

**BUMBO PRIMARY SCHOOL**  
**P.O BOX 45 – 50309**  
**TIRIKI**

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**INVITATION TO TENDER (RE-ADVERTISEMENT)**

**30/08/2024**

**TENDER REF NO:HNG/SPS/NG-CDF/001/2024-2025- PROPOSED  
CONSTRUCTION OF A 1-STOURED TUITION, SCIENCE LAB, LIBRARY  
AND ADMINISTRATION BLOCK AT BUMBO PRIMARY SCHOOL.**

The Board of **HAMISI NG-CDF** - Hamisi Sub-County invites sealed bids from interested candidates for **PROPOSED CONSTRUCTION OF 1-STOURED TUITION, SCIENCE LAB, LIBRARY AND ADMINISTRATION BLOCK AT BUMBO SCHOOL**. A complete set of tender documents may be obtained from the Head teachers office at Kes. 1000 paid during normal working hours or can be downloaded from the NG-CDF board website ([www.ngcdf.go.ke](http://www.ngcdf.go.ke)).

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and to be deposited in the Tender Box located at the Office Entrance or be addressed to **THE SECRETARY BOM BUMBO PRIMARY SCHOOL** so as to reach on or before 13<sup>TH</sup> October, 2024 at 10:00 am. Complete bid documents shall be accompanied with the following:

- i. Current certificate of tax compliance
- ii. Certified copy of Certificate of Registration,
- iii. Certified copy of CR12 certificate.
- iv. Copy of KRA Pin certificate.
- v. Valid Certificate of Registration with National Construction Authority building category (7) and above.
- v. Valid annual NCA practicing license
- vi. Evidence of financial capacity
- vii. Evidence of key personnel
- viii. Machinery and equipment's ownership
- ix. Evidence of (3) samples of similar works completed (attach at least 3 completion certificate),
- x. Audited accounts for the last 3 years
- xi. Current Bank Statement
- xii. Bid bond of 2% of the contract sum
- xiii. Dully filled and signed BQ

Prices quoted should be net inclusive of all taxes and delivery charges and must be in Kenya Shillings and shall remain valid for **(120)** days from closing/ opening date of the tender.

Tenders will be closed/opened immediately thereafter in the presence of Candidates or their representatives who choose to attend at **Hamisi NG-CDF Board room, on 16<sup>th</sup> October, 2024 at 10:00 am**

**THE SECRETARY BOM**  
**BUMBO PRIMARY SCHOOL**

REPUBLIC OF KENYA



**MINISTRY OF TRANSPORT AND  
INFRASTRUCTURE  
PUBLIC WORKS DEPARTMENT**

**TENDER DOCUMENT  
FOR  
PROPOSED CONSTRUCTION OF 1-STOREYED  
TUITION, ADMINISTRATION, LIBRARY AND  
SCIENCE LABORATORY BLOCK AT BUMBO  
PRIMARY SCHOOL**

**TENDER NO. HNG/BPS/NG-CDF/001/2024-2025-2026**

**COMPANY:** .....

**P O BOX** .....

**TEL NO:** .....

**SIGNATURE:** .....

**COMPANY SEAL**.....

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**SECTION I INVITATION TO TENDER**

**Date:** .....

**TENDER Ref. No.** .....

**TENDER NAME:**

.....  
.....  
..... invites sealed bids from eligible candidates  
Interested eligible candidates may obtain further information from and  
inspect the tender documents at the school accounts Offices

- 1.1 A complete set of tender documents may be obtained by interested candidates at the school premises.
- 1.2 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the school tender Box at the school offices on or before .....  
.....,2024 as per the project applied for addressed to:

**Secretary  
BOM  
BUMBO PRIMARY SCHOOL**

- 1.3 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.4 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at The SCHOOL

## SECTION II - INSTRUCTIONS TO TENDERERS

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the EXECUTION OF WORKS by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

