



REPUBLIC OF KENYA

MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU
COUNTY**

CIVIL WORKS

W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A

TENDER NO. MTHUD/HUD/CSHS/08D/2016-2017

**TENDER DOCUMENT FOR: CIVIL ENGINEERING CONTRACT WORKS
INSTRUCTIONS TO TENDERERS
CONDITIONS OF CONTRACT
SPECIAL SPECIFICATIONS
BILLS OF QUANTITIES**

CLIENT

**PRINCIPAL SECRETARY-
STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT, MoTIH&UD
P.O.BOX 30450-00100
NAIROBI.**

PROJECT MANAGER:

**WORKS SECRETARY-STATE DEPARTMENT OF PUBLIC WORKS
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT, MoTIH&UD**

STRUCTURAL/ CIVIL ENGINEER

CHIEF ENGINEER (STRUCTURAL)
MoTIH&UD
P.O BOX 30743-00100
NAIROBI

ELECTRICAL ENGINEER

CHIEF ELECTRICAL ENGINEER
MoTIH&UD
P.O BOX 30743-00100
NAIROBI

MECHANICAL ENGINEER

CHIEF MECHANICAL ENGINEER (BS)
MoTIH& UD
P.O BOX 30743-00100
NAIROBI

ARCHITECT

CHIEF ARCHITECT
MoTIH&UD
P.O BOX 30743-00100
NAIROBI

QUANTITY SURVEYOR

CHIEF QUANTITY SURVEYOR
MoTIH&UD
P.O BOX 30743-00100
NAIROBI

JANUARY, 2017

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REPUBLIC OF KENYA

MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY
CIVIL WORKS**

W.P ITEM NO. D111 EN/EMB/ 1502 JOB NO. 10068A

INVITATION TO TENDER

The Government of the Republic of Kenya intends to complete Civil Engineering works at the above site. The brief overview of the scope of works is as described here below:-

- a) **Construction of Access Roads and Parking area.**
- b) **Construction of a Storm Water Drainage system.**
- c) **Construction of Footpaths and Walkways.**
- d) **Construction of Access Conduits.**
- e) **Construction of Retaining Walls.**

Tenders are hereby invited for this project from pre selected contractors who have the necessary experience in Roads and other Civil works and are registered with the National Construction Authority in Category '**Roads and other Civil works NCA6**' and above who may apply giving the following information :-

- **Proof of current registration with the National Construction Authority Category of Roads and other Civil Works NCA6 and above.**
- **Company dossier with proof of incorporation.**
- **List of similar Civil Works and their value undertaken within the last Three years.**
- **List of on-going works.**
- **List of plant and equipment owned by the firm including registration numbers and year of manufacture and their current condition.**
- **List of Personnel proposed for execution of the works and their detailed qualification and experience (attach copies of CV'S and certified certificates).**
- **Reports on financial standing of the firm including profit and loss statements, balance sheets and auditor's reports for the last three years.**
- **Evidence of access to lines of credit and availability of other financial resources.**
- **Litigation history of the company.**
- **Form of Authorisation.**
- **Confidential Business Questionnaire.**
- **Certificate of Tenderer's visit to site.**
- **Copy of P.I.N certificate.**
- **Copy of VAT certificate.**

The tender documents will be issued at the Contracts Office, Former Ministry of Public Works Building, Ngong Road, 4th Floor, room 412, upon payment of a non-refundable fee of KShs. 2,000.00 in form of banker's cheque, or cash receipt payable to the Principal Secretary- State Department of Public Works, Ministry of Transport, Infrastructure, Housing and Urban Development at the cash office during normal working hours or as per Press Advertisement.

Application in plain sealed envelopes and clearly marked with the name of the project must be sent to the Chief Quantity Surveyor, MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS, P.O. Box 30743 - 00100, Nairobi or deposited into the Tender Box on the fifth floor of the WORKS House so as to reach him on or before

at noon OR AS PER PRESS ADVERTISEMENT. The Bid documents should be accompanied by a tender security in form of a bank guarantee of **1% of the Tender Sum** from a reputable bank.

Tender Opening will take place immediately thereafter in the conference room on 10th floor, Works House, in the presence of Tenderers or their representatives who choose to attend or as per press advertisement..

Tenderers are expected to make their own travel arrangements to and from the site to acquaint themselves with the site.

The government reserves the right to accept or reject any application and is not bound to give any reason for acceptance or rejection thereof.

.....

.....

For: PRINCIPAL SECRETARY

REPUBLIC OF KENYA



PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY CIVIL WORKS

Supplied as part of the **Contract No. W.P ITEM NO. D111 EN/EMB/ 1502 JOB NO. 10068A** for the PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY

**Prepared by: -
Structural Department,
Ministry of Transport, Infrastructure, Housing & Urban Development,
State Department of Public Works,
P O Box 30743-00100,
Ngong Road,
NAIROBI.**

**Issued by: -
Chief Quantity Surveyor,
Ministry of Transport, Infrastructure, Housing & Urban Development,
State Department of Housing & Urban development,
P O Box 30743-00100,
Ngong' Road,
NAIROBI.**

The contract for the above-mentioned works entered into this day of 20... by the undersigned refers to these Bills of Quantities and the Ministry of Public Works & Housing General Specification dated March, 1976 (together with any amendments issued thereto) shall be read and construed as part of the said contract.

.....
THE CONTRACTOR

.....
**PS., State Department of Housing and Urban Development-
Ministry of Transport, Infrastructure, Housing & Urban Development**

Date:

Date:

SIGNATURE PAGE

FORM OF TENDER

To: The Principal Secretary,
State Department of Housing and Urban Development,
Ministry of Transport, Infrastructure, Housing and Urban Development
P.O. Box 30450-00100,
NAIROBI

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY- CIVIL
WORKS**

W.P ITEM NO. D111 EN/EMB/ 1502 JOB NO: 10068A

MAIN CONTRACT WORKS

1. In accordance with the Instructions to Tenderers, Conditions of Contract, Specifications and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of:

Kshs.....*[Amount in figures]*

Kenya Shillings.....
.....
.....*[Amount in words]*

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer’s Representative’s notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender **for a period of 120 days from the date of tender opening**, and shall remain binding upon us and may be accepted at any time before the expiry of that period.
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.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of20.....

Signature

in the capacity ofduly authorized to sign tenders for and on behalf of:.....

..... *[Name of Tenderer]*

of.....*[Address of Tenderer]*

P.I.N No.

V.A.T CERTIFICATE No.

Witness: Name

Address

Signature

Date

FORM OF TENDER SECURITY

WHEREAS.....
..... (hereinafter called “the Tenderer”) has
submitted his tender dated.....for the construction of

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY –
CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/ 1502 JOB NO: 10068A**

MAIN CONTRACT WORKS (name of Contract and number)

KNOW ALL PEOPLE by these presents that WE.....
.....having our registered office at
.....(hereinafter called “the Bank”),
are bound unto.....
.....(hereinafter called “the
Employer” in the sum of Kshs.....for which payment well and truly
to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed
with the Common Seal of the said Bank thisDay of
.....20.....

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity as specified in the instructions to tenderers
Or
2. If the tenderer, having been notified of the acceptance of this tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty, (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

.....
[Date]

.....
[Signature of the Bank]

Name of witness.....

Signature of witness.....

Date

[seal]

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____
between _____ of [or
whose registered office is situated at] _____
(hereinafter called “the Employer”) of the one part AND
_____ of [or
whose registered office is situated at] _____
(hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

_____ *(name and identification number of Contract)* (hereinafter called “the Works”) located
at _____ *[Place/location of the Works]* and the Employer has accepted the
tender submitted by the Contractor for the execution and completion of such Works and the remedying of
any defects therein for the Contract Price of Kshs _____ *[Amount in
figures]*, Kenya Shillings _____ *[Amount in words]*.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
 - (i) Letter of Acceptance
 - (ii) Form of Tender
 - (iii) Conditions of Contract Part I
 - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

FOR AND ON BEHALF OF THE EMPLOYER

Name:

.....
.....

Title:

.....
.....

Binding

Signature:.....
...

Date:.....

.....

Witnessed by

Name:.....

.....

Address:.....

.....

Signature:.....

.....

Date:.....

.....

FOR AND ON BEHALF OF THE CONTRACTOR

Name of

Contractor:.....
.....

Full name of Contractor's authorized representative:.....

Title:.....

.....

Binding

Signature:.....
.....

Date:.....
.....

Witnessed by

Name:.....
.....

Address:.....
.....

Signature:.....
.....

Date:.....
.....

DEFINITIONS

The following terms and expressions used in the Contract document shall have the following meanings:

The Employer	Government of the Republic of Kenya Represented by: PRINCIPAL SECRETARY-STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT P.O. Box 30450-00100, <u>NAIROBI</u>
Architect	Chief Architect MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS P.O. Box 30743-00100 <u>NAIROBI</u>
Structural & Civil Engineer	Chief Engineer (Structural) MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS P.O. Box 30743-00100 <u>NAIROBI</u>
Electrical Engineer Mechanical Engineer	Chief Electrical Engineer (BS) Chief Mechanical Engineer (BS) MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS P.O. Box 30743-00100 <u>NAIROBI</u>
Quantity Surveyor	Chief Quantity Surveyor MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS P.O. Box 30743-00100 <u>NAIROBI</u>
Employer's representative	This shall mean the Project Manager and shall be WORKS SECRETARY-STATE DEPARTMENT OF PUBLIC WORKS MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT P.O. Box 30743-00100 <u>NAIROBI</u>
Main contractor	The firm appointed to carry out Civil Engineering Works.

SPECIAL NOTES

1. These notes shall form part of the specifications and conditions.
2. The tenderer is required to check the number of the pages of this specification and should he find any missing, or in duplicate, or indistinct, he should inform, in Writing, the **Chief Quantity Surveyor (State Department of Public Works), MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT-STATE DEPARTMENT OF PUBLIC WORKS, P.O. Box 30743-00100, Nairobi.**
3. Should the tenderer be in doubt about the precise meaning of any item or figure, for any reason whatsoever he must inform, in writing, the **Chief Quantity Surveyor (State Department of Public Works), MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT-STATE DEPARTMENT OF PUBLIC WORKS, P.O. Box 30743-00100, Nairobi** in order that the correct meaning may be decided before the date of submission of the tender.
4. No liability will be admitted nor claim allowed, in respect of errors in the tender due to mistakes in the specification, which should have been rectified in the manner described above.
5. All tenders must make a declaration that, they have not and will not make any payment to any person which will be perceived as an inducement to enable them win this tender.
6. Heavy rainfall during certain periods of the year and the tenderer shall be deemed to have taken account of this fact both in his pricing and his planning of the execution of the works.

INSTRUCTIONS TO TENDERERS

INSTRUCTIONS TO TENDERERS.

1. 1. General/Eligibility/Qualifications/Joint venture/Cost of tendering

- 1.1 The Employer as defined in the Appendix to Conditions of Contract, invites tenders for Works Contract as described in the tender documents. The successful tenderer will be expected to complete the Works by the Intended Completion Date specified in the tender documents.
- 1.2 All tenderers shall provide the Qualification Information, a statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with the Consultant or any other entity that has prepared the design, specifications, and other documents for the project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to tender.
- 1.3 All tenderers shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 1.4 In the event that pre-qualification of potential tenderers has been undertaken, only tenders from pre-qualified tenderers will be considered for award of Contract. These qualified tenderers should submit with their tenders any information updating their original pre-qualification applications or, alternatively, confirm in their tenders that the originally submitted pre-qualification information remains essentially correct as of the date of tender submission.
- 1.5 Where no pre-qualification of potential tenderers has been done, all tenderers shall include the following information and documents with their tenders , unless otherwise stated:
 - (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the tender to commit the tenderer:
 - (b) total monetary value of construction work performed for each of the last five years:
 - (c) experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and names and addresses of clients who may be contacted for further information on these contracts;
 - (d) major items of construction equipment proposed to carry out the Contract and an undertaking that they will be available for the Contract.
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they shall be available for the Contract.
 - (f) reports on the financial standing of the tenderer, such as profit and loss statements and auditor's reports for the past five years;
 - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);

- (h) authority to seek references from the tenderer's bankers;
 - (i) information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount; and
 - (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.
- 1.6 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated:
- (a) the tender shall include all the information listed in clause 1.5 above for each joint venture partner;
 - (b) the tender shall be signed so as to be legally binding on all partners;
 - (c) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (d) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of all partners of the joint venture; and
 - (e) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- 1.7 To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria;
- (a) annual volume of construction work whose value is equal to the estimated annual cash flow for the Contract;
 - (b) experience as main contractor in the construction of at least one project whose nature and complexity is equivalent to the Works over the last 10 years (to comply with this requirement, works cited should be at least 70 percent complete);
 - (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed as required for the Works;
 - (d) a Contract manager with at least five years' experience in works of an equivalent nature and volume, including no less than three years as Manager; and
 - (e) Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than 4 months of the estimated payment flow under this Contract.
- 1.8 The figures for each of the partners of a joint venture shall be added together to determine the tenderer's compliance with the minimum qualifying criteria of clause 1.7 (a) and (e); however, for a joint venture to qualify, each of its partners must meet at least 25 percent of minimum criteria 1.7 (a), (b) and (e) for an individual tenderer, and the partner in charge at least 40 percent of those minimum criteria. Failure to comply with this requirement will result in rejection of the joint venture's tender. Subcontractors' experience and resources

will not be taken into account in determining the tenderer's compliance with the qualifying criteria, unless otherwise stated.

