pannels,4.5mm thick plates for the second and third levelsside pannels and 2.0mm thick for the roof.Include for all bolts,joint materials ,protection paint and any other necessary materials.Tank pannels to be wire brushed and painted externally with one coat of grey primer and two coats of silver aluminium paint.Internally the pannels are painted with two coats of non toxic black bituminous paint.Touch up paint to be applied at site after erection to cover any marks.	Nr	1	
	<b>PIPE-WORK</b>			
	<b><u>These are pipes in the vicinity of the tank,including connecting the inlet pipe to the pumping main</u></b>			
B	Supply and fix 38mm diameter GI Class "B" Tank inlet pipe	m	15	
C	Supply and fix 63mm diameter GI Class B tank tank outlet pipe	m	24	
D	Supply and fix 63mm diameter GI Class B tank tank drain pipe	m	6	
E	Supply and fix 63mm diameter GI Class B tank to water kiosk	m	45	
	<b><u>VALVES AND FITTINGS</u></b>			
F	Supply and install DN50 PN10 sluice valve for scour	No	1	
G	Supply and install DN38 PN10 Sluice valve for the outlet	No	1	
H	Supply and fix double flanged DN32 90° Short Radius bend	No	3	
I	Supply and fix double flanged DN50 - 90° Short Radius bend	No	8	
	<b>Total to this page</b>			K.Sh.
<b>WT-2</b>				
	<b>VALVES AND FITTINGS cont'd</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>
A	Supply and fix all flanged DN50X50 Tee	No	1	
B	Supply and fix all flanged DN38X38 Tee	No	2	
C	DN50 Double flange piece,length 1000mm	No	2	
D	DN50 Double flange piece,length 300mm	No	2	
E	DN50 Double flange piece,length 500mm	No	2	
F	Supply and apply recommended disinfectant and test the tank	Sum	1	
	<b>PUMP SET</b>			
G	Solar pump - 19m head complete with solar panel and all accessories	Set	1	

	<b>TOTAL TO THIS PAGE</b>			<b>K.sh.</b>
	<b>From page WT-1</b>			<b>K.sh.</b>
	<b>From page WT-2</b>			<b>K.sh.</b>
	<b>From page WT-3 above</b>			<b>K.sh.</b>
	<b>TOTAL FOR WATER TANK -carried to SUMMARY PAGE</b>			<b>K.sh.</b>
<b>WT-3</b>				
	<b><u>PROPOSED CONSTRUCTION AND INSTALLATION OF AUTOMATED TOMATO SEEDLINGS PROPAGATION NURSERY</u></b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>TENDERER'S AMOUNT</b>		
<b>1</b>	Particular Preliminaries from page PP/ 1			
<b>2</b>	Builders Work - NURSERY from page GHS/ 18			
<b>3</b>	Builders Work - ABLUTION BLOCK page AB-10			
<b>4</b>	Builders Work - WATER TANK from page WT-3			
	SUB-TOTALS.....			
	ADD 16% VAT.....			
	<b><u>TOTAL CARRIED TO FORM OF TENDER. KSHS</u></b>			
<b>Amount of tender in words KE. ;</b>				

<b>Tenderer's Signature and Stamp</b>	
<b>Address</b>	
<b>Date</b>	
<b>Witness Name and Signature</b>	
<b>Description</b>	
<b>Address</b>	
<b>Date;-</b>	
<b>GRAND SUMMARY</b>	

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

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## 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

2.1 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.

2.2 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).

2.3 The documents forming the Contract shall be interpreted in the following order of priority:

- a) Agreement,
- b) Letter of Acceptance,
- c) Contractor's Bid,
- d) Special Conditions of Contract,
- e) General Conditions of Contract, including Appendices,
- f) Specifications,
- g) Drawings,
- h) Bill of Quantities<sup>6</sup>, and
- i) any other document **listed in the SCC** as forming part of the Contract.

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<sup>6</sup>*In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule.”*

### 3. Language and Law

3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.

3.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when

- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

### 4. Project Manager's Decisions

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

### 5. Delegation

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

### 6. Communications

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

## 7. Subcontracting

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

## 8. Other Contractors

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

## 9. Personnel and Equipment

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

## 10. Procuring Entity's and Contractor's Risks

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

## 11. Procuring Entity's Risks

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

- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to
- aa) a Defect which existed on the Completion Date,
  - bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
  - cc) the activities of the Contractor on the Site after the Completion Date.