## **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## **2.4. The Tender Document**

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
- (i) Invitation to Tender
  - (ii) Instructions to tenderers
  - (iii) General Conditions of Contract
  - (iv) Special Conditions of Contract
  - (v) Schedule of requirements
  - (vi) Technical Specifications
  - (vii) Tender Form and Price Schedules
  - (viii) Tender Security Form
  - (ix) Contract Form
  - (x) Performance Security Form
  - (xi) Bank Guarantee for Advance Payment Form
  - (xii) Manufacturer's Authorization Form
  - (xiii) Confidential Business Questionnaire
- 2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.5 Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender Document may notify the Procuring entity in writing or by post at the Entity's address indicated in the Invitation to Tender. The Procuring Entity will respond in writing to any request for clarification of the Tender documents, which it receives not later than seven (7) days Prior to the deadline for the submission of tenders, prescribed by the Procuring entity. Written copies of the Procuring entities response (Including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 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.

## **2.6 Amendment of Documents**

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.7 Language of Tender**

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.8 Documents Comprising of Tender**

2.8.1 The tender prepared by the tenderers shall comprise the following components

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

## **2.9 Tender Forms**

2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

## **2.11 Tender Currencies**

- 2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.12 Tenderers Eligibility and Qualifications**

- 2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise

produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.

- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **2.13 Goods Eligibility and Conformity to Tender Documents**

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) A clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand

names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.22

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form;  
or
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.27  
or
  - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.16 Format and Signing of Tender**

2.16.1 The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.17 Sealing and Marking of Tenders**

2.17.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,”..... at 1100hrs

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 not later than.....

2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## **2.19 Modification and Withdrawal of Tenders**

2.19.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.19.3 No tender may be modified after the deadline for submission of tenders.

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

**2.19.6** 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.

## **2.20 Opening of Tenders**

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at 1100hrs .....and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination**

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

### **2.23 Conversion to Single Currency**

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the of tender closing provided by the Central Bank of Kenya.

### **2.24 Evaluation and Comparison of Tenders**

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.3 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.

### **2.25 Preference**

2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.26 Contacting the Procuring entity**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.27 Award of Contract**

### **(a) Post-qualification**

2.27.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

2.27.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

### **(c) Procuring entity's Right to Vary quantities**

2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

(d) **Procuring entity's Right to accept or Reject any or All Tenders**

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, 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 Procuring entity's action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

**2.29 Signing of Contract**

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless the is an administrative review request.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

**2.30 Performance Security**

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

### **2.31 Corrupt or Fraudulent Practices**

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## SECTION III: GENERAL CONDITIONS OF CONTRACT

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## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:-

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

### **3.4 Standards**

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### **3.5 Use of Contract Documents and Information**

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

### **3.7 Performance Security**

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the

Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.

3.8.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

### **3.10 Delivery and Documents**

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

### **3.12 Payment**

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

### **3.13 Prices**

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

### **3.14. Assignment**

3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent

### **3.15 Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

### **3.16 Termination for default**

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

### **3.17 Liquidated Damages**

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

### **3.18 Resolution of Disputes**

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

### **3.19 Language and Law**

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

### **3.20 Force Majeure**

3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

<b>REFERENCE GCC</b>	<b>OF</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
3.7.1		<i>Performance Guarantee - Bankers Cheque of 10% of Contract Sum</i>
3.12.1		<i>Payment - Cheque</i>
3.18.1		<i>Dispute resolution - Amicable</i>

## **SECTION V - TECHNICAL SPECIFICATIONS**

### **5.1 General**

- 5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 5.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