- 1.9 Each tenderer shall submit only one tender, either individually or as a partner in a joint venture. A tenderer who submits or participates in more than one tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the tenderer's participation to be disqualified.
- 1.10 The tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.11 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.
- 1.12 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.13 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 1.14 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed below and any addenda issued in accordance with Clause 2.4.
- (a) These Instructions to Tenderers
 - (b) Form of Tender and Qualification Information
 - (c) Conditions of Contract
 - (d) Appendix to Conditions of Contract
 - (e) Specifications
 - (f) Drawings
 - (g) Bills of Quantities
 - (h) Forms of Securities
- 2.2 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in rejection of his tender.
- 2.3 A prospective tenderer making an inquiry relating to the tender documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will only respond to requests for clarification received earlier than seven days prior to the deadline for submission of tenders. Copies of the Employer's response will be circulated to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders, in accordance with Clause 4.2 here below.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English language.
- 3.2 The tender submitted by the tenderer shall comprise the following:
 - (a) These Instructions to Tenderers, Form of Tender, Conditions of Contract, Appendix to Conditions of Contract and Specifications;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities ;
 - (d) Qualification Information Form and Documents;
 - (e) Alternative offers where invited; and
 - (f) Any other materials required to be completed and submitted by the tenderers.
- 3.3 The tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.
- 3.4 The rates and prices quoted by the tenderer shall only be subject to adjustment during the performance of the Contract if provided for in the Appendix to Conditions of Contract and provisions made in the Conditions of Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer may refuse the request without forfeiting the Tender Security. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender, but will be required to extend the validity of Tender Security for the period of the extension, and in compliance with Clause 3.7 - 3.11 in all respects.
- 3.7 The tenderer shall furnish, as part of the tender, a Tender Security in the amount and form specified in the appendix to invitation to tenderers.
- 3.8 The format of the Tender Security should be in accordance with the form of Tender Security included in Section G - Standard forms or any other form acceptable to the Employer. Tender Security shall be valid for 30 days beyond the validity of the tender.
- 3.9 Any tender not accompanied by an acceptable Tender Security shall be rejected. The Tender Security of a joint venture must define as "Tenderer" all joint venture partners and list them

in the following manner: a joint venture consisting of”.....”,”.....”,and “.....”.

- 3.10 The Tender Securities of unsuccessful tenderers will be returned within 28 days of the end of the tender validity period specified in Clause 3.6.
- 3.11 The Tender Security of the successful tenderer will be discharged when the tenderer has signed the Contract Agreement and furnished the required Performance Security.
- 3.12 The Tender Security may be forfeited
- (a) if the tenderer withdraws the tender after tender opening during the period of tender validity;
 - (b) if the tenderer does not accept the correction of the tender price, pursuant to Clause 5.7;
 - (c) in the case of a successful tenderer, if the tenderer fails within the specified time limit to
 - (i) sign the Agreement, or
 - (ii) furnish the required Performance Security.
- 3.13 Tenderers shall submit offers that comply with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. Alternatives will not be considered, unless specifically allowed in the invitation to tender. If so allowed, tenderers wishing to offer technical alternatives to the requirements of the tendering documents must also submit a tender that complies with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. In addition to submitting the basic tender, the tenderer shall provide all information necessary for a complete evaluation of the alternative, including design calculations, technical specifications, breakdown of prices, proposed construction methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated tender conforming to the basic technical requirements shall be considered.
- 3.14 The tenderer shall prepare one original of the documents comprising the tender documents as described in Clause 3.2 of these Instructions to Tenderers, bound with the volume containing the Form of Tender, and clearly marked “ORIGINAL”. In addition, the tenderer shall submit copies of the tender, in the number specified in the invitation to tender, and clearly marked as “COPIES”. In the event of discrepancy between them, the original shall prevail.
- 3.15 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer, pursuant to Clause 1.5 (a) or 1.6 (b), as the case may be. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.

- 3.16 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.17 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4. Submission of Tenders

- 4.1 The tenderer shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, duly marking the inner envelopes as “**ORIGINAL**” and “**COPIES**” as appropriate. The inner and outer envelopes shall:
- (a) be addressed to the Employer at the address provided in the invitation to tender;
 - (b) bear the name and identification number of the Contract as defined in the invitation to tender; and
 - (c) Provide a warning not to open before the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender. However, the Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with Sub-Clause 2.5 in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline will then be subject to the new deadline.
- 4.3 Any tender received after the deadline prescribed in clause 4.2 will be returned to the tenderer un-opened.
- 4.4 Tenderers may modify or withdraw their tenders by giving notice in writing before the deadline prescribed in clause 4.2. Each tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with clause 3.13 and 4.1, with the outer and inner envelopes additionally marked “**MODIFICATION**” and “**WITHDRAWAL**”, as appropriate. No tender may be modified after the deadline for submission of tenders.
- 4.5 Withdrawal of a tender between the deadline for submission of tenders and the expiration of the period of tender validity specified in the invitation to tender or as extended pursuant to Clause 3.6 may result in the forfeiture of the Tender Security pursuant to Clause 3.11.
- 4.6 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications in accordance with Clause 4.4 or be included in the original tender submission.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened by the Employer, including modifications made pursuant to Clause 4.4, in the presence of the tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender. Envelopes marked "WITHDRAWAL" shall be opened and read out first. Tenderers' and Employer's representatives who are present during the opening shall sign a register evidencing their attendance.
- 5.2 The tenderers' names, the tender prices, the total amount of each tender and of any alternative tender (if alternatives have been requested or permitted), any discounts, tender modifications and withdrawals, the presence or absence of Tender Security, and such other details as may be considered appropriate, will be announced by the Employer at the opening. Minutes of the tender opening, including the information disclosed to those present will be prepared by the Employer.
- 5.3 Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced. Any effort by a tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the tenders in accordance with Clause 5.7.
- 5.5 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender (a) meets the eligibility criteria defined in Clause 1.7;(b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the tendering documents. A substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, inconsistent with the tendering documents, the Employer's rights or the tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.
- 5.6 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 5.7 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail,

unless in the opinion of the Employer, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.

- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities, the amount as stated in the Form of Tender shall prevail.
 - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the corrected Builder's Work (i.e. Corrected tender sum less P.C. and Provisional Sums)
 - (e) The Error Correction Factor shall be applied to all Builders' Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) the amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with
Concurrence of the tenderer shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 3.11.
- 5.8 The Employer will evaluate and compare only the tenders determined to be substantially responsive in accordance with Clause 5.5.
- 5.9 In evaluating the tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
- (a) making any correction for errors pursuant to clause 5.7;
 - (b) Excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities, but including Dayworks where priced competitively.
 - (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with clause 3.12; and
 - (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with clause 4.6
- 5.10 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in tender evaluation.
- 5.11 The tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.
- 5.12 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to a Non-indigenous sub-contractor.

6. Award of Contract

- 6.1 Subject to Clause 6.2, the award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price, provided that such tenderer has been determined to be (a) eligible in accordance with the provision of Clauses 1.2, and (b) qualified in accordance with the provisions of clause 1.7 and 1.8.
- 6.2 Notwithstanding clause 6.1 above, the Employer reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.
- 6.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum (hereinafter and in all Contract documents called the "Contract Price") that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- The contract shall be formed on the parties signing the contract.
- 6.4 The Agreement will incorporate all agreements between the Employer and the successful tenderer. Within 14 days of receipt the successful tenderer will sign the Agreement and return it to the Employer.
- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful tenderer shall deliver to the Employer a Performance Security in the amount stipulated in the Appendix to Conditions of Contract and in the form stipulated in the Tender documents. The Performance Security shall be in the amount and specified form
- 6.6 Failure of the successful tenderer to comply with the requirements of clause 6.5 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Tender Security.
- 6.7 Upon the furnishing by the successful tenderer of the Performance Security, the Employer will promptly notify the other tenderers that their tenders have been unsuccessful.
- 6.8 Preference where allowed in the evaluation of tenders shall not be allowed for contracts not exceeding one year (12 months)
- 6.9 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 6.10 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

- 6.11 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 6.12 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.
- 6.13 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.
- 6.14 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.15 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 6.16 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

7. Corrupt and Fraudulent practices

- 7.1 The procuring entity requires that tenderers observe the highest standards of ethics during procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

CONDITIONS OF CONTRACT

1. Definitions

1.1 In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated;

“Bill of Quantities” means the priced and completed Bill of Quantities forming part of the tender.

“Compensation Events” are those defined in Clause 24 hereunder.

“The Completion Date” means the date of completion of the Works as certified by the Project Manager, in accordance with Clause 31.

“The Contract” means the agreement entered into between the Employer and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein to execute, complete, and maintain the Works,

“The Contractor” refers to the person or corporate body whose tender to carry out the Works has been accepted by the Employer.

“The Contractor’s Tender” is the completed tendering document submitted by the Contractor to the Employer.

“The Contract Price” is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

“Days” are calendar days; **“Months”** are calendar months.

“A Defect” is any part of the Works not completed in accordance with the Contract.

“The Defects Liability Certificate” is the certificate issued by Project Manager upon correction of defects by the Contractor.

“The Defects Liability Period” is the period named in the Contract Data and calculated from the Completion Date.

“Drawings” include calculations and other information provided or approved by the Project Manager for the execution of the Contract.

“Dayworks” are Work inputs subject to payment on a time basis for labour and the associated materials and plant.

“Employer”, or the **“Procuring entity”** as defined in the Public Procurement Regulations (i.e. Central or Local Government administration, Universities, Public Institutions and Corporations, etc) is the party who employs the Contractor to carry out the Works.

“Equipment” is the Contractor’s machinery and vehicles brought temporarily to the Site for the execution of the Works.

“The Intended Completion Date” is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

“Materials” are all supplies, including consumables, used by the Contractor for incorporation in the Works.

“Plant” is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.

“Project Manager” is the person named in the Appendix to Conditions of Contract (or any other competent person appointed by the Employer 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 and shall be an “Architect” or a “Quantity Surveyor” registered under the Architects and Quantity Surveyors Act Cap 525 or an “Engineer” registered under Engineers Registration Act Cap 530.

“Site” is the area defined as such in the Appendix to Condition of Contract.

“Site Investigation Reports” are those reports that may be included in the tendering documents which are factual and interpretative about the surface and subsurface conditions at the Site.

“Specifications” means the Specifications of the Works included in the Contract and any modification or addition made or approved by the Project Manager.

“Start Date” is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with the Site possession date(s).

“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.

“Temporary works” are works designed, constructed, installed, and removed by the Contractor which are needed for construction or installation of the Works.

“A Variation” is an instruction given by the Project Manager which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer, as defined in the Appendix to Conditions of Contract.

2. Interpretation

2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning in English Language unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.

2.2 If sectional completion is specified in the Appendix to Conditions of Contract, reference in the Conditions of Contract to the Works, the Completion Date and the Intended Completion

Date apply to any section of the Works (other than references to the Intended Completion Date for the whole of the Works).

2.3 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor's Tender,
- (4) Appendix to Conditions of Contract,
- (5) Conditions of Contract,
- (6) Specifications,
- (7) Drawings,
- (8) Bill of Quantities,
- (9) Any other documents listed in the Appendix to Conditions of Contract as forming part of the Contract.

Immediately after the execution of the Contract, the Project Manager shall furnish both the Employer and the Contractor with two copies each of all the Contract documents. Further, as and when necessary the Project Manager shall furnish the Contractor [always with a copy to the Employer] with three [3] copies of such further drawings or details or descriptive schedules as are reasonably necessary either to explain or amplify the Contract drawings or to enable the Contractor to carry out and complete the Works in accordance with these Conditions.

3. Language and Law

3.1 Language of the Contract and the law governing the Contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

4 Project Manager's Decisions

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

5 Delegation

5.1 The Project Manager may delegate any of his duties and responsibilities to others after notifying the Contractor.

6 Communications

- 6.1 Communication between parties 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 Employer 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 etc. as listed in the Appendix to Conditions of Contract and also with the Employer, as per the directions of the Project Manager. The Contractor shall also provide facilities and services for them. The Employer may modify the said List of Other Contractors etc., and shall notify the Contractor of any such modification.

9 Personnel

- 9.1 The Contractor shall employ the key personnel named in the Qualification Information, to carry out the functions stated in the said Information or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Qualification Information. 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.

10 Works

- 10.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings. The Works may commence on the Start Date and shall be carried out 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.

11 Safety and Temporary Works

- 11.1 The Contractor shall be responsible for the design of temporary works. However before erecting the same, he shall submit his designs including specifications and drawings to the Project Manager and to any other relevant third parties for their approval. No erection of temporary works shall be done until such approvals are obtained.
- 11.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary works and all drawings prepared by the Contractor for the execution of the temporary or permanent Works, shall be subject to prior approval by the Project Manager before they can be used.
- 11.3 The Contractor shall be responsible for the safety of all activities on the Site.

12. Discoveries

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

13. Work Program

- 13.1 Within the time stated in the Appendix to Conditions of Contract, 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. 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.

The Contractor shall submit to the Project Manager for approval an updated program at intervals no longer than the period stated in the Appendix to Conditions of Contract. If the Contractor does not submit an updated program within this period, the Project Manager may withhold the amount stated in the said Appendix 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. 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.

14. Possession of Site

- 14.1 The Employer 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 Appendix to Conditions of Contract, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

15. Access to Site

- 15.1 The Contractor shall allow the Project Manager and any other 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.

16. Instructions

- 16.1 The Contractor shall carry out all instructions of the Project Manager which are in accordance with the Contract.

17. Extension or Acceleration of Completion Date

- 17.1 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. 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 in writing 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 caused by such failure shall not be considered in assessing the new (extended) Completion Date.

17.2 No bonus for early completion of the Works shall be paid to the Contractor by the Employer.

18. Management Meetings

18.1 A Contract management meeting shall be held monthly and attended by the Project Manager and the Contractor. Its business shall be to review the plans for the remaining Work and to deal with matters raised in accordance with the early warning procedure. The Project Manager shall record the minutes of management meetings and provide copies of the same to those attending the meeting and the Employer. 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.

19. Early Warning

19.1 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.

19.2 The Contractor shall cooperate with the Project Manager in making and considering proposals on 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 instructions of the Project Manager.

20. Defects

20.1 The Project Manager shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection 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. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor, However, if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

20.2 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 Appendix to Conditions of Contract. The Defects Liability Period shall be extended for as long as defects remain to be corrected.

- 20.3 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. If the Contractor has not corrected a defect within the time specified in the Project Manager's notice, the Project Manager will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

21. Bills Of Quantities

- 21.1 The Bills of Quantities shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rate in the Bills of Quantities for each item.
- 21.2 If the final quantity of the Work done differs from the quantity in the Bills of Quantities for the particular item by more than 25 percent and provided the change exceeds 1 percent of the Initial Contract price, the Project Manager shall adjust the rate to allow for the change.
- 21.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bills of Quantities.