## 12. Contractor's Risks

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

## 13. Insurance

- 13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- a) loss of or damage to the Works, Plant, and Materials;
  - b) loss of or damage to Equipment;
  - c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
  - d) personal injury or death.
- 13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 13.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 13.5 Both parties shall comply with any conditions of the insurance policies.

## 14. Site Data

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

## 15. Contractor to Construct the Works

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

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

- 16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as

updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

## **17. Approval by the Project Manager**

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

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

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

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

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

## **18. Safety**

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

## **19. Discoveries**

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

## **20. Possession of the Site**

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

## **21. Access to the Site**

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

## **22. Instructions, Inspections and Audits**

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

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

22.3 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants'

attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

## **23. Appointment of the Adjudicator**

23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.

23.2 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

## **24. Settlement of Claims and Disputes**

### **24.1 Contractor's Claims**

24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.

24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.

24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.

24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim



which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

- a) this fully detailed claim shall be considered as interim;
- b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
- c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause

24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

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

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

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

## **24.2 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.

## **24.3 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.

## **24.4 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.

## **24.5 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.

## **24.6 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.

## **24.7 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.

## **24.8 Contract operations to continue**

24.8.1 Notwithstanding any reference to arbitration herein,

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

## **25. Fraud and Corruption**

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

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

## **B. Control**

### **26. Program**

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

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

26.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

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

### **27. Extension of the Intended Completion Date**

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

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

## **28. Acceleration**

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

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

## **29. Delays Ordered by the Project Manager**

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

## **30. Management Meetings**

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

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

## **31. Early Warning**

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

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

## **C. Liability Control**

### **32. Identifying Defects**

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

any work that the Project Manager considers may have a Defect.

### **33. Tests**

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

### **34. Correction of Defects**

34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

34.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

### **35. Uncorrected Defects**

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

## **D. Cost Control**

### **36. Contract Price<sup>7</sup>**

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

### **37. Changes in the Contract Price<sup>8</sup>**

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

37.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

### **38. Variations**

38.1 All Variations shall be included in updated Programs<sup>9</sup> produced by the Contractor.

38.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

38.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

38.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given

and the Variation shall be treated as a Compensation Event.

*<sup>7</sup>In 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.*

*<sup>8</sup>In 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.*

*<sup>9</sup>In lump sum contracts, add "and Activity Schedules" after "Programs."*

*<sup>10</sup>In lump sum contracts, delete this paragraph.*

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

38.6 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

38.7 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.

38.8 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.

38.9 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.

## 39. Cash Flow Forecasts

39.1 When the Program<sup>11</sup>, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as

defined in the Contract, converted as necessary using the Contract exchange rates.

#### 40. Payment Certificates

- 40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 40.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 40.3 The value of work executed shall be determined by the Project Manager.
- 40.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed<sup>12</sup>.
- 40.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 40.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 40.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the

Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

#### 41. Payments

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

#### 42. Compensation Events

- 42.1 The following shall be Compensation Events:
- d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
  - e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
  - f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.



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

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

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

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<sup>11</sup>*In lump sum contracts, add “or Activity Schedule” after “Program.”*

<sup>12</sup>*In 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.”*

42.4 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.

## 43. Tax

43.1 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.

## 44. Currency of Payment

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

## 45. Price Adjustment

45.1 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:

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

where:

P is the adjustment factor for the portion of the Contract Price payable.

A and B are coefficients<sup>13</sup> **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and  $I_m$  is the index prevailing at the end of the month being invoiced and  $I_o$  is the index prevailing 30 days before Bid opening for inputs payable.

45.2 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.

## 46. Retention

46.1 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.

46.2 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.

## 47. Liquidated Damages

47.1 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.

47.2 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.

## **48. Bonus**

48.1 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.

## **49. Advance Payment**

49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the **SCC** by the date stated in the **SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

49.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

49.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

## **50. Securities**

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

## **51. Day works**

51.1 If applicable, the Day works rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

51.2 All work to be paid for as Day works shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

51.3 The Contractor shall be paid for Day works subject to obtaining signed Day works forms.

## **52. Cost of Repairs**

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

## **E. Finishing the Contract**

## **53. Completion**

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



## 54. Taking Over

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

## 55. Final Account

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

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

## 56. Operating and Maintenance Manuals

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

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

## 57. Termination

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

57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
- c) the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- d) a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
- e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- f) the Contractor does not maintain a Security, which is required;
- g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
- h) if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing

for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

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

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

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

## **58. Payment upon Termination**

58.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

58.2 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

## **59. Property**

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

## **60. Release from Performance**

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

## SECTION IX - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>A. General</b>	
<b>GCC 1.1 (q)</b>	County Government of Kirinyaga Physical address 1st Floor County Headquarters Kutus, County P.O Box 260 – 10304 KUTUS
<b>GCC 1.1 (u)</b>	The Intended Completion Date for the whole of the Works shall be <i>As per work program</i>
<b>GCC 1.1 (x)</b>	The Project Manager is. <b>The Director Public Works &amp; Housing County Government of Kirinyaga P. O. Box 260-10304 KUTUS</b>
<b>GCC 1.1 (cc)</b>	The Start Date shall be <b>immediately</b> after site handing over
<b>GCC 1.1 (gg)</b>	The Works consist of <b>TENDER FOR THE PROPOSED ESTABLISHMENT OF AVOCADO AGGREGATION CENTRE AT RIAKIANIA MARKET CENTRE</b>
<b>GCC 2.2</b>	Sectional Completions are: <i>Allowed</i>
<b>GCC 5.1</b>	The Project manager <i>may</i> delegate any of his duties and responsibilities.
<b>GCC 8.1</b>	Schedule of other contractors: <i>None</i>
<b>GCC 9.1</b>	<p><b>Key Personnel</b></p> <p>GCC 9.1 is replaced with the following:</p> <p>9.1 Key Personnel are the Contractor's personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.</p> <p>[insert the name/s of each Key Personnel agreed by the Procuring Entity prior to Contract signature.]</p>

GCC 13.1	<p>The minimum insurance amounts and deductibles shall be:</p> <p>(a) for loss or damage to the Works, Plant and Materials: <i>[insert amounts]</i>.</p> <p>(b) For loss or damage to Equipment: <i>[insert amounts]</i>.</p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>[insert amounts]</i>.</p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[amount]</i>.</p> <p>(ii) of other people: <i>[amount]</i>.</p>
GCC 14.1	Site Data are: <b>To be determined</b>
GCC 20.1	The Site Possession Date(s) shall be: <b><i>As communicated by the Project Manager.</i></b>
Number of GC Clause	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
GCC 23.1 & GCC 23.2	<p>Appointing Authority for the Adjudicator:</p> <p>Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <b>to be determined guided by fees guidelines</b></p>
<b>B. Time Control</b>	
GCC 26.1	The Contractor shall submit for approval a Program for the Works within <i>[number]</i> days from the date of the Letter of Acceptance.
GCC 26.3	<p>The period between Program updates is Fourteen (<b>14</b>) days.</p> <p>The amount to be withheld for late submission of an updated Program is <i>[insert amount]</i>.</p>
<b>C. Quality Control</b>	
GCC 34.1	The Defects Liability Period is: <b>180</b> days.
<b>D. Cost Control</b>	
GCC 38.9	If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Contractor shall be: <b>Not applicable</b>
GCC 44.1	The currency of the Procuring Entity's Country is: <b><i>Kenya Shillings</i></b>
GCC 45.1	<p>The Contract <b><i>is not</i></b> subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients <b><i>does not</i></b> apply.</p> <p>The coefficients for adjustment of prices are:</p> <p>(a) percent nonadjustable element (coefficient A).</p> <p>(b) percent adjustable element (coefficient B).</p> <p>(c) The Index I for shall be.</p>
GCC 46.1	The proportion of payments retained is: <b><i>10% of amount payable.</i></b>

<b>GCC 47.1</b>	The liquidated damages for the whole of the Works are <b><i>at the rate of KShs. 0.05</i></b> per day.
<b>GCC 49.1</b>	The Advance Payments shall be: <b>None</b> and shall be paid to the Contractor no later than <b><i>Not applicable</i></b>
<b>GCC 50.1</b>	<p>The Performance Security amount is <b><i>10% of the Contract Amount.</i></b></p> <p>(a) Performance Security – Bank Guarantee: in the amount(s) of <b><i>1% percent</i></b> of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.</p>
<b>E. Finishing the Contract</b>	
<b>GCC 56.1</b>	<p>The date by which operating, and maintenance manuals are required is: <b>Not Applicable</b></p> <p>The date by which “as built” drawings are required is : <b>Not Applicable</b></p>
<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
<b>GCC 56.2</b>	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 : <b><i>Not Applicable</i></b>
<b>GCC 57.2 (g)</b>	The maximum number of days is: <b><i>180 days.</i></b>
<b>GCC 58.1</b>	The percentage to apply to the value of the work not completed, representing the Procuring Entity’s additional cost for completing the Works. As per the applicable law