REPLACE THIS PAGE WITH BOQS



**REPUBLIC OF KENYA**

**MINISTRY OF TRANSPORT AND INFRASTRUCTURE  
DEPARTMENT OF PUBLIC WORKS**

**BILLS OF QUANTITIES**

**FOR**

**PROPOSED 1-STOREYED TUITION, SCIENCE LAB,  
LIBRARY AND ADMINISTRATION BLOCK**

**AT**

**BUMBO COMPREHENSIVE SCHOOL**

**IN**

**HAMISI SUB-COUNTY**

**ISSUED BY:**

**COUNTY WORKS OFFICER  
DEPARTMENT OF PUBLIC WORKS  
P. O. BOX 1460  
MARAGOLI.**

**BILL NO.1**

**MEASURED WORKS**

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b><u>PROPOSED 6NO. TUITION, BOOK STORE, LIBRARY AND A SINGLE LABORATORY BLOCK</u></b> <b>ELEMENT NO.1</b>				
	<b>SUBSTRUCTURES</b> <b>ALL PROVISIONAL</b> <b>PRELIMINARY WORKS</b>				
A	Fabricate and install a project sign board as directed by the engineer.	1	ITEM		
B	Provide a lumpsum to be used in setting up a site office/ store, including hording the site.	1	ITEM		
C	Provide safety for site workers including, safety boots huts/helmets and overalls/dustcoats.	1	ITEM		
D	Provide for site security as it might be stipulated by the resident engineer for the contract period both for site materials and workers. <b>NOTE:</b> All work measured under this element is upto and including the floorslab but excluding the finishes thereon:-	1	ITEM		
E	Clear the site of all bush scrub undergrowth and small trees grub up roots and cart away or burn all arising	525	SM		
F	Excavate oversite average 150mm deep to remove vegetable soil load up wheel and cart away.	525	SM		
G	Excavate for strip foundation trenches occurring not exceeding 1.5metres deep commencing from reduced level	116	CM		
H	Ditto but for column	39	CM		
I	Allow for keeping excavations free from mud and all water including spring and running water by pumping pailing or other approved means.		ITEM		
J	Allow for planking and strutting to sides of excavations		ITEM		
K	<b>Disposal</b> Load surplus excavated material and cart away from site	79	CM		

**Carried to collection**

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
A	<b>Filling</b> Return fill in and ram selected excavated material around foundations.	61	CM		
	<b>Hardcore as described</b>				
B	Approved hardcore filling including levelling consolidating and/or hand packing on a well prepared surface to achive the level in stages of filling in ragged and water logged foundations	625	CM		
	<b>Blinding</b>				
C	50mm Thick layer murrum or other equal and approved blinding to the surface of hardcore, rolled and compacted to 95% MDD in layers of compaction as dittoed in hardcore	300	CM		
	<b>Insecticide treatment</b>				
D	<b>'TERMIDOR' or other equal and approved</b> chemical insecticide treatment prepared and applied according to the manufacturer's printed instructions.	525	SM		
	<b>Damp proof membrane</b>				
E	500 Gauge polythene or other equal and approved plastic sheet damp proof membrane laid over blinding (measured nett - allow for laps)	525	SM		
<b>Carried to collection</b>					
<b>BPS/ 2</b>					

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>In-situ concrete work</b> <b>Mass concrete (1:4:8/38-38mm aggregate)</b>				
A	50mm Thick blinding under foundations in water propped concrete.	7	CM		
B	50 mm thick blinding under column bases in water propped concrete. <b>Vibrated reinforced concrete water propped and hardener inclusive (1:2:4/ 20-20mm) aggregate as described in:</b>	6	CM		
C	Strip foundations	24	CM		
D	Column bases and columns	45	CM		
E	150mm Thick floor slab	79	CM		
	<b>Steel reinforcement</b>				
	<b>Supply and fix bar/rod reinforcement including bending hooks tying wire cutting spacers and supporting all in position as described.</b>				
	<b>High tensile square twisted bars to B.S.4461</b>				
F	16 mm diameter	1835	KG.		
G	12 mm diameter	1915	KG.		
H	10 mm diameter	1361	KG.		
I	8 mm diameter	2356	KG.		
	<b>Mesh reinforcement</b>				
J	Fabric mesh reinforcement to B.S. 4483 ref: A 142 including lap tying wire and spacer blocks complete (measured nett-allow for laps)	525	SM		
	<b>Sawn formwork as described to:</b>				
K	Vertical sides of foundations	384	SM		
L	Edges of floor slab 75-150mm high	126	LM		
M	Sides of columns	221	SM		
<b>Carried to collection</b>					
<b>BPS/ 3</b>					