22. Variations

- 22.1 All variations shall be included in updated programs produced by the Contractor.
- 22.2 The Contractor shall provide the Project Manager with a quotation for carrying out the variations when requested to do so. The Project Manager shall assess the quotation, which shall be given within seven days of the request or within any longer period as may be stated by the Project Manager and before the Variation is ordered.
- 22.3 If the work in the variation corresponds with an item description in the Bills of Quantities and if in the opinion of the Project Manager, the quantity of work is not above the limit stated in Clause 21.2 or the timing of its execution does not cause the cost per unit of quantity to change, the rate in the Bills 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 Bills of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 22.4 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.
- 22.5 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.
- 22.6 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 22.7 When the Program is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

23. Payment Certificates, Currency of Payments and Advance Payments

- 23.1 The Contractor shall submit to the Project Manager monthly applications for payment giving sufficient details of the Work done and materials on Site and the amounts which the Contractor considers himself to be entitled to. The Project Manager shall check the monthly application and certify the amount to be paid to the Contractor within 14 days. The value of Work executed and payable shall be determined by the Project Manager.
- 23.2 The value of Work executed shall comprise the value of the quantities of the items in the Bills of Quantities completed; materials delivered on Site, variations and compensation events. Such materials shall become the property of the Employer once the Employer has paid the Contractor for their value. Thereafter, they shall not be removed from Site without the Project Manager's instructions except for use upon the Works.
- 23.3 Payments shall be adjusted for deductions for retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of issue of each certificate. If the Employer makes a late payment, the Contractor shall be paid simple interest on the late payment in the next payment. Interest shall be calculated on the basis of number of days delayed at a rate three percentage points above the Central Bank of Kenya's average rate for base lending prevailing as of the first day the payment becomes overdue.
- 23.4 If an amount certified is increased in a later certificate or as a result of an award by 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.
- 23.5 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.
- 23.6 The Contract Price shall be stated in Kenya Shillings. All payments to the Contractor shall be made in Kenya Shillings and foreign currency in the proportion indicated in the tender, or agreed prior to the execution of the Contract Agreement and indicated therein. The rate of exchange for the calculation of the amount of foreign currency payment shall be the rate of exchange indicated in the Appendix to Conditions of Contract. If the Contractor indicated foreign currencies for payment other than the currencies of the countries of origin of related goods and services the Employer reserves the right to pay the equivalent at the time of payment in the currencies of the countries of such goods and services. The Employer and the Project Manager shall be notified promptly by the Contractor of an changes in the expected foreign currency requirements of the Contractor during the execution of the Works as indicated in the Schedule of Foreign Currency Requirements and the foreign and local currency portions of the balance of the Contract Price shall then be amended by agreement between Employer and the Contractor in order to reflect appropriately such changes.
- 23.7 In the event that an advance payment is granted, the following shall apply:-

- a) On signature of the Contract, the Contractor shall at his request, and without furnishing proof of expenditure, be entitled to an advance of 10% (ten percent) of the original amount of the Contract. The advance shall not be subject to retention money.
- b) No advance payment may be made before the Contractor has submitted proof of the establishment of deposit or a directly liable guarantee satisfactory to the Employer in the amount of the advance payment. The guarantee shall be in the same currency as the advance.
- c) Reimbursement of the lump sum advance shall be made by deductions from the Interim payments and where applicable from the balance owing to the Contractor. Reimbursement shall begin when the amount of the sums due under the Contract reaches 20% of the original amount of the Contract. It shall have been completed by the time 80% of this amount is reached.

The amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R = \frac{A(x^1 - x^{11})}{80 - 20}$$

Where:

R = the amount to be reimbursed

A = the amount of the advance which has been granted

X¹ = the amount of proposed cumulative payments as a percentage of the original amount of the Contract. This figure will exceed 20% but not exceed 80%.

X¹¹ = the amount of the previous cumulative payments as a percentage of the original amount of the Contract. This figure will be below 80% but not less than 20%.

- d) With each reimbursement the counterpart of the directly liable guarantee may be reduced accordingly.

24. Compensation Events

24.1 The following issues shall constitute Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Appendix to Conditions of Contract.
- (b) The Employer modifies the List of Other Contractors, etc., in a way that affects the Work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue drawings, specifications or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon the Work, which is then found to have no defects.

- (e) The Project Manager unreasonably does not approve a subcontract to be let.
 - (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to tenderers (including the Site investigation reports), from information available publicly and from a visual inspection of the Site.
 - (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer or additional work required for safety or other reasons.
 - (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
 - (i) The effects on the Contractor of any of the Employer's risks.
 - (j) The Project Manager unreasonably delays issuing a Certificate of Completion.
 - (k) Other compensation events described in the Contract or determined by the Project Manager shall apply.
- 24.2 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.
- 24.3 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 will assume that the Contractor will react competently and promptly to the event.
- 24.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having co-operated with the Project Manager.
- 24.5 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the Appendix to Conditions of Contract.
- 24.6 The Contractor shall give written notice to the Project Manager of his intention to make a claim within thirty days after the event giving rise to the claim has first arisen. The claim shall be submitted within thirty days thereafter.

Provided always that should the event giving rise to the claim of continuing effect, the Contractor shall submit an interim claim within the said thirty days and a final claim within thirty days of the end of the event giving rise to the claim.

25. Price Adjustment

- 25.1 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 tenders for the Contract and the date of Completion. The adjustment shall be the change in the amount of tax payable by the Contractor.
- 25.2 The Contract Price shall be deemed to be based on exchange rates current at the date of tender submission in calculating the cost to the Contractor of materials to be specifically imported (by express provisions in the Contract Bills of Quantities or Specifications) for permanent incorporation in the Works. Unless otherwise stated in the Contract, if at any time during the period of the Contract exchange rates shall be varied and this shall affect the cost to the Contractor of such materials, then the Project Manager shall assess the net difference in the cost of such materials. Any amount from time to time so assessed shall be added to or deducted from the Contract Price, as the case may be.
- 25.3 Unless otherwise stated in the Contract, the Contract Price shall be deemed to have been calculated in the manner set out below and in sub-clauses 25.4 and 25.5 and shall be subject to adjustment in the events specified there under;
- (i) The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the rates of wages and other emoluments and expenses as determined by the Joint Building Council of Kenya (J.B.C.) and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
 - (ii) Upon J.B.C. determining that any of the said rates of wages or other emoluments and expenses are increased or decreased, then the Contract Price shall be increased or decreased by the amount assessed by the Project Manager based upon the difference, expressed as a percentage, between the rate set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of labour incorporated within the amount of Work remaining to be executed at the date of publication of such increase or decrease.
 - (iii) No adjustment shall be made in respect of changes in the rates of wages and other emoluments and expenses which occur after the date of Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.
- 25.4 The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the basic prices of materials to be permanently incorporated in the Works as determined by the J.B.C. and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
- 25.5 Upon the J.B.C. determining that any of the said basic prices are increased or decreased then the Contract Price shall be increased or decreased by the amount to be assessed by the Project Manager based upon the difference between the price set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of the relevant materials which have not been taken into account

in arriving at the amount of any interim certificate under clause 23 of these Conditions issued before the date of publication of such increase or decrease.

- 25.6 No adjustment shall be made in respect of changes in basic prices of materials which occur after the date for Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.
- 25.7 The provisions of sub-clause 25.1 to 25.2 herein shall not apply in respect of any materials included in the schedule of basic rates.

26. Retention

- 26.1 The Employer shall retain from each payment due to the Contractor the proportion stated in the Appendix to Conditions of Contract until Completion of the whole of the Works. On Completion of the whole of the Works, half the total amount retained shall be repaid to the Contractor and the remaining half when the Defects Liability Period has passed and the Project Manager has certified that all defects notified to the Contractor before the end of this period have been corrected.

27. Liquidated Damages

- 27.1 The Contractor shall pay liquidated damages to the Employer at the rate stated in the Appendix to Conditions of Contract for each day that the actual Completion Date is later than the Intended Completion Date. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not alter the Contractor's liabilities.
- 27.2 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 rate specified in Clause 23.30

28. Securities

- 28.1 The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a reputable bank acceptable to the Employer, and denominated in Kenya Shillings. The Performance Security shall be valid until a date 30 days beyond the date of issue of the Certificate of Completion.

29. Dayworks

- 29.1 If applicable, the Dayworks rates in the Contractor's tender shall be used for small additional amounts of Work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 29.2 All work to be paid for as Dayworks shall be recorded by the Contractor on Forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the Work being done.

29.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

30. Liability and Insurance

30.1 From the Start Date until the Defects Correction Certificate has been issued, the following are the Employer'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 Employer 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 Employer or in Employer's design, or due to war or radioactive contamination directly affecting the place where the Works are being executed.

30.2 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is the Employer's risk except loss or damage due to;

- (a) A defect which existed on or before the Completion Date.
- (b) an event occurring before the Completion Date, which was not itself the Employer's risk
- (c) The activities of the Contractor on the Site after the Completion Date.

30.3 From the Start Date until the Defects Correction 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 Employer's risk are Contractor's risks.

The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts stated in the Appendix to Conditions of Contract for the following events;

- (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.

30.4 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 required to rectify the loss or damage incurred.

30.5 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the

premiums from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

- 30.6 Alterations to the terms of insurance shall not be made without the approval of the Project Manager. Both parties shall comply with any conditions of insurance policies.

31. Completion and taking over

- 31.1 Upon deciding that the Works are complete, the Contractor shall issue a written request to the Project Manager to issue a Certificate of Completion of the Works. The Employer shall take over the Site and the Works within seven [7] days of the Project Manager are issuing a Certificate of Completion.

32. Final Account

- 32.1 The Contractor shall issue the Project Manager with a detailed account of the total amount that the Contractor considers payable to him by the Employer 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 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 30 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. The Employer shall pay the Contractor the amount due in the Final Certificate within 60 days.

33. Termination

- 33.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These

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 Contractor is declared 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 Employer to the Contractor within 30 days (for Interim Certificate) or 60 days (for Final Certificate) of issue.
- (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.
- 33.2 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 Clause 33.1 above, the Project Manager shall decide whether the breach is fundamental or not.
- 33.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.
- 33.4 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. The Project Manager shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

34. Payment Upon Termination

- 34.1 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 and delivered to Site up to the date of the issue of the certificate. Additional liquidated damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable by the Contractor.
- 34.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, 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.
- 34.3 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on the Site, plant, equipment and temporary works.
- 34.4 The Contractor shall, during the execution or after the completion of the Works under this clause remove from the Site as and when required, within such reasonable time as the Project Manager may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to or hired by him, and in default the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor. Until after completion of the Works under this clause the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefore the Project Manager shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

35. Release from Performance

- 35.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer 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.

36. Corrupt gifts and payments of commission

The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the

Employer any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for the Employer or for showing or forbearing to show favour

or disfavor to any person in relation to this or any other contract for the Employer.

- (b) Enter into this or any other contract with the Employer in connection with which commission has been paid or agreed to be paid by him or on his behalf or to his knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any agreement for the payment thereof have been disclosed in writing to the Employer.

Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the provisions of the Public Procurement Regulations issued under The Exchequer and Audit Act Cap 412 of the Laws of Kenya.

37. Settlement Of Disputes

- 37.1 In case any dispute or difference shall arise between the Employer or the Project Manager on his behalf and the Contractor, either during the progress or after the completion or termination of the Works, such 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 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

On the request of the applying party. The institution written to first by the aggrieved party shall take precedence over all other institutions.

- 37.2 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising there under or in connection therewith, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.
- 37.3 Provided that no arbitration proceedings shall be commenced on any dispute or difference where notice of a dispute or difference 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.
- 37.4 Notwithstanding the issue of a notice as stated above, the arbitration of such a dispute or difference shall not commence unless an attempt has in the first instance been made by the parties to settle such dispute or difference amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 37.5 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:
- 37.5.1 The appointment of a replacement Project Manager
Upon the said person ceasing to act.
- 37.5.2 Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- 37.5.3 Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- 37.5.4 Any dispute or difference arising in respect of war risks or war damage.
- 37.6 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 Employer and the Contractor agree otherwise in writing.
- 37.7 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.
- 37.8 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.

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

SECTION IV – APPENDIX TO CONDITIONS OF CONTRACT

The **EMPLOYER** is:

Name: **GOVERNMENT OF THE REPUBLIC OF KENYA**

Address: **P. O BOX 30450-00100, NAIROBI**

Name of Authorized Representative:

PRINCIPAL SECRETARY-STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

The **PROJECT MANAGER** is:

Name: **WORKS SECRETARY, STATE DEPARTMENT OF PUBLIC WORKS.**

Address: **P. O BOX 30743 -00100, NAIROBI.**

The name (and identification number) of the Contract is **PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY- CIVIL WORKS**

W.P. ITEM NO D111 /EN/EMB/ 1502 JOB NO. 10068A

The Works consist of:

- a) **Construction of Access Roads and Parking area.**
- b) **Construction of Foul Drainage System.**
- c) **Construction of a Storm Water Drainage System.**
- d) **Construction of Footpaths and Walkways.**
- e) **Construction of Access Conduits.**
- f) **Construction of Retaining Walls.**

The Start Date shall be **AGREED WITH THE PROJECT MANAGER.**

The Intended Completion Date for the whole of the Works shall be **96 WEEKS FROM DATE OF POSSESSION.**

The following documents also form part of the Contract:
AS LISTED IN CLAUSE 2.3 OF CONDITIONS OF CONTRACT.

The Contractor shall submit a revised program for the Works within 7 days of delivery of the Letter of Acceptance.

The Site Possession Date shall be **AGREED WITH THE PROJECT MANAGER.**

The Site is located at **Embu Town, Embu County.**

The Defects Liability period is 180 days.

The minimum insurance covers shall be;

1. The minimum cover for insurance of the Works and of Plant and Materials in respect of the Contractor's faulty design is:
2. The minimum cover for loss or damage to Equipment is **Kshs 500,000.00**
3. The minimum for insurance of other property is **Kshs 500,000.00**
4. The minimum cover for personal injury or death insurance
 - For the Contractor's employees is **Kshs 500,000.00**
 - And for other people is **Kshs 1,000,000.00**

The following events shall also be Compensation Events:

1. NONE (ONLY AS LISTED IN CLAUSE 24 OF THE CONDITIONS OF CONTRACT.
2. _____
3. _____
4. _____

The period between Program updates is **7 days**.

The amount to be withheld for late submission of an updated Program is **WHOLE CERTIFICATE**

The proportion of payments retained is **10%** percent.

The Limit of Retention is **10%** percent.

The Price Adjustment Clause **SHALL NOT apply**.

The liquidated damages for the whole of the Works is **Kshs. 100,000.00** (per week or part thereof)
The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Price **5%** percent.

The Completion Period for the Works is **96[Weeks]**

The rate of exchange for calculation of foreign currency payments is **NOT APPLICABLE**

Advance Payment **SHALL NOT BE** granted.

The Contractor's Unit Rates should be inclusive of VAT.

Copies of tender documents: **Only One Copy** will be required.

SPECIFICATIONS OF MATERIALS AND WORKS

**SPECIFICATIONS
OF
MATERIALS AND WORKS**

GENERAL SPECIFICATIONS
OF
MATERIALS AND WORKS

GENERAL SPECIFICATIONS OF MATERIALS AND WORKS

2.1 GENERAL

This specification is to be read in conjunction with the drawings which are issued with it. Bills of quantities shall be the basis of all additions and omissions during the progress of the works.

2.2 STANDARD OF MATERIALS

Where the material and equipment are specifically described and named in the Specification followed by approved equal, they are so named or described for the purpose of establishing a standard to which the contractor shall adhere.

Should the contractor install any material not specified herein before receiving approval from the proper authorities, the Engineer shall direct the contractor to remove the material in question immediately. The fact that this material has been installed shall have no bearing or influence on the decision by the Engineer.

All materials condemned by the Engineer as not approved for use, are to be removed from the premises and suitable materials delivered and installed in their place at the expense of the contractor. All materials required for the works shall be new and the best of the respective kind and shall be of a uniform pattern.

2.3 WORKMANSHIP

The workmanship and method of installation shall conform to the best standard practice. All work shall be performed by a skilled tradesman and to the satisfaction of the Engineer. Helpers shall have qualified supervision.

Any work that does not in the opinion of the Engineer conform to the best standard practice will be removed and reinstated at the contractor's expense.

Permits, Certificates or Licences must be held by all tradesmen for the type of work; in which they are involved where such permits, certificates or licences exist under Government legislation.

2.4 PROCUREMENT OF MATERIALS

The contractor is advised that no assistance can be given in the procurement or allotment of any materials or products to be used in and necessary for the construction and completion of the work.

Contractors are warned that they must make their own arrangements for the supply of materials and/or products specified or required.

2.5 SHOP DRAWINGS

Before manufacture or Fabrication is commenced the contractor shall submit Two copies of detailed drawings of all control pillars, meter cubicles, medium voltage switchboards including their components showing all pertinent information including sizes, capacities, construction details, etc, as may be required to determine the suitability of the equipment for the approval of the Engineer. Approval of the detailed drawings shall not relieve the sub-contractor of the full responsibility of errors or the necessity of checking the drawings himself or of furnishing the materials and equipment and performing the work required by the plans and specifications.

2.6 RECORD DRAWINGS

These diagrams and drawings shall show the completed installation including sizes, runs and arrangements of the installation. The drawings shall be to scale not less than 1:50 and shall include plan views and section.

The drawings shall include all the details which may be useful in the operation, maintenance or subsequent modifications or extensions to the installation.

Three sets of diagrams and drawings shall be provided, all to the approval of the Engineer.

One coloured set of line diagrams relating to operating and maintenance instructions shall be framed and, mounted in a suitable location.

2.7 REGULATIONS AND STANDARDS

All work executed by the contractor shall comply with the current edition of the “Specifications for Civil Engineering Works, issued by the MINISTRY OF PUBLIC WORKS, or the relevant Local Authority by-Laws.

Where two sets of regulations appear to conflict, they shall be clarified with the Engineers. All materials used shall comply with relevant Kenya Bureau of Standards Specification or the appropriate British Standard.

2.8 SETTING OUT WORK

The contractor at his own expenses; is to set out works and take all measurements and dimensions required for the erection of his materials on site; making any modifications in details as may be found necessary during the progress of the works, submitting any such modifications or alterations in detail to the Engineer before proceeding and must allow in his Tender for all such modifications and for the provision of any such sketches or drawings related thereto.

2.9 TESTING ON SITE

The contractor shall conduct during and at the completion of the installation and, if required, again at the expiration of the maintenance period, tests in accordance with the relevant section of the current edition of the Regulations or the standards for Civil engineering Works issued by the MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS or the latest Kenyan or British Standards Specification or Local Authority By-Laws.

- (a) The Sub-contractor shall provide accurate instruments and apparatus and all labour required to carry out all the necessary tests. The instruments and apparatus shall be made available to the engineer to enable him to carry out such tests as he may require.
- (b) The Sub-Contractor shall generally attend on other Contractors employed on the project and carry out such tests as may be necessary.
- (c) The Sub-Contractor shall test to the engineer’s approval and as specified elsewhere in this specification or in Standards and regulations already referred to, all equipment, plant and apparatus forming part of the works and before connecting to any other setting or work.
- (d) Where such equipment, etc. forms part of or is connected to a system whether primarily or of whatever nature or otherwise, the Sub-Contractor shall attend on and assist in balancing, regulating testing and commissioning, or if primarily an electrical or the system forming part of works, shall balance, regulate, test and commission the system to the engineer’s approval.

3.0 SCHEDULE OF CONTRACT DRAWINGS

DRAWING NO.	DRAWING TITLE
	CIVIL LAYOUT PLAN ROAD LONGITUDINAL PROFILE CIVIL WORKS STANDARD DETAILS TANK DETAILS ROAD CROSS SECTIONS STORM WATER DRAIN LAYOUT PLAN

NOTE:

Tenderers are advised to inspect the drawings at the office of the **Chief Engineer (Structural)**, MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT- STATE DEPARTMENT OF PUBLIC WORKS, Hill Plaza Building, 2nd floor, along Ngong Road, Nairobi, during normal working hours.

SECTION F
SPECIAL SPECIFICATIONS
OF
MATERIALS AND WORKS

SPECIAL SPECIFICATION

01. SITE LOCATION

The site of the proposed works is at **Embu Town** in **Embu County**.

i) SCOPE OF WORKS

The works to be carried out under this contract comprise supply, installation, testing and commissioning of the work described under (ii) below.

ii) DESCRIPTION OF WORKS

The works involves completion of Civil Works
The main items of work are as follows:-

- a) **Construction of Access Roads and Parking area.**
- b) **Construction of a Foul Drainage System.**
- c) **Construction of a Storm Water Drainage system.**
- d) **Construction of Footpaths and Walkways.**
- e) **Construction of Access Conduits.**

iii) SITE VISIT

The contractor shall visit the site to acquaint himself with topography, soil condition, access, sources of construction materials, reliability of water source, periods during which execution of work will be possible etc. and no claims incurred due to lack of knowledge of the said and other site conditions will be considered.

iv) ACCESS TO SITE

The site can be approached by road off **Embu Road**.

v) DRAWINGS

All drawings are deemed to be self-explanatory. However, where doubts exist, the sub-contractor should liaise with the Engineer before proceeding with the works. The scales are as shown and only figured dimensions are to be applied.

vi) ENGINEER'S STATIONERY

The tenderer shall be required to provide stationery, as described in schedule I of Bills of Quantities, to be used by the Engineer in running of the project.

vii) SITE OFFICE

The Main contractor shall be required to construct and maintain a site office for the Project Manager and his team together with all standard furniture, fittings and telephone. The contractor shall be responsible for paying all connections, rent and call charges in connection therewith.

viii) LABOUR CAMP

The Main Contractor is not permitted to house labour on site. He will be responsible for the transportation of workmen to and from site at his own cost and risk.

02. THE MANAGEMENT OF THE CONTRACT

1. The Works Secretary- State Department of Public Works of the **MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT** will be responsible for the contract management and site supervision.
2. All materials and workmanship shall comply with the latest edition of the **MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT-STATE DEPARTMENT OF PUBLIC WORKS** specifications for Works.

03. EXTENT OF CONTRACT AND ALTERATION OF DESIGN

1. The works specified under this contract shall include all general work preparatory to execution of all matters, things, requisites and work of any kind necessary for the due and satisfactory construction, completion and maintenance of the work to the intent and meaning of the drawings and this specification and further drawings and orders, that may be issued by the Engineer from time to time. Compliance by the Contractor with all the General Conditions of Contract, whether specifically mentioned or not in the clause of this specification, all materials, apparatus, plant, machinery, tools, fuel, water, timbering and tackle of every description, transport, offices, stores, workshops, staff, labour, the provision of proper and sufficient protective works, temporary fencing, lighting and watching required for the safety of the public and protection of the works and adjoining lands: first aid equipment, sanitary , accommodation for the staff and workmen; the effecting and maintenance of all insurances, the payment of all wages, salaries, fees, royalties, duties or other charges arising out of the execution of the works and the regular clearance of rubbish. re-instatement and clearing and leaving perfect on completion. The Contractor will be deemed to have included in his rates the cost of complying with the requirements of this Specification and General Conditions of the Contract unless otherwise specified.
2. Should the Contractor have comments regarding soundness of the design of any part of the work, or should he consider that the execution of the design is impossible on any part of the, Contract, the Contractor is required to notify the Engineer in writing at the time of the tender and provide factual evidence substantiating his opinion when required to do so by the Engineer.
3. Notices given by the Contractor in respect of the above after the tender is submitted will not be considered as the basis of a claim for additional costs or extensions of the time.
4. The Engineer may require to alter the design of any part of the structure should site conditions warrant such a change and the rates entered in the Bill of Quantities should be applicable for the similar items. The rates for the items of the work not covered by the Bill of Quantities shall be established by the Engineer.

04. PROGRAMME FOR EXECUTION OF THE WORKS

1. In accordance with the terms of Clause 14 of the General Conditions of the Contract, the Contractor shall submit to the Engineer within 14 days from the order to commence fully detailed programme showing the order, procedure and method by which he proposes to carry out the construction and completion of the works.
2. The information to be supplied to the Engineer shall include drawings showing the general arrangement of the temporary offices and any other temporary structures, which the Contractor proposes to use together with details of the construction plant and temporary works and all other devices, which he proposes to adopt for the construction and completion of the whole of the works, and in addition to details of the labour strength, skilled and unskilled, and supervision arrangements.

- 3 The Order in which it is proposed to execute the permanent works is subject to adjustment and approval by the Engineer and the Contract Price shall be held to include for any reasonable and necessary adjustment required by the Engineer during the course of the Works.
- 4 The Contractor will be deemed to have considered the effect of seasonal weather variations, when programming his operations it must be clearly understood, that rains of up to 75mm per day will be deemed to be normal and expected. No claims by the Contractor for extension of time due to rains or floods less than 75mm per day as measured by the Meteorological Department will be considered by the Engineer.
- 5 The Contractor, when preparing his programme has to consider the time for the delivery of any imported material and the Engineer's normal working hours.
- 6 The Engineer's normal working hours shall be defined as 8a.m. to 5p.m. on weekdays with Saturdays and Sundays set aside for rest. If the Contractor wishes to execute permanent works outside these hours, he shall obtain the written permission of the engineer to make provision for supervision of such works.
- 7 The Contractor shall carry out the Contract in accordance with the Programme agreed with the Engineer, but he shall in no manner be relieved by the Engineer's approval of the programme of his obligations to complete the works by the prescribed completion date, and he shall from time to time review his progress and make such amendments to his rate of execution of the works as may be necessary to fulfill his obligations.
- 8 If in the opinion of the Engineer the plant or the equipment used by the Contractor for any specific item of the work does not fulfill the requirements of the specifications in respect of the workmanship, quality and safety of structures, sum items of plant and equipment shall be replaced with similar or equivalent items of plant or equipment to the satisfaction of the Engineer. No extra payment will be made in respect of such replacements.

05. TEMPORARY WORKS

1. After the Contract is placed and before the work commences, the Contractor shall submit to the Engineers drawings showing the general arrangement of his offices, quarters, workshops, etc and other temporary works with diagrams and descriptions showing how he proposes to execute such temporary works and how they fit into his programme for the permanent works, all to be subject to adjustment and approval by the Engineer.
2. The Contractor shall be fully responsible for the sufficiency, stability and safety of all temporary works and their care in accordance with the Conditions of Contract.
3. The Contractor shall at *his* own expense, supply in advance to the Engineer for his approval detailed drawings and calculations of stability of such temporary works as the Engineer may direct, but no approval given or implied by the Engineer shall relieve the Contractor of his responsibilities in connection with the temporary works
4. Unless otherwise instructed, upon completion of the contract and after receiving approval in writing from the Engineer, the Contractor shall take down and remove all structures forming part of his own camp and that of the Engineer, and shall arrange for the disconnection of water supply, remove all drains and culverts, backfill trenches, fill in all latrine pits, soakaway and other sewage

disposal excavations, with the exception of items and services to revert to the ownership of the Employer and shall restore the site as far as practicable to its original condition and leave it neat and tidy to the satisfaction of the Engineer.

06. SITE PERSONNEL

1. The Engineer will require the Contractor to submit a list of professional and sub-professional personnel to be employed on the site stating their qualifications and experience.
2. The Contractor shall be responsible for ensuring, that all personnel of Non-Kenyan origin employed on site by himself or his Contractors or who are otherwise connected with the construction contract through the Contractor must be approved and cleared individually in writing by the appropriate Government Official to work on the project. Where personnel are not approved, the Contractor shall be responsible at his own expense for obtaining and employing suitable and approved personnel.
3. The Engineer reserves the right to determine suitability of the persons employed by the Contractor and may request replacement at any time of any member of the team employed by the Contractor. If in the opinion of the Engineer the presence of such a person is deleterious to the execution of the Contract, the Engineer's decision is final and binding.
4. The Site Agent to be a competent person approved by the engineer.
5. The Contractor shall always keep a literate English speaking Agent or Engineer as his representative on the site, competent and experienced *in* the type of works Involved, who shall give his whole time to the Supervision of the Contractor's operations.
6. The name of such Agent or Representative shall be submitted in writing to the Engineer for approval and he shall receive on behalf of the Contractor all directions and instructions from the Engineer or his representative and such directions and instructions shall be deemed to have been given to the Contractor in accordance with the conditions of contract.

07 NOTICE OF OPERATIONS

1. No important operations shall be carried out without the consent of the Engineer in writing, or without full and complete notice also in writing, being given to the Engineer by the Contractor sufficiently in advance of the time of the operation as to enable the Engineer to make such arrangements, as he may deem necessary for its inspection.
2. The Contractor shall supply, from time to time, to the Engineer in writing, full information with respect of locations in whom the work is being prepared.
3. The Contractor shall give the Engineer not less than 24 hours notice of his intentions to set out or give levels for any part of the works, in order that arrangements may be made for checking. The Contractor shall carefully preserve any benchmarks, setting out pegs or other line or level markings installed or made by the Engineer. Working shall be suspended for such times as may be necessary for checking the lines and levels on any part of the work.

08 SETTING OUT

1. It will be the responsibility of the Contractor to obtain before commencing work the value and location of the benchmarks to be used for the works from the Engineer. All temporary benchmarks will be referred hereto. The Contractor shall construct such temporary benchmarks as the engineer may direct and agree the level thereof with the Engineer. The establishment of such temporary benchmarks will be deemed to be part of the Contractor's responsibility in setting out the works and no additional payment will be allowed.
2. Should the Contractor discover any error in the alignment or levels of the basic setting out, he shall at once notify the Engineer, who will then issue amended drawings or instructions regarding the correction of the error.
3. All approved setting out points, lines, stations etc shall be marked by concrete markers and steel pegs or as otherwise approved by the Engineer.
4. The contractor shall allow in the Bill of Quantities for complying with the provisions of this Clause and any abortive setting out occasioned by errors in the alignment of levels of the Contractor's basic setting out.