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>Foundation walling</b>				
<b>A.</b>	200mm Thick Natural Stone walling bedded and jointed in cement and sand (1:3) mortar and reinforced with and including 20swg x 25mm wide hoop iron in every alternate course <b>Plinth area finishes</b>	242	SM		
<b>B.</b>	12mm Thick cement and sand (1:3) wood float render to plinth area	152	SM		
<b>C.</b>	Prepare and apply three coats black bitumastic paint to rendered area	152	SM		

*Carried to collection*

<b>COLLECTION</b>		
Brought forward from page	BPS/ 1	
Brought forward from page	BPS/ 2	
Brought forward from page	BPS/ 3	
Brought down from page	BPS/ 4	
<b>TOTAL FOR ELEMENT NO. 1</b>		
<b>SUBSTRUCTURES CARRIED TO SUMMARY</b>		

**BPS/ 4**

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO.2</b>				
	<b>R.C. FRAME &amp; STEEL FRAMES</b>				
	<b>Vibrated reinforced concrete (1: 2:4/ 20 - 20mm aggregate ) as described in:-</b>				
A.	Ringbeam/beams	29	CM		
B.	Columns	35	CM		
C.	1st floor slab	75	CM		
D.	Ramp	9	CM		
E.	Stair case	7	CM		
	<b>Steel reinforcement</b>				
	<b>Supply and fix steel bar/rod reinforcement including bending hooks tying wire cutting spacer blocks and supporting all in position</b>				
	<b>High tensile square twisted bar to B.S. 4461 as described in ;</b>				
F.	12 mm diameter	1594	KG.		
G.	10 mm diameter	7930	KG.		
H.	8 mm diameter	2634	KG.		
I.	16 mm diameter	3614	KG.		
J.	20 mm diameter	1765	KG.		
	<b>Sawn formwork as described to:</b>				
K.	Soffites of suspended slabs	472	SM		
L.	Sides and soffites of beams	153	SM		
M.	Sides of columns	180	SM		
N.	Sides and soffites of stair case and ramp	48	SM		
<b>Carried to collection</b>					
<b>BPS/ 5</b>					

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
<b>A.</b>	<b>Hand Rail To Sides of Balcony and Stair Case area</b> 100mm diameter rectangular section mild steel welded ballustades in stair case and ramp .	67	LM		
<b>B</b>	100mm diameter Round Stanchion casted on slab in balcony.	180	LM		
<b>C</b>	1.5" Square tube welded on 100mm stanchion as handrails	269	LM		
<b>D</b>	1.0" Square tube welded on 100mm stanchion as decoration on the handrails	145	LM		
	<b>Painting</b>				
<b>E</b>	Prepare and apply one coat of red oxide primer before transporting to site and another on site to general surfaces of steel columns surfaces including preparing and applying two coats glossoil paint	661	LM		

*Carried to collection*

COLLECTION				
	Brought forward from page	BPS/ 5		
	Brought down from page	BPS/ 6	ABOVE	
<b>TOTAL FOR ELEMENT NO. 2</b>				
<b>R.C. FRAME/ STEEL FRAME</b>				
<b>CARRIED TO SUMMARY</b>				

BCB/ 6

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO. 3</b>				
	<b>EXTERNAL WALLING</b>				
	<b>Approved Natural Stone walling bedded and jointed in cement and sand (1:3) mortar with recessed joints as described in:-</b>				
<b>A.</b>	200mm Thick reinforced with and including 20swg x 25mm wide hoop iron in every third course	872	SM		
<b>B</b>	Extra over walling for eaves and gable closing	126	LM		
	<b>Horizontal damp proof course ; one layer of 3 - ply bituminous felt or other equal and approved (measured nett - allow for laps)</b>				
<b>C</b>	200mm Wide levelled and bedded in cement and sand (1:3) mortar under walls	126	LM		