11. HEALTH AND SAFETY ON SITE

1. The Contractor shall ensure, so far as is reasonably practicable and to the satisfaction of the Engineer, the health, safety and welfare at work of his employees including those of his sub-contractors and of all other persons on the site.
2. From the time any portion of the works is commenced, until the end of the maintenance period, the Contractor shall be responsible for protecting the public from anything dangerous to persons or property and for the safe and easy passage of pedestrians and vehicular traffic.
3. The Contractor shall designate one of his senior staff, who shall have specific knowledge of safety regulations and experience of safety precautions on similar works and who shall advise on matters affecting the safety of workmen and on measures to be taken to promote safety in compliance with the factories Act Cap. 514 as a safety officer.
4. The Contractor shall provide protective clothing and equipment, first aid stations with such personnel and equipment as are necessary. The appropriate information, instruction, training and supervision will be arranged by the Contractor to ensure the safety and health of all the persons employed on the works, all in accordance with the laws of Kenya.
5. The Contractor shall provide adequate waterborne sanitation and refuse collection and disposal complying with the laws of Kenya and all local by- laws, and to the satisfaction of the Engineer, for all houses, offices, workshops erected on site. Construction of pit latrines will not be permitted unless the Engineer has given his approval in writing.
6. During the period of execution of the works the Contractor shall ensure that no pollution of existing water courses or of reservoir catchment areas is allowed to take place as a result of his operation.

7. In addition to providing, equipping and maintaining adequate first aid stations throughout the works in accordance with the Laws of Kenya, the Contractor shall provide and maintain on site for a duration of contract a fully equipped dispensary. This shall be with a qualified Clinical Officer who shall offer the necessary medical advice on AIDS/HIV and related diseases to Engineers and Contractors site staff. The contractor shall allow for all costs of providing these facilities in his rates.

12. PRIVATELY OWNED AND PUBLIC UTILITY SERVICES

1. The Contractor shall make himself acquainted with the position of all existing works and services inter alia sewers, storm water drains, cables for electricity and telephone and lighting poles and water mains before any excavation commences.
- 1 The Contractor will be held responsible for damage caused in the course of the execution of the works to some existing works and services and shall indemnify the Employer against any claims arising from such damage (including consequential damages). Any damage caused must be made good at the Contractor's own expense.
- 2 Such existing works and services, where exposed the execution of the works, must be properly shored, hung-up and supported to the satisfaction of the Engineer and of the Authority concerned. The Contractor shall exercise special care, when refilling trenches or other excavations around some existing works / services.
- 3 Poles supporting cables, etc adjacent to the works will be kept securely in place, until the work is completed and will then be made as safe and permanent as before.
- 4 Notwithstanding the foregoing requirements and without lessening the Contractor's responsibility, the contractor shall inform the Engineer immediately when existing works have been exposed and conform to any requirements of the Authority concerned and of the Engineer.
- 5 Any damage to or interference with existing services occasioned during the progress of the works, will be deemed to be the responsibility of the Contractor' who shall undertake to make good at his own expense any damage so caused to the existing underground services or other features, and shall be liable in respect of all claims arising from such damage or interference, however occasioned.
- 6 Only when and as directed by the Engineer the position of an existing work or service can be changed by the Contractor to meet the requirements of the proposed work. The cost of such work will be paid for on a day work basis, except where a specific item has been provided in the Bills of Quantities.

13. EXISTING ROADS AND ACCESSES

1. The Contractor shall comply with all requirements of the Employer, owners or the competent Authority concerning the use of traded equipment or other construction plant on any public or private road.
2. The cost of providing all *diversions*, signs, operators, flagment and all reinstatement to *the* approval of the Engineer will be deemed to be included in the rates entered in the Bill of Quantities, as will the cost of any road opening permit.

3. Before excavating across any public road, the Contractor shall give 10 days notice in writing to the Engineer and the Local Authority his intention to excavate. He shall satisfy the Engineer, the Local Authority and the Police as to the precautions he proposes to take and the signs and lights to be provided and operated. On *any* road or track at least 4 red lights shall be suitably placed on either side of the trench and diversions shall be clearly marked, signed and maintained.
4. The Contractor shall further give to the Engineer a 24 hours notice before excavating across a private road. Existing access to lands, property and all other things will be maintained by the Contractor during the continuance of the Works to the Engineer's satisfaction. The cost of such maintenance will be deemed to be covered by and included in the rates entered on the Bills of Quantities.
5. When a road, used *by* the -Contractor for transporting labour or construction plant or for delivery of any materials for the works, is dosed under Section 71 of the traffic ordinance 1962 or amendments thereto, the Contractor shall obey such closure and shall use alternative roads.

14. COMPLIANCE WITH STATUTES AND REGULATIONS

1. In addition to the requirements of Clause 26 of the General Conditions of Contract, the Contractor shall be responsible for acquainting himself with all current valid statute ordinances or bye-laws or building regulations, which may affect the Works and shall include in his rates for all costs arising from compliance with the same. This applies in particular to the training levy and similar taxes for which no claims on the part of the Contractor will be entertained-
2. The Contractor shall also keep in close touch with Police and other Government Officials of the area regarding their requirements in the control of traffic or other matters, and shall provide all assistance or facilities, which may be required by such officials in the execution of their duties.
3. The Contractor's attention is drawn to legal Notice No.237 of October, 1971, which requires payment by the sub-Contractor for Training Levy at the rate of 0.25% of the Contract sum on all contracts of more than KSh50,000.00 value and his tender must include for all costs arising or resulting thereof. The Contractor without delay shall pay the Training levy. The original receipt shall be given to the Engineer for verification. The Engineer will certify no payment certificate, until the Contractor complies with the above legal notice.

15. WATER SUPPLY

1. The Contractor shall provide clean and sufficient supply of fresh water both for construction of the works and for all offices and workshops, etc. includes the arrangement of pipe lines, metres, etc for connecting to local water main, the provision of storage tanks or water conveyance where necessary, payment of all fees and water charges.
2. The water shall be reasonably clear of suspended solids and free from any matter in quantities considered by the Engineer to be deleterious to the proposed work. Water supplied to the Engineer's offices, laboratories, etc. shall be drinkable to the satisfaction of the Medical Officer in the area. No separate payment shall be made for the provision of water or its attendant facilities and the Contractor shall allow for all these in his tender rates.

3. In the event that a water main is not available on or rear the site, or that any available mains will not have sufficient capacity to provision of water adequate for the works, then the Contractor shall provide temporary tanks or other means of collecting, storing and distributing water on the site.

17. LIGHTING, POWER AND TELEPHONE

1. The Contractor shall make his own arrangements for the supply of light, power and telephone required for the construction of the works and shall pay all fees and charges in connection therewith.
2. The Contractor shall arrange with the appropriate authority for a temporary meter and supply of electricity and provide all temporary wiring, power and lighting points as he may consider necessary. In the event no fixed electricity being available, the Contractor shall provide the necessary power generating plant his own expense.

18. WORKING AREA

1. The Contractor shall restrict his operations to those areas made available to him by the Engineer and shall at all times provide and maintain an adequate access for the Employer's employees and vehicles to carry out their normal duties in and around the existing works.
2. The Contractor shall, before entering upon any land purchased, rented, or for the use of which compensation has been paid, ensure that all formalities have been completed and the agreement of the Owner, Tenant and the Engineer has been obtained.
3. All requirements of land for temporary works and construction purposes shall be to the approval of the Engineer but the Contractor will make all necessary arrangements with the property owners concerned and pay all charges arising there from. On or before completion of the Contract, the Contractor shall remove all temporary works and shall restore all such land to the condition in which it was immediately prior to the occupation thereof as far as is reasonable and practicable. No separate payment will be made to the Contractor on account of these items and the Contractor must make due allowance for them in his rates.

19. CO-ORDINATION OF THE WORKS

1. The Employer reserves the right to execute works on the site which are not included in this Contract. He will employ for this purpose either his own employees or another Contractor. The Contractor shall ensure that neither his own operations nor trespass by his employees will interfere with the operations of the Employer nor his Contractor employed on such works.
2. The Contractor will be required to carefully co-ordinate his activities and work, both on and off site, with the activities and work of the other Contractors, Sub-Contractors, statutory, undertaking and all supervisory staff for the works appointed by the Employer. He shall allow all works to proceed without undue hindrance and will cooperate to expedite execution of the works.
3. If any dispute or difference of any kind whatsoever shall arise between the Contractor or statutory undertaking regarding the phasing, progress or execution of the works then the Engineer shall have full power to direct in what order the works, or any portion thereof shall be carried on or completed.

and he may from time to time require the whole or any portion of the works to be discontinued or the execution thereof postponed for such a period as he may think fit.

4. The Contractor shall respect any works executed by others and articles supplied or installed by others and will be held responsible for any loss or damage thereto, if caused by him or his Contractors.

20. COPIES OF ORDERS AND TEST CERTIFICATES

- I. Before entering into any Contract for the supply of any material or article the Contractor shall obtain the Engineer's approval in writing of the Contractor from whom he proposes to obtain such materials or goods. Should the Engineer at any time be dissatisfied with such materials or goods or with the method of operations carried out at such Contractor's works or place or business, he shall be empowered to cancel his previous given approval of sub-contract and shall specify any other supplier whom he may choose, or shall approve another sub-contractor for the supply of such materials or goods. The Contractor shall then obtain such said materials or goods from such other supplier and shall bear any additional cost thereof, together with the costs and consequences of replacing any unsatisfactory materials already incorporated in the work.
2. The Contractor shall deposit with the Engineer samples of materials and manufactured articles including the manufacturer's specification, when and where appropriate.
3. When instructed by the Engineer, the Contractor shall submit test-certificates from the suppliers of the materials and goods to be used for the contract to the Engineer. Such certificates shall certify that the materials or goods concerned have been tested in accordance with the requirements of the specifications and shall give the results of all tests carried out. The Contractor shall provide adequate means of identifying the materials and goods delivered to the site with the corresponding certificates.
4. The Contractor shall provide the Engineer with copies of all orders for the supply of materials and goods required in connection with the works as the Engineer may require.
5. All materials and manufactured articles shall be stored on site in a manner acceptable to the Engineer. The Contractor shall carefully protect from weather and vermin all work, materials and manufactured articles, which may be affected.

21. PROGRESS PHOTOGRAPHS AND RECORD DRAWINGS

1. Colour negatives showing the progress of the works shall be taken every month by the Contractor from positions to be selected by the Engineer. The Contractor shall supply proof prints of each negative from which the Engineer shall select negatives. The Contractor shall produce 2No. sets of those selected colour prints which shall be handed over to the Engineer together with all the negatives. Each photograph shall be marked with the number of negative and a statement shall be submitted giving location and date when taken and a brief description or title.
2. The photographs shall be mounted on A4 loose-leaf sheets, minimum 200g, with transparent plastic sheets...

3. After the work has been completed, the Contractor shall furnish as built drawings, showing the works as constructed together with all other information that may either be required or be useful for the operation and maintenance of the works in the future, such as alignment and depth of cover of pipelines, type of soil, rock levels, type, dimensions and location of structures, size of pipelines and cables encountered during excavation
4. All drawings shall be A 1 in size to the ink border and drawn on a permatrace paper.

22. SURVEY EQUIPMENT FOR THE ENGINEER

1. The Contractor will make available the following survey equipment for use by the Engineer for the duration of the Contract. The survey equipment will be in proper adjustment to the satisfaction of the Engineer.
 - 1 No. Wild NK2 theodolite or equivalent with tripod
 - 1 No. 50m metric steel tape
 - 1 No. 30m metric linen or plastic tape
 - 1 No. 3m metric steel tape
 - No. Ranging rods
 - 1 No. Engineer's automatic level, Wild NA2 or equivalent
2. A supply of wooden pegs, steel survey pins, hammer and other such surveying accessories.
3. The Contractor will maintain the equipment and replace items as necessary all to the satisfaction of the Engineer and for the entire duration of the Contract.
4. The equipment will be deemed to be the property of the Employer during the Contract and will revert to the Contractor.
5. The Contractor will provide two experienced chainmen for the assistance of the Engineer in checking the setting out of the works.

23. ENGINEER'S OFFICE AND EQUIPMENT

The Main Contractor shall maintain the resident Engineer's Office and furniture for the entire duration of the contract. This includes water for sanitation, drinkable water, soap, tissue, telephone, electricity etc. including all necessary connections and deposits.

24. MAINTENANCE AND INSURANCE OF BUILDINGS

1. The Contractor shall keep all buildings provided by him, for the use of the Engineer and his staff, in a well maintained, clean and fully habitable condition, and shall maintain all access roads, car parks, footpaths, fences, gates, drains, potable water supplies and sewage disposal systems in a good state of repair, all to the satisfaction of the Engineer.
2. The Contractor shall also provide an adequate refuse collection service for the office, laboratory and other buildings provided by the Contractor for the use of the Engineer and his staff.

3. The Contractor shall maintain all furniture and equipment provided in a reasonable state of repair and usable condition and shall replace promptly any item which becomes unserviceable or is lost.
4. All buildings, furniture and any equipment provided by the Contractor for the Engineer's use shall be insured by the Contractor against any loss or damage by accident, fire or theft for the duration of the Contract, in accordance with the general conditions of Contract. Theft shall include all personal belongings of the Engineer and his staff

25. ATTENDANCE ON ENGINEER AND STAFF

1. The Contractor shall provide such labour as is reasonably necessary to attend to the day to day office requirements and maintenance, and to assist with office cleaning, site measurements and the checking and testing of the works. This shall include the provision of full time typist, clerk and tea-lady cum cleaner. The Contractor shall replace any of his employees attending to the Engineer who is unable to carry out his duties due to illness or any other reason.
2. The Contractor shall provide a continuous supply of soap, towels and toilet paper, coffee, tea, sugar and milk and cleaning equipment.
3. Attendance on Resident Engineer and Staff
 - 1 No Resident Engineer
 - 1 No. Typist
 - 1 No Messenger/cleaner
4. The Contractor shall provide adequate security by day and by night for all the buildings provided by him for the Engineer and his staff. This shall include the Provision of full-time attending permanent watchmen.
5. The Contractor shall include all the costs of complying with this Clause in the item for maintenance of Engineer's office in the Bill of Quantities.

26. SITE MEETINGS

The Main Contractor to provide for monthly site meetings to be held on site, and where the sub-Contractor(s) will be expected to attend.

Omit

Clauses 22 (3),(4),23, 24 (1) (2) (3) (4) 25 (1) (2) (3) (4) (5)

STANDARD FORMS

NOTE:

1.0 Tenderers *must* duly fill these Standard Forms as a mandatory requirement.

PERFORMANCE BANK GUARANTEE

To: Principal Secretary-State Department of Housing and Urban Development,
Ministry of Transport, Infrastructure, Housing and Urban Development
P.O. Box 30450-00100,
NAIROBI

Dear Sir,

WHEREAS (hereinafter called “the Contractor”)
has undertaken, in pursuance of Contract No. dated
..... to execute
PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN, EMBU COUNTY
W.P ITEM NO. D111/EN/EMB/ 1502 JOB NO: 10068A

W.P ITEM NO. (hereinafter called “the Works”);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of:

Kshs. (*amount of Guarantee in figures*)

Kenya Shillings

.....(*amount of Guarantee in words*),

and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings

..... (*amount of Guarantee in words*) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR

Name of Bank

Address

Date

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of Tenderer:
.....
2. Full address of Tenderer to which tender correspondence is to be sent (unless an agent has been appointed below):
.....
3. Telephone number (s) of Tenderer:
.....
4. Telex/Fax Address of Tenderer:
.....
5. Name of Tenderer's representative to be contacted on matters of the tender during the tender period:
.....
6. Details of Tenderer's nominated agent (if any) to receive tender notices. This is essential if the Tenderer does not have his registered address in Kenya (name, address, telephone, telex):
.....
.....

.....
Signature of Tenderer

Make copy and deliver to:
THE PRINCIPAL SECRETARY-STATE DEPARTMENT OF PUBLIC WORKS,
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT –
P.O. Box 30743-00100
NAIROBI

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) and (2d) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name

Location of business premises: Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time:
Kenya Shillings.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.

Part 2(c) – Registered Company

Private or Public

State the nominal and issued capita of the company:

Nominal KShs.

Issued KShs.

Give details of all directors as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details*</i>	<i>Shares</i>
1.
2.
3.
4.

Part 2(d) Interest in the Firm:

Is there any person/persons in the employment of the Government of Kenya who has interest in this firm?
Yes/No (Delete as necessary)

I certify that the above information is correct.

.....
Title

.....
Signature

.....
Date

* Attach proof of citizenship

KEY PERSONNEL

Qualifications and experience of key personnel proposed for administration and execution of the Contract.

POSITION	NAME	YEARS OF EXPERIENCE (GENERAL)	YEARS OF EXPERIENCE IN PROPOSED POSITION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I certify that the above information is correct.

.....
Title

.....
Signature

.....
Date

CONTRACTS COMPLETED IN THE LAST THREE (3) YEARS

Work performed on works of a similar nature, complexity and volume over the last 3 years.

PROJECT NAME	NAME OF CLIENT	TYPE OF WORK AND YEAR OF COMPLETION	VALUE OF CONTRACT (Kshs.)

I certify that the above works were successfully carried out and completed by ourselves.

.....
Title

.....
Signature

.....
Date

SCHEDULE OF ON-GOING PROJECTS

Details of similar on-going or committed projects, including expected completion date.

PROJECT NAME	NAME OF CLIENT	CONTRACT SUM	% COMPLETE	COMPLETION DATE

I certify that the above works are currently being carried out by ourselves.....

.....
Title

.....
Signature

Date

LITIGATION STATUS

Give full information and particulars of your company's litigation history and the nature of any litigation.

You are advised that it is serious a offence to give false information on this form.

Client	Contract Name	Contract Sum	Commencement Date	Completion Date	Date of Litigation

N.B. Indicate ``NONE'' in case your company does not have any litigation history.

NATURE AND DETAIL OF LITIGATION

Note: More sheets may be attached if necessary.

.....
(Signature of Contractor)

.....
(Date)

FORM OF WRITTEN POWER-OF-ATTORNEY

The Tenderer consisting of a joint venture shall state here below the name and address of his representative who is authorized to receive on his behalf correspondence in connection with the Tender.

.....
(Name of Tenderer's Representative in Block Letters)

.....
(Address Tenderer's Representative)

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

CERTIFICATE OF TENDERER’S OR REPRESENTATIVES VISIT TO SITE

1. This is to certify that I ,
.....(Name of Tenderer or his Representative)
of the Firm of
..... (Name of the Firm Tendering)
2. Having previously studied the Bidding Documents I carefully examined the site.
3. I have made myself familiar with all the local conditions likely to influence the Tender and the cost thereof.
4. I further certify that I am satisfied with description of the scope of the study and that I understand perfectly the work to be done as specified and implied in the Conditions of this Invitation to Tender.
5. I also confirm that M/S
.....Will Perform the contract in accordance with the Terms and Conditions of this Invitation to Tender.

Signed(Tenderer or his Representative)

Witness

Signature

Date

STATEMENT OF FOREIGN CURRENCY REQUIREMENTS

In the event of our Tender for the execution
of.....
.....
.....(Name of Contract)

Being accepted, we would require in accordance with Clause 60(1) of the conditions of Contract, which is
attached hereto, the following percentage;
(Figures).....
(Words)..... Of the Contract sum, (*Less Variation of price*)
to be paid in foreign currency.

Currency in which foreign exchange is element is
required.....
.....

Date: The.....Day of.....20.....

Enter 0%(Zero percent) if no payment will be made in foreign currency. Maximum foreign currency
requirement shall be.....(percent) of the Contract Sum, (*Less Variation of price*).

.....
(Signature of Tenderer)

.....
(Date)

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion. Failure to comply with this requirement may invalidate the tender.

1) Portion of works to be sublet:

.....
.....

i. Full Name of sub- contractor:

.....
.....

and name of head office:

.....
.....

ii. Sub-contractors' experience of similar works carried out in the last 3 years with contract value:

.....
.....
.....

2) Portion of works to be sublet:

.....
.....

i. Full Name of sub-contractor:

.....
.....

and name of head office:

.....
.....

ii. Sub-contractors' experience of similar works carried out in the last 3 years with contract value:

.....
.....
.....

(NOTE: - The above list may be extended depending on the number of sub-contractors required.)

.....
(Signature of Tenderer)

.....
(Date)

SCHEDULE OF UNIT RATES

SCHEDULE OF UNIT RATES

1. The tenderer shall insert unit rates against the items in the following schedules and may add such other items as he considers appropriate.
2. The unit rates shall include for supply, transport, insurance, delivery to site, storage as necessary, assembling, cleaning, installing, connecting, profit and maintenance in defects liability and any other obligation under this contract.
3. The unit rates will be used to assess the value of additions or omissions arising from authorised variations to the contract works.
4. Where trade names or manufacturer's catalogue numbers are mentioned in the specification, the reference is intended as a guide to the type of article or quality of material required. Alternative brands of **equal** and **approved** quality will be accepted.

SCHEDULE OF MATERIALS:-BASIC PRICES

MATERIALS	UNIT	ORIGIN AND PRICE			TRANSPORT COST FROM SOURCE OF ORIGIN IF ANY	
Cement	Mg					
Lime	Mg					
Pen Grade 80/100 Bitumen	L					
Diesel	L					
Regular Petrol	L					
Super Petrol	L					
Reinforcement steel	Mg					
Oil and Lubricants	L					
MC 30	L					
K70	L					
Aggregate	Ton					
River Sand	Ton					
150mm dia concrete.pipe	m					
300mm dia concrete.pipe	m					
450mm dia concrete.pipe	m					
225mm dia concrete.pipe	m					
Kikuyu grass	SM					
Red soil mixed with manure (1:3)	SM					
457mm dia.x912 road gully	No.					

Note

Prices of imported materials to be quoted CIF Mombasa as appropriate regardless of whether materials are imported by the tenderer directly or through a local agent.

SCHEDULE OF LABOUR: - BASIC RATES

LABOUR CATEGORY	MONTH/SHIFT/ HOUR	RATE

Categories to be generally in accordance with those used by the Kenya Building Construction and Engineering and Allied Trades Workers' Union.

SECTION I
BILLS OF QUANTITIES

BILLS OF QUANTITIES

1. The Bills of Quantities form part of the contract documents and are to be read in conjunction with the contract drawings and general specifications of materials and works.
2. In accordance with Government policy, the tenderer is required to calculate **16% VAT** to be included in the tender amount.
3. All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part.
4. The brief description of the items given in the Bills of Quantities is for the purpose of establishing a standard to which the Contractor shall adhere to. Otherwise alternative brands of **equal** and **approved** quality will be accepted.
5. Should the Contractor install any material not specified herein before receiving **approval** from the Project Manager, the Contractor shall remove the material in question and, **at his own cost**, install the proper material.
6. The grand total of prices in the price summary page must be carried forward to the **Form of Tender**. In case of a discrepancy between the Bill Summary and the Form of Tender, the Form of Tender shall take precedence.
7. Tenderers must enclose, together with their submitted tenders, detailed coloured manufacturer's Brochures detailing Technical Literature and specifications on all the equipment they intend to offer.

Code: PWD/G/01



REPUBLIC OF KENYA

**MINISTRY OF LAND, HOUSING & URBAN DEVELOPMENT
STATE DEPARTMENT OF PUBLIC WORKS**

TENDER EVALUATION CRITERIA

1ST EDITION (2015)

TENDER EVALUATION CRITERIA

After tender opening, the tenders will be evaluated in **4 stages**, namely:

1. Preliminary examination;
2. Technical evaluation;
3. Financial Evaluation; and
4. Recommendation for Award.

STAGE 1: PRELIMINARY EXAMINATION

This stage of evaluation shall involve examination of the pre-qualification conditions as set out in the Tender Advertisement Notice or Letter of Invitation to Tender and any other conditions stated in the bid document.

These conditions may include the following:

- i) Current Category of Registration with National Construction Authority (NCA) in the relevant trade;
- ii) Current Class of Licenses with the relevant statutory bodies e.g. Energy Regulatory Commission, County Governments, and Water Management Boards etc;
- iii) Proof of payment for tender document if required;
- iv) The Bid has been submitted in the format required by the procuring entity;
- v) Provision of a tender Security, that is in the required format, amount and that the tender is valid for the period required;
- vi) Dully filled Form of Tender;
- vii) Valid Tax Compliance Certificate;
- viii) Dully filled Confidential Business Questionnaire;
- ix) Duly signed Statement of Compliance; and
- x) The required number of copies of the tender has been submitted and all required documents, information and samples have been submitted if stipulated in the tender, advertisement/Invitation letter.

Note:

The bid security shall be in accordance with clauses 13 and 23.2 of Instruction to Tenderers which states as follows:

- *Clause 13.1 of Instruction to Tenderers, "the tenderers shall furnish as part of his tenders a tender surety in the amount stated in the tender document in the Appendix to Instructions to Tenderers".*
- *Clause 13.2 of Instruction to Tenderers, "the unconditional Tender surety shall be in Kenya shillings and be in form of a certified cheque, bank draft, an irrevocable letter of credit or a guarantee from a reputable Bank/ Insurance approved by PPOA located in the Republic of Kenya. The format of the surety shall be in accordance with the sample form included in the tender documents and the tender surety shall be valid for **150 days** from the date of tender opening".*

- **Clause 23.2 of Instruction to Tenderers:** “For the purposes of this clause, a substantially responsive tender is one which conforms to all terms and condition and specifications of the tender document without material deviation or reservation and has a valid Bank/Insurance guarantee”.

The employer/procuring entity may seek further clarification/confirmation if necessary to confirm authenticity/compliance of any condition of the tender. Further, in case of a discrepancy between the amounts stated in the appendix to instruction to tenderers and the one stated in the advertisement or invitation letter, the bid security shall be taken as the amount in the advertisement/ letter of invitation.

The tenderers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further

STAGE 2 TECHNICAL EVALUATION

A) Assessment for eligibility

The tender document shall be examined based on clause 2.2 of the Instruction to Tenderers which states as follows:

‘In accordance with clause 2.2 of Instruction to Tenderers, the tenderers will be required to provide evidence for eligibility of the award of the tender by satisfying the employer of their eligibility under sub clause 2.1 of Instruction to Tenderers and adequacy of resources to effectively carry out the subject contract. The tenderers shall be required to fill the Standard Forms provided for the purposes of providing the required information. The tenderers may also attach the required information if they so desire.

The award of points for the STANDARD FORMS considered in this section shall be as shown below

<u>PARAMETER</u>	<u>MAXIMUM POINTS</u>
(i) Tender Questionnaire -----	5
(ii) Key personnel -----	20
(iii) Contract Completed in the last Five (5) years -----	15
(iv) Schedules of on-going projects -----	8
(v) Schedules of contractors equipment -----	20
(vi) Audited Financial Report for the last 3 years -----	10
(vii) Evidence of Financial Resources -----	15
(viii) Name, Address and Telephone of Banks (Contractor to provide) 5	
(ix) Litigation History -----	2
TOTAL	<u>100</u>

The detailed scoring plan shall be as shown in table 1 below: -

TABLE 1: Assessment for Eligibility

Item	Description	Point Scored	Max. Point
i.	Tender Questionnaire Form <ul style="list-style-type: none"> • Completely filled ----- 5 • Not filled ----- 0 		5
ii	Key Personnel (Attach evidence)		20
	Director of the firm <ul style="list-style-type: none"> • Holder of degree in relevant Engineering field ----- 6 • Holder of diploma in relevant Engineering field ----- 5 • Holder of certificate in relevant Engineering field----- 3 • Holder of trade test certificate in relevant Engineering field ----- 2 • No relevant certificate ----- 1 	6	
	At least 1No. degree/diploma holder of key personnel in relevant field <ul style="list-style-type: none"> • With over 10 years relevant experience ----- 6 • With over 5 years relevant experience----- 4 • With under 5 years relevant experience ----- 2 	6	
	At least 1No certificate holder of key personnel in relevant field <ul style="list-style-type: none"> • With over 10 years relevant experience----- 4 • With over 5 years relevant experience ----- 3 • With under 5 years relevant experience -----1 	4	
	At least 2No artisan (trade test certificate in relevant field) <ul style="list-style-type: none"> • Artisan with over 10 years relevant experience ----- 2 • Artisan with under 10 years relevant experience ----- - 1 • Non skilled worker with over 10 years relevant experience ----- 1 	4	
iii	Contract completed in the last five (5) years (Max of 5No. Projects)- <u>Provide Evidence</u> <ul style="list-style-type: none"> • Project of similar nature, complexity or magnitude ----- 4 • Project of similar nature but of lower value than the one in consideration ----- 3 • No completed project of similar nature -----0 		20

iv	On-going projects – Provide Evidence <ul style="list-style-type: none"> • No Project of similar nature, complexity and magnitude ----- ----- 8 • Three and below Projects of similar, nature complexity and magnitude -----6 • Four and above Projects of similar nature, complexity and magnitude ----- 4 		8
v	Schedule of contractors equipment and transport (proof or evidence of ownership/Lease) <p>a)Relevant Transport</p> <ul style="list-style-type: none"> • Means of transport (Vehicle) ----- 10 • No means of transport ----- 0 <p>b)Relevant Equipment</p> <ul style="list-style-type: none"> • Has relevant equipment for work being tendered ----- ----- 10 • No relevant equipment for work being tendered ----- ----- 0 	10	20
vi	Financial report <p>a)Audited financial report (last three (3) years)</p> <ul style="list-style-type: none"> • Average Annual Turn-over equal to or greater than the cost of the project ----- 10 • Average Annual Turn-over above 50% but below 100% of the cost of the project ----- 6 • Average Annual Turn-over below 50% of the cost of the project - ----- 3 		10
	<p>b)Evidence of Financial Resources (cash in hand, lines of credit, over draft facility etc)</p> <ul style="list-style-type: none"> • Has financial resources to finance the projected monthly cash flow* for three months -----15 • Has financial resources equal to the projected monthly cash flow*----- --10 • Has financial resources less the projected monthly cash flow*--- -----5 • Has not indicated sources of financial resources ----- ----- 0 		15
vii	Litigation History <ul style="list-style-type: none"> • Duly Filled ----- - 2 • Not filled ----- 0 		2
	TOTAL		100

Any bidder who scores 60 points and above shall be considered for further evaluation

**Monthly Cash Flow = Tender Sum/Contract Period*

B) Compliance with Specialist Works Specifications

In this section, the bid will be analyzed to determine compliance with General and Particular technical specifications for the works as indicated in the tender document. The tenderer shall fill in the Technical Schedule as specified in the tender document for Equipment and Items indicating the Country of Origin, Model/Make/Manufacturer of the Item/Equipment they propose to supply.