*Carried to collection below*

	<b>COLLECTION</b>				
	Brought down from page	BPS/ 7	Above		
	<b>TOTAL FOR ELEMENT NO.3</b>				
	<b>EXTERNAL WALLING</b>				
	<b>CARRIED TO SUMMARY</b>				

BPS/ 7

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO. 4</b>				
	<b>INTERNAL WALLING</b>				
	<b>Approved Natural Stone walling bedded and jointed in cement and sand (1:3) mortar with recessed joints as described in:-</b>				
<b>A.</b>	200mm Thick reinforced with and including 20swg x 25mm wide hoopiron in every third course	385	SM		
	<b>Horizontal damp proof course ; one layer of 3 - ply bituminous felt or other equal and approved (measured nett - allow for laps)</b>				
<b>B</b>	200mm Wide levelled and bedded in cement and sand (1:3) mortar under walls	110	LM		

*Carried to collection below*

	<b>COLLECTION</b>				
	Brought down from page	BPS/ 8	Above		
	<b>TOTAL FOR ELEMENT NO.4</b>				
	<b>INTERNAL WALLING</b>				
	<b>CARRIED TO SUMMARY</b>				

BPS/ 8

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<p><b>ELEMENTNO. 5</b></p> <p><b>ROOFING</b></p> <p><b>Construction</b></p> <p><b>All timber to be sawn cypress of G.S. grade seasoned to an equilibrium moisture content of between 9% and 15% and to the requirement of K.S. 02 771 of 1991 treated with approved wood preservative</b></p> <p><b>A. 150 x 50mm Wall plate on and including 10mm cement and sand (1:4) mortar bed by black mild steel anchor bolts (m.s)</b></p> <p><b>The following in 16 No. Nailed timber trusses spanning clear 5200mm (average) height 1350mm including hoisting and placing 3000mm above floor slab level</b></p> <p><b>B. 100 x 50mm Trussed rafter</b></p> <p><b>C. 150 x 50mm Tie beam</b></p> <p><b>D. 100 x 50mm Strut/tie</b></p>	<p>136</p> <p>476</p> <p>420</p> <p>768</p>	<p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>		

*Carried to collection*

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>Independent members</b>				
A	75x 50mm purlins	867	LM		
	<b>Covering</b>				
B	<b>Gauge 30"GCI" maisha blue</b> sheet roofing fixed on purlins(m.s)	819	SM		
C	<b>Gauge 30g</b> Ridge capping to match covering	44	LM		
D	<b>Ditto</b> but valleys to match covering <b>Wrot cypress</b>	16	LM		
E	25 x 225mm Fascia board fixed to end of rafters(m.s)	156	LM		
F	25 x 225mm Barge board fixed to end of battens	66	LM		
	<b>CEILING STRUCTURE</b>				
G	Supply and fix ceiling battens 600mm c/cto soffit of tie beam to receive ceiling board.	1440	LM		
H	Supply and fix 6mm thick chip board ceiling to battens as directed	525	SM		
I	Supply and fix well shaped and cornered cones all round to secure and restrain the ceiling structure	217	LM		
	<b>Painting</b>				
	<b>Prime only back of wood before fixing</b>				
J	Surfaces of fascia 100-200mm girth	133	LM		
	<b>Knot prime stop and apply one under coat and two finishing coats gloss oil paint to;</b>				
K	General surfaces of wood 200 - 300mm girth	133	LM		

*Carried to collection*

	<b>COLLECTION</b>	
	Brought forward from page	BPS/ 9
	Brought forward from page	BPS/ 10
	<b>TOTAL FOR ELEMENT NO.5</b>	
	<b>ROOFING AND RAINWATER WATER GOODS</b>	
	<b><i>CARRIED TO SUMMARY</i></b>	
		<b>BPS/ 11</b>