The tenderer shall also submit relevant technical brochures/catalogues with the tender document, highlighting the catalogue Numbers of the proposed items. Such brochures/catalogues should indicate comprehensive relevant data of the proposed equipment/items which should include but not limited to the following:

- a) Standards of manufacture;
- b) Performance ratings/characteristics;
- c) Material of manufacture;
- d) Electrical power ratings; and
- e) Any other necessary requirements (Specify).

Following the above analyses, where the proposed equipment is found not to conform to the stipulated specifications, the tender will be deemed Non-Responsive and will not be evaluated further.

C) Assessment of deviations

Pursuant to section 64 of the Act, a tender is deemed responsive if it conforms to all the mandatory requirements and it **does not contain major** deviations. Section 23.2 of the instruction to tenderers, defines major deviations as

- a) One that affects in a substantial way the scope, quality, completion timing, administration of works to be undertaken by the tenderer under the contract, inconsistent with the tender document; or
- b) Which limits in any substantial way the rights of the employer or the tenderers obligations; or
- c) Whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

Where the deviations are minor in the view of the tender evaluation committee, with the concurrence of the procuring entity representative, the committee shall quantify such deviations pursuant to section 64 (3) of the Act which requires that a minor deviation shall:

- a) Be quantified to the extent possible; and
- b) Be taken into account in the evaluation and comparison of tenders.

Where the deviation in the view of the tender committee with the concurrence of the procuring entity representative is major, the tender shall be deemed **non-responsive and will not be evaluated further**

TABLE 2: Assessment of Deviations

Item	Does the Deviation Substantively Affect the following:	YES	NO
1	Scope of the Works or Services to be delivered		
2	Quality of the Works or Services to be delivered		
3	Completion Timing		
4	Administration of the Works		
5	Consistency with the tender document		
6	Rights of the Employer in a negative manner		
7	Limit the Tenderer's Obligation		
8	Affect unfairly the competitive position of other tenderers		
COMMENT			

Any bidder who OBTAINS A YES in the above table shall be considered NON RESPONSIVE and shall not be evaluated further.

STAGE 3 - FINANCIAL EVALUATION

Upon completion of the technical evaluation a detailed financial evaluation shall follow. The financial evaluation shall proceed in the manner described in the Public Procurement and Disposal Act (2005) of the laws of Kenya (Section 66) and the Public Procurement and Disposal Regulations, 2006 specifically section 50 (1), (2), and (3).

The evaluation shall be in **three stages**

- a) Determination of the Corrected Tender Sums;
- b) Comparison of Rates; and
- c) Consistency of the Rates.

A) Determination of the corrected tender sums

The Corrected Tender Sum for each bid shall be determined by-

- 1. *Taking the bid price, as read out at the bid opening;***
- 2. *Adjusting the tender sum by taking into account any corrections made relating to arithmetic errors;***

Arithmetic Errors will be corrected by the Procuring Entity as follows:

- i)** If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - ii)** If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;
 - iii)** Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - iv)** The committee shall promptly write to the tenderer and if the tenderer rejects the correction, the tender shall be rejected and the tender security shall be forfeited. If the tenderer accepts the correction, the error shall be considered in adjusting the tender sum.
- 3. *Adjusting the tender sum by taking into account any quantified minor deviations (where applicable pursuant to Stage 2C of this evaluation criteria), which were documented, quantified and accepted by a procuring entity (as described in Stage 2 of the Technical evaluation of this criteria –Assessment of Deviations;)***
 - 4. Where applicable, *converting all tenders to the same currency*, using a uniform exchange rate prevailing at the date indicated in the tender documents;**
 - 5. *Adjusting the tender sum by applying any discounts offered* in the tender;**
 - 6. *Adjusting the tender sum by applying any margin of preference* indicated in the tender documents**

B) Comparison of rates-

Items that are under priced or overpriced may indicate potential for non-delivery and front loading respectively. The committee shall promptly write to the tenderer asking for detailed breakdown of costs for any of the quoted items, relationship between those prices, proposed construction/installation methods and schedules.

The evaluation committee shall evaluate the responses and make an appropriate recommendation to the procuring entity's tender committee giving necessary evidence. Such recommendations may include but not limited to:

- a) Recommend no adverse action to the tenderer after a convincing response;
- b) Employer requiring that the amount of the performance bond be raised at the expense of the successful tenderer to a level sufficient to protect the employer against potential financial losses;
- c) Recommend non-award based on the response provided and the available demonstrable evidence that the scope, quality, completion timing, administration of works to be undertaken by the tenderer, would adversely be affected or the rights of the employer or the tenderers obligations would be limited in a substantial way.

C) Consistency of the Rates

The evaluation committee will compare the consistency of rates for similar items and note all inconsistencies of the rates for similar items.

STAGE 4 - RECOMMENDATION FOR AWARD

The successful bidder shall be the tenderer with the lowest evaluated tender price.

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN-
EMBU COUNTY
W.P ITEM NO. D111/EN/EMB/1502 JOB NO.10068A**

PRELIMINARIES

ITEM	DESCRIPTION	UNIT	RATE	AMOUNT KSHS.
A	Allow a Provisional Sum Kenya Shillings One Hundred Thousand for Level Surveying works	SUM	1	100,000.00
B	Allow % for Contractor's Profits and Overheads	%		
C	Allow a Provisional Sum of Kenya Shillings One Hundred Thousand for Material Testing as instructed by the Project Civil Engineer	SUM	1	100,000.00
D	Allow % for Contractor's Profits and Overheads	%		
	TOTAL CARRIED TO COLLECTION PAGE			

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO. 01 FOUL DRAINAGE SYSTEM

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
GENERAL ITEMS					
Provisional Sums					
A	Allow a Provisional Sum for testing of the whole foul drainage system in the presence of the Engineer/Project Manager and make good any defects, retest as necessary and leave the whole foul drainage system perfect and to the satisfaction of the Engineer/Project Manager.	SUM	1		
SITE CLEARANCE					
General Site Clearance					
B	Clear 1.5m either side of centre line of the proposed sewerline of grass,bushes,small trees and obstructions and dispose as directed by the Project Manager.	SM	2,145		
MANHOLES					
Manhole Excavation					
C	Excavate pit in normal soil for Rectangular Manhole type 'A' as per drawing detail No. (50) 5300. Depth to invert max.	CM	29		
D	Excavate pit in normal soil for Rectangular Manhole type 'B' as per drawing detail No. (50) 5301. Depth to invert max.	CM	36		
E	Extra over excavation for excavation in Rock Class II	CM	4		
F	Excavate pit in normal soil for Circular Manhole type 'A' as per drawing detail No. (50) 5314. Depth to invert max. 1m.	CM	14		
G	Ditto n.l.t 1.0m but n.e 1.5m	CM	7		
H	Ditto n.l.t 1.5m but n.e 2.0m	CM	7		
I	Extra over excavation for excavation in Rock class II	CM	4		
J	Excavate pit in normal soil for Circular Manhole type 'B' as per drawing detail No. (50) 5315. Depth to invert max. 1m.	CM	22		
K	Ditto n.l.t 1.0m but n.e 1.5m	CM	11		
L	Ditto n.l.t 1.5m but n.e 2.0m	CM	11		
M	Ditto n.l.t 2.0m but n.e 2.5m	CM	11		
N	Ditto n.l.t 2.5m but n.e 3.0m	CM	8		
O	Ditto n.l.t 3.0m but n.e 3.5m	CM	5		
P	Extra over excavation for excavation in Rock class II	CM	5		
Manhole Construction					
Q	Provide, mix and place 50mm thick concrete grade C10 (Mix Ratio1:4:8) as blinding for manholes. Cement to BS 12, 14mm aggregate to BS 882.	CM	6		
R	Provide, mix and place 150mm thick Concrete grade C20 (Mix Ratio 1:2:4) to construct 150mm thick manholes' bases. Cement to BS 12, 20mm aggregate to BS 882.	CM	18		
S	Provide, mix and place 150mm thick concrete grade C20 (Mix Ratio 1:2:4) as cover slab for manholes. Cement to BS 12, 20mm aggregate to BS 882.	CM	14		
T	Provide all materials, mix and place conc. grade C15 (Mix Ratio 1:3:6) as benching for 160 mm, 200mm and 225mm diameter pipes. Include for forming as well as finishing benching to falls and building in pipes as per drawings. Cement to BS 12, 20mm aggregate to BS 882.	CM	4		
U	Provide materials for and erect 200mm thick masonry for manholes type 'A' & 'B' as per drawing details 50 (5300) and 50(5301) respectively	SM	160		
TOTAL CARRIED TO COLLECTION PAGE 3					

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO. 01 FOUL DRAINAGE SYSTEM

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
	<u>Manhole Construction Cont.</u>				
A	Sawn formwork to vertical sides of base of Circular manhole type 'A' & 'B' walling as per Drawing Detail No.(50) 5314 and (50) 5315.	SM	17		
B	Provide 8mm diameter steel bars for cover slab of Rectangular Manhole Type 'B' as per Drawing Detail No. 50 (5301)	KG	89		
C	Provide and fix bitumen coated cast iron steps to B.S 1247 to detail 50 (5309) to both Rectangular and Circular Manholes Types 'A' and 'B' as per Drawing Detail No. 50 (5300) , 50(5301),50 (5314) and 50(5315) respectively.	No.	350		
D	Provide 12mm thick cement and sand (mix 1:1) sulphate resisting rendering to the walls of the manholes.	SM	17		
E	Ditto but to cover slab	SM	94		
F	Ditto but to surface of benching.	SM	27		
G	Allow for keeping excavations free from both surface and underground water.	SUM	1		
	<u>C.I MH Cover and Frame To B.S 497 & B.S 556</u>				
H	Provide and fix 600 x 450mm Heavy duty C.I manhole cover & frame and grease to detail 50 (5313)	No.	66		
	<u>Circular Manhole units to be manufactured and checked for compliance with B.S 556 and approved by the Project Civil Engineer</u>				
I	Provide and place 1050mm internal diameter and 2000mm deep to invert level Pre-Cast Concrete Ring manhole made up of chamber Rings ogee jointed in multiples. Include 1220mm diameter;150mm thick Pre-Cast Reinforced Concrete Cover Slab with Heavy Duty Triangular with Concrete fil type Cast Iron Manhole Cover and Frame, 50mm thick Concrete Class 15 surround compacted to the satisfaction of the Project Civil Engineer	No.	12		
J	Concrete ring manhole and 2500mm deep made up of 1200mm diameter chamber rings in multiples with tapered top reduced to 675 mm using shaft rings in multiples.Taper diameter 1200/675mm. Including 150mm thick Pre-Cast Concrete Reducing slab and 150mm thick Concrete Class 15 (Mix 1:3:6) surround on tapered side and 675mm diameter;150mm thick Pre-Cast Reinforced Concrete Cover Slab with Heavy Duty Triangular with Concrete fil type Cast Iron Manhole Cover and Frame, 50mm thick Concrete Class 15 surround compacted to the satisfaction of the Project Civil	NO.	6		
K	Ditto 3000mm deep	NO.	3		
L	Ditto 3500mm deep	NO.	5		
	<u>SEWERLINE</u>				
M	Excavate trench in normal soil for 160mmØ, 200mmØ UPVC pipe (ISO class 41) and 225mmØ Concrete Ogee Pipe and cart away surplus material as directed by the Engineer. Excavation measured from ground level to a depth n.e. 1.0m.	CM	715	280	200,200.00
	TOTAL CARRIED TO COLLECTION PAGE 3				200,200.00