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO. 6</b>				
	<b>WINDOWS</b>				
	Supply and fix the following purpose made welded mild steel casement windows comprising of one inch z section framing, T sections				
A.	Window overall size 1500mmx1200mm high	50	NO		
B	Window overall size 2400mmx2100mm high	2	NO		
	<b>Glazing</b>				
	5mm thick clear sheet glass in metal putty in;-				
C	Panesexceeding 0.1 sq m but not exceeding 1.50 sq m	84	SM		
	<b>Window Cill</b>				
D	Ex. 250 x 75mm Thick precast concrete window cill weathered and throated, reinforced as necessary , finished fair faced including hoisting and bedding in cement and sand (1:3) mortar	115	LM		

*Carried to collection*

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>Painting</b>				
	<b>Prepare and apply one under coat and two finishing gloss oil paint to ;</b>				
<b>A.</b>	General surfaces of metal (windows) internally	115	SM		
<b>B</b>	General surfaces of metal (windows) externally	115	SM		

*Carried to collection*

	<b>COLLECTION</b>				
	Brought forward from page	BPS/ 12			
	Brought Down from page	BPS/ 13	Above		
	<b>TOTAL FOR ELEMENT NO.6</b>				
	<b>WINDOWS CARRIED TO SUMMARY</b>				

BPS/ 13

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO.7</b>				
	<b>DOORS</b>				
	<b>Metal doors</b>				
<b>A.</b>	1200mm wide x 2400mm high overall mild steel doors with top fixed lights	11	NO.		
<b>B</b>	900mm wide x 2400mm high overall panel door complete with accessories and door furnitures	11	NO.		
	Painting to:				
<b>C</b>	General surfaces of Metal	64	SM		
<b>D</b>	General surfaces of wood	48	SM		

*Carried to collection*

	<b>COLLECTION</b>				
	Brought down from page	BPS/ 14	Above		
	<b>TOTAL FOR ELEMENT NO. 7</b>				
	<b>DOORS</b>				
	<b>CARRIED TO SUMMARY</b>				

**BPS/ 14**

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>ELEMENT NO. 8</b>				
	<b>FINISHES</b>				
	<b>Floors and Skirtings</b> <b>Insitu cement and sand (1:3) screeded beds, with steel trowelled finish , on concrete</b>				
<b>A.</b>	20mm Thick backing finished with a wood float steel trowelled rough.	846	SM		
<b>B</b>	Supply and fix 300mm x 300mm sq, cerramic tilesto entire administration block.	176	SM		
<b>C</b>	Ditto but to entire skirting area .	168	LM		
<b>D</b>	Supply and lay 12mm thick terrazzo floor finish and polish to all walk way areas.	794	SM		
<b>E</b>	Ditto but to entire skirting area .	378	LM		
	<b>EXTERNAL WALL FINISHES</b>				
	<b>External walls</b> <b>12mm thick cement, sand render, with wood float finish, as described to:-</b>				
<b>F</b>	Walls/Concrete surfaces of beams	882	SM		
	<b>Painting and decorating</b> <b>Prepare and apply one undercoats and two finishing coats exterior quality plastic emulsion paint on :-</b>				
<b>G</b>	Rendered concrete and external wall surfaces	882	SM		

**Carried to collection**

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
	<b>INTERNAL WALL AND SUSPENDED SLAB FINISHES</b>				
	<b>Internal walls</b>				
	<b>12mm thick cement, sand and lime plaster, with steel trowelled finish, as described to:-</b>				
<b>A.</b>	Walls	1267	SM		
<b>B</b>	Soffits of Suspended slab	420	SM		
	<b>Painting and decorating</b>				
	Prepare and apply one undercoats and two finishing coats plastic emulsion paint on :-				
<b>C</b>	Suspended soffit of 1st floor R.C slab	1267	SM		
<b>D</b>	Plastered walls, suspended slab and beams	420	SM		
<b>Carried to collection</b>					
	<b>COLLECTION</b>				
	Brought forward from page	BPS/ 15			
	Brought down from page	BPS/ 16			
	<b>TOTAL FOR ELEMENT NO. 8 FINISHES CARRIED TO SUMMARY</b>				
<b>BPS/ 16</b>					

NO.	SUMMARY ELEMENT	
1	SUBSTRUCTURES	BPS/ 4
2	R.C. FRAME	BPS/ 6
3	EXTERNAL WALLING	BPS/ 7
4	INTERNAL WALLING	BPS/ 8
5	ROOFING	BPS/ 11
6	WINDOWS	BPS/ 13
7	DOORS	BPS/ 14
8	FINISHES	BPS/ 16
	<i>CARRIED TO GRAND SUMMARY</i>	

BPS/ 17

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	KSHS
<b>PC AND PROVISIONAL SUMS</b>					
A.	Allow a provisional sum of Kenya Shillings six hundred and fifty thousand only (650,000.00) for Contingencies		SUM		650,000.00
B	Allow a provisional sum of Kenya Shillings four hundred and fifty thousand (450,000.00) for electrical Works		SUM		450,000.00
C	Allow a provisional sum of Kenya Shillings four hundred and fifty thousand only (450,000) for Project supervision and technical professional consultation .		SUM		450,000.00
D	Allow a provisional sum of Kenya Shillings five hundred and fifty thousand only (550,000) for water harvesting and storage in 2No. 8000 ltrswater tanks including water collection accessories.Plumbing worksincluding draining the lab chemical wastes		SUM		550,000.00
E	Allow a provisional sum of Kenya Shillings three hundred and fifty thousand only (350,000) for certification and approval by the relevand bodies		SUM		350,000.00
<b>Carried to collection</b>					<b>2,450,000.00</b>

	<b>Brought Down from Page No. PC/ 1 Above</b>	<b>2,450,000.00</b>
	<b>TOTAL FOR PC AND PROVISIONAL SUMS</b>	<b>2,450,000.00</b>
	<b>CARRIED TO GRAND SUMMARY</b>	

**GRAND SUMMARY**

ITEM	DESCRIPTION		
1	BUILDING WORKS	BPS/ 17	
2	PROVISIONAL SUMS SUB-TOTAL - 1	PS/ 1	
3	ADD SCIENCE LABORATORY FITTINGS CARRIED FORWARD SUB-TOTAL - 2 ADD 16%VAT	ITEM	
	<i>TOTAL FOR WORKS</i>		

AMOUNT IN WORDS.....

ADDRESS.....

SIGNATURE.....

DATE.....

NAME OF WITNESS.....

ADDRESS.....

SIGNATURE.....

DATE.....