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO:2 ACCESS ROAD AND PARKING

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
	<u>ACCESS ROAD</u>				
A	Allow a Provisional Sum for desludging existing Septic tanks	SUM	1		
B	Excavate over site to remove vegetation soil average 150mm deep.	SM	3,300		
C	Cut down tree and grub up roots for tree with girth not exceeding 500mm	No.	1		
D	Ditto n.e 1500mm	No.	2		
E	Excavate area of the road average 400 mm to formation level.	CM	12,800		
F	Ditto mass excavation average depth 1000mm to formation	CM	2,700		
G	Extra over excavation for excavating in Rock class 1	CM	50		
H	Ditto in reinforced concrete in demolition of existing septic	CM	16		
I	Allow for trimming and compacting 300mm below formation level in two 150mm layers to correct levels and crossfalls. Compaction to 100% MDD	SM	3,300		
J	Allow a provisional sum for adjusting the Moisture Content of the 300mm below formation by either mixing in water or drying out the material such that the Moisture Content during compaction is between 75-100% OMC .	SUM	1		
K	Allow for filling and compacting average 1000mm thick approved thick soft material in layers of 150mm thick as instructed by the Project Civil Engineer. Compaction to 95% MDD	CM	1,720		
L	Allow a provisional sum for adjusting the Moisture Content by either mixing in water or drying out the approved fill material such that the Moisture Content of the 150mm thick layer during compaction is between 75-105% OMC (AASHTO T99) as instructed by the Project Civil Engineer.	SUM	1		
M	Provide non selective post emergence broad spectrum persistent herbicide as 'Round up' or equal and approved; and, apply on the surface of the formation as per the manufacturer's specifications.	SM	3,300		
N	Provide, lay and compact 300mm thick hand packed stones in layers of 150mm thick rolled to the satisfaction of the Engineer/Project Manager.	CM	990		
O	Provide lay and compact 50mm thick sand or quarry dust bedding to receive heavy duty precast concrete paving blocks.	SM	3,300		
P	Provide, lay and compact 80mm thick Heavy duty Pre-cast Concrete paving blocks (Minimum Strength 45-50 N/mm ²)	SM	3,300		
	<u>KERBS AND CHANNELS FOR ACCESS ROADS AND PARKING BAYS</u>				
	To be manufactured strictly in accordance with BS 340, Concrete grade to be C20/20) (Mix 1:2:4). Cement to BS 12, 20mm aggregate to BS 882				
Q	Provide and place 450x100mm concrete bed and haunch in concrete grade C15 (mix 1:3:6) for Pre-Cast Concrete 250x125mm kerbs and 125x100mm channels. Include for all necessary formwork as per Drawing detail (50)5332 'B'. Cement to BS 12, 20mm aggregate to BS 882.	CM	44		
R	Ditto but for Pre-Cast Concrete 250x125mm kerbs only.	CM	3		
S	Provide, lay and joint 250x125mm Pre-Cast Concrete kerbs	LM	750		
	TOTAL CARRIED TO COLLECTION PAGE				

BILL NO:2 ACCESS ROAD AND PARKING

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
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**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

A	Provide, lay and joint 250x125mm Pre-Cast Concrete kerbs and 125x100mm channel in cement mortar (Mix Ratio 1:2) as per Drawing detail (50)5332 'B'.	LM	750		
B	Ditto 250x125mm straight kerbs only.	LM	30		
C	Ditto 250x125mm radius kerbs.	LM	25		
D	Ditto pre-cast concrete 300x300x250mm quadrants.	no.	10		
E	Provide all materials, mix and place 475x100mm concrete bed and haunch in concrete grade C15 (mix 1:3:6) for Pre-Cast Concrete 125x100mm channels. Include for all necessary excavation and formwork as per Drawing detail (50)5332 'C'. Cement to BS 12, 20mm aggregate to BS 882.	CM	3		
F	Provide, lay and joint in cement mortar (Mix 1:2) Pre-Cast concrete 125x100 channels as per Drawing detail (50)5332	LM	55		
G	Ditto radii channel.	LM	5		
H	Load and cart away all surplus excavated material as instructed by the Engineer/Project Manager.	CM	990		
<u>FOOTPATHS ADJACENT TO THE ACCESS ROADS AND PARKING BAYS</u>					
I	Excavate over site to remove vegetation soil average 150mm deep.	SM	480		
J	Excavate area of the road average 150mm to formation level, trim and compact to correct levels and crossfalls.	SM	480		
K	Provide non selective post emergence broad spectrum persistent herbicide as 'Round up' or equal and approved; and, apply on the surface of formation as per the manufacturer's	SM	480		
L	Provide, lay and compact 150mm thick approved Murrum base rolled to the satisfaction of the Engineer	CM	70		
M	Provide, lay and compact 50mm thick approved quarry dust or sand as per drawing detail rolled to the satisfaction of the Engineer.	SM	440		
N	Provide, lay and joint 600x600x50mm Pre-Cast Concrete slabs to Footpaths as instructed by the Engineer.	SM	440		
O	Provide all materials, mix, place and vibrate 475X200mm thick concrete bed and haunch in Concrete grade C15 (Mix Ratio 1:3:6) as instructed by the Engineer . Cement to BS 12, 20mm aggregate to BS 882.	CM	16		
P	Provide, lay and joint in cement mortar (Mix ratio 1:2) pre-cast concrete 125x100 channels as footpath edging to Drawing detail 50(532) 'C'.	NO	356		
Q	Ditto 125x100 mm radii	NO	5		
R	Allow a provisional sum of Kenya Shillings Five Hundred Thousand for any other additional Road Works.	SUM	1		
<u>ROAD MARKING</u>					
S	Provide and apply three coats of approved reflective road marking paint white in colour in strips of 100mm wide as directed by the Engineer.	SM	290		
T	Ditto but yellow in colour.	SM	60		
U	Ditto but black colour.	SM	140		
Carried to Collection.....					
<u>COLLECTION</u>					
Brought Forward from Page.....4					
Brought Forward from Above.....					
TOTAL CARRIED TO GRAND SUMMARY PAGE					

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO. 04 STORM WATER DRAINAGE

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
<u>OPEN STORM WATER DEEP INVERT BLOCK DRAIN</u>					
A	Excavate trench for 450x600x225mm external dimensions precast concrete IBD trim sides to slope and cart away excavated material depth not exceeding 1.2m (average depth 1.0m.)	CM	680		
B	Extra over for excavation in Rock Class I.	CM	10		
C	Provide, lay and compact 100mm thick approved murrum at the base and side slopes of the trench as per drawing detail (50)5329 'B'	SM	2,070		
D	Provide, lay and joint 450x225mmx600mm external dimensions precast concrete IBD as per drawing detail	LM	690		
E	Provide 200mm thick building stone, lay and joint in cement sand (1:3) mortar as stone pitching as per drawing detail (50)5329	SM	380		
F	Provide, lay and joint two 600x225x75mm side slabs as per drawing detail (50)5329 B	SM	1,000		
<u>SHALLOW INVERT BLOCK DRAIN</u>					
G	Excavate trench for 125x390mm;(450mm overall) external dimensions Pre-Cast Concrete shallow IBD trim sides to slope and cart away excavated material depth not exceeding 0.5m (average depth 0.4m.)	CM	161		
H	Ditto for 175x800mm; (600mm overall)	CM	50		
I	Provide, lay and compact 100mm thick approved Murrum as sub-base as per drawing detail (50)5330 rolled to the satisfaction of the Engineer.	SM	500		
J	Provide, mix and place 50mm thick concrete grade C15 (Mix Ratio 1:3:6) as bedding for the shallow IBD. Cement to BS 12, 14mm aggregate to BS 882.	SM	400		
K	Provide, lay and joint 125x390mm; (405mm overall) precast concrete shallow IBD as per drawing detail (50) 5330.	LM	801		
L	Provide, lay and joint 175x800mm; (600mm overall) precast concrete shallow IBD as per drawing detail (50) 5330.	LM	190		
<u>KERB EDGING FOR SHALLOW DRAINS</u>					
M	Provide and place 450x100mm concrete bed and haunch in concrete grade C15 (mix 1:3:6) for precast concrete 250x125mm kerbs. Include for all necessary formwork as per Drawing detail (50)5330 'A1'. Cement to BS 12, 20mm aggregate to BS 882.	CM	3		
N	Provide, lay and joint 250x125mm precast concrete kerbs in cement mortar (Mix Ratio 1:2) as per Drawing detail (50)5330 'A1'.	LM	50		
<u>CULVERTS & HEADWALL</u>					
<u>HEADWALLS</u>					
O	Excavate trench for 200mm width headwall starting from ground level to depth not exceeding 1.0m	CM	70		
P	Provide all materials, mix and place 50mm thick concrete grade C10 (Mix Ratio 1:4:8) as blinding for headwall base. Cement to BS 12, 14mm aggregate to BS 882.	CM	3		
TOTAL CARRIED TO COLLECTION PAGE					

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO. 04 STORM WATER DRAINAGE

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
	<u>CULVERTS & HEADWALL</u>				
	<u>HEADWALLS Cont.</u>				
A	Provide all materials, mix and place 150mm concrete grade C20 (Mix Ratio 1:2:4) as foundation for headwalls. Cement to BS 12, 20mm aggregate to BS 882.	CM	9		
B	Provide and fix Fabric Mesh Reinforcent Type A to B.S 1483 B.R.C Mesh No.65 to B.S 1483	SM	115		
C	Provide all materials, mix and place 250mm thick Concrete grade C20/20 (Mix Ratio 1:2:4) as Headwall and Wingwalls as per Drawing Detail (50)5318. Cement to BS 12, 20mm aggregate to BS 882.	CM	30		
	<u>CULVERTS</u>				
	<u>Excavation</u>				
D	Excavate trench in normal soil for and 450mmØ precast concrete pipe and cart away surplus material as directed by the Engineer. Excavation measured from ground level to a depth n.e. 1.0m.	CM	112		
E	Ditto n.l.t 1.0m but n.e 1.5m	CM	50		
F	Extra over for excavation in rock class 1	CM	6		
	<u>Concrete Blinding</u>				
G	Provide, mix and place 50mm thick concrete grade C10 (Mix Ratio1:4:8) as blinding for culvert pipe. Cement to BS 12, 14mm aggregate to BS 882.	SM	100		
	<u>Concrete Bedding</u>				
H	Provide, mix and place concrete grade C20 (Mix Ratio 1:2:4) to construct 150mm thick bed for culvert pipe. Cement to BS 12, 20mm aggregate to BS 882.	CM	15		
	<u>Pre-cast Concrete Piping</u>				
I	Provide, lay and joint 450mm dia. precast concrete pipes on concrete bedding to correct fall.	LM	86		
J	Provide, mix and place concrete grade C20 (Mix Ratio 1:2:4) as concrete haunch and surround around pipes. Cement to BS 12, 20mm aggregate to BS 882. Including all the necessary formwork.	CM	40		
K	Backfill and compact after laying, jointing and surrounding of the pipes.	CM	2		
L	Load and cart away surplus excavated material from site.	CM	166		
M	Allow a provisional sum of Kenya Shillings Four Hundred Thousand for any other additional Storm Water drainage Works.	SUM	1		
	Carried to collection.....				
	<u>COLLECTION</u>				
	Brought Forward from page.....7				
	Brought Forward from above.....				
	TOTAL CARRIED TO GRAND SUMMARY PAGE				

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

BILL NO. 05 ACCESS CONDUITS ACROSS THE ROAD					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT KSHS.
	<u>ACCESS CONDUITS ACROSS THE ROAD</u>				
	<u>The following in access conduits across the access Road at Access Manholes</u>				
A	Excavate pit in normal soil for rectangular manhole as per drawing detail No. (50) 5301. Depth to invert max. 1.0m	CM	36		
B	Ditto n.l.t 1.0m but n.e 1.5m	CM	20		
C	Extra over excavation for excavation in Rock class II	CM	4		
D	Provide, mix and place 50mm thick concrete grade C10 (Mix Ratio1:4:8) as blinding for manholes. Cement to BS 12, 14mm aggregate to BS 882.	CM	2		
E	Provide, mix and place concrete grade C15 (Mix Ratio 1:3:6) to construct 150mm thick manholes' bases. Cement to BS 12, 20mm aggregate to BS 882.	CM	4		
F	Provide 12mm thick cement and sand (mix 1:1) rendering to the walls of the manholes.	SM	60		
G	Ditto but to cover slab	SM	16		
H	Ditto but to surface of benching.	SM	20		
I	Allow for keeping excavations free from both surface and underground water.	SUM	1		
	<u>C.I MH Cover and Frame To B.S 497 & B.S 556</u>				
J	Provide and fix 600 x 450mm medium duty C.I manhole cover & frame and grease to detail 50 (5313)	No.	32		
	<u>Access Pipes</u>				
K	Excavate trench in normal soil for and 450mmØ precast concrete pipe and cart away surplus material as directed by the Engineer. Excavation measured from ground level to a depth n.e. 1.0m.	CM	72		
L	Ditto n.l.t 1.0m but n.e 1.5m	CM	36		
	<u>Concrete Blinding</u>				
M	Provide all materials, mix and place 50mm thick concrete grade C10 (Mix Ratio1:4:8) as blinding for culvert pipe. Cement to BS 12, 14mm aggregate to BS 882.	SM	80		
	<u>Concrete Bedding, Pre-cast Concrete piping and Concrete Haunch.</u>				
N	Provide all materials, mix and place concrete grade C20(Mix Ratio 1:2:4) to construct 150mm thick bed for culvert pipe. Cement to BS 12, 20mm aggregate to BS 882.	CM	12		
O	Provide all materials, lay and joint 450mm dia. precast concrete pipes on concrete bedding to correct fall.	LM	96		
P	Provide all materials, mix and place concrete grade C15 (Mix Ratio 1:3:6) as concrete surround around pipes. Cement to BS 12, 20mm aggregate to BS 882. Including all the necessary formwork.	CM	20		
	<u>Backfilling and Carting away surplus excavated material</u>				
Q	Backfill and compact after laying, jointing and surrounding of the pipes.	CM	16		
R	Load and cart away surplus excavated material from site.	CM	44		
	TOTAL CARRIED TO GRAND SUMMARY PAGE				

**PROPOSED CIVIL SERVANTS HOUSING SCHEME AT EMBU TOWN- EMBU COUNTY CIVIL WORKS
W.P ITEM NO. D111/EN/EMB/1502 JOB NO. 10068A**

GRAND SUMMARY PAGE

ITEM	DESCRIPTION	AMOUNT (FOR CONTRACTOR'S USE ONLY)	AMOUNT (FOR OFFICIAL USE ONLY)
A	Brought forward from Preliminaries or Prelim.page		
B	Brought forward from CIVIL Page 3.....		
C	Brought forward from CIVIL Page 5.....		
D	Brought forward from CIVIL Page 6.....		
E	Brought forward from CIVIL Page 8.....		
F	Brought forward from CIVIL Page 9.....		
G	Brought forward from CIVIL Page 10.....		
H	Brought forward from CIVIL Page 11.....		
I	Brought forward from CIVIL Page 12.....		
J	SUB -TOTAL I		
K	Add Kshs. Five Million as Contingency to be expended in whole or part or to be totally omitted at the discretion of the Project Manager in consultation with the clients.	5,000,000.00	
	TOTAL CARRIED TO FORM OF TENDER		

CORRECTED TENDER AMOUNT (FOR OFFICIAL USE ONLY) _____

AMOUNT OF TENDER IN WORDS: KENYA SHILLINGS _____

.....
.....

TENDERER'S SIGNATURE AND STAMP.....

ADDRESS.....

DATE.....

WITNESS TO TENDERER: NAME AND SIGNATURE.....

DESCRIPTION.....

PIN. NO. V.A.T REG. NO.

ADDRESS.....

DATE