**REPUBLIC OF KENYA**

**MINISTRY OF TRANSPORT AND INFRASTRUCTURE  
DEPARTMENT OF PUBLIC WORKS**

**BILLS OF QUANTITIES**

**FOR**

**PROPOSED SINGLE LABORATORY FITTINGS**

**AT**

**BUMBO PRIMARY SCHOOL**

**IN**

**HAMISI SUB-COUNTY**

**ISSUED BY:**  
**COUNTY WORKS OFFICER**  
**DEPARTMENT OF PUBLIC WORKS**  
**P. O. BOX 1460**  
**MARAGOLI.**

**BILL NO.1**

**MEASURED WORKS**

**ELEMENT NO. 1 – FITTINGS**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	Form hole size 450x450mm in 75mm thick concrete Top.	1	NO			
B	Prepare and apply three coat gloss oil paints to dwarf walls in pre room.	2	SM			
C	Ditto to dwarf walls in main laboratory.	27	SM			
	<b><u>The following in store.</u></b>					
D	75mm thick concrete (1:3:6) in plinth	3	SM			
E	Formwork to edge of plinth 75-100mm girth	4	LM			
F	12mm cement sand (1:3) screed to plinth.	3	SM			
G	<b><u>Shelves – Wrot Cypress</u></b> 25mm thick x300mm shelves	2	SM			
H	50x25mm brackets	5	LM			
J	25x25mm struts	5	LM			
K	Prepare and apply three coats glass oil paints to shelves.	4	SM			
L	<b><u>Cabinets</u></b> 25mm thick block board top.	3	SM			
M	19mm ditto shelves	3	SM			
N	Ditto partitions	2	SM			
O	25mm thick door size 400x700mm in black board	2	NO			
P		2	NO			
Q	Cupboard (Solex) door lock	4	NO			
R	Cupboards "D" handle	6	LM			
	Piano hinges.			Ksh.		
	<b>Carried to Collection.....</b>					

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	50X50mm door frames	4	LM			
B	75x25mm bearers	4	LM			
C	50x25mm ditto	9	LM			
D	75x25mm fascia to top	4	LM			
E	Prepare and apply one under coat and two coat gloss oil paint to block board surface.	13	SM			
<b><u>Fume Cupboard Room (4x2.3m)</u></b>						
F	100mm thick concrete (1:3:6) work top	1	SM			
G	Form work to soffits of ditto	1	SM			
H	Ditto to edge of slab 75-100mm girth	2	LM			
J	150mm thick concrete block dwarf wall.	2	SM			
K	Plaster to walls internally.	4	SM			
L	Form hole size 450x400mm for sink in concrete top.	1	NO			
M	Prepare and apply three coats gloss oil paint to walls internally.	4	SM			
<b><u>Fume Chamber.</u></b>						
N	150x25mm rebated wrot cypress frame.	7	LM			
P	50x50mm transome	1	LM			
Q	25x50mm frame	9	LM			
R	50x25mm rebated beading for glazing.	5	LM			
				Ksh.		
<b>Carried to Summary.....</b>						



ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
	<b><u>The following in black board</u></b>					
A	12mm thick plaster (1:3) to walls.	6	SM			
B	Prepare and apply black board paints to walls.	6	SM			
C	50x25mm wrot cypress moulded beeding around the Black board plugged to wall.	12	LM			
	<b><u>The following in pin boards (3No) size 950x1900mm (2No) and size 1300x1300mm (1NO.)</u></b>					
D		5	SM			
E	9mm thick soft board pin board	17	LM			
F	50x25mm thick wrot cypress moulded beeding plugged to wall.	21	LM			
G	Prepare and apply three coats gloss oil paint to wood Surfaces not exceeding 100mm girth.	5	SM			
	Prepare and apply emulsion paint to soft board surfaces.				Ksh.	
	<b>Carried to Collection</b> .....					
	<b><u>COLLECTION</u></b>					
	<b>Brought forward from page Lab/1</b>					
	<b>Brought forward from page Lab/2</b>					
	<b>Brought forward from page Lab/3</b>					
	<b>Brought forward from page Lab/4</b>					
	<b>Brought down from above</b>				Ksh.	
	<b>TOTAL FOR FITTINGS CARRIED TO SUMMARY..</b>					

**ELEMENT NO.2 – PLUMBING WORKS**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
	<b><u>(PROVISIONAL)</u></b> <b><u>Galvanized Mild steel pipes as described including fitting and jointing.</u></b>					
A	25mm diameter pipe	10	LM			
B	20mm ditto	10	LM			
C	12mm ditto	8	LM			
	<b><u>Extra Over G.1 pipe for:-</u></b>					
D	25mm elbow	4	NO			
E	25mm Union	2	NO			
F	25mm gate valve	3	NO			
G	20mm x20mmx15mm tee	13	NO			
H	20mm elbow.	5	NO			
	<b><u>Key Terrain Pvc Pipes as described in:-</u></b>					
J	50mm waste pipe	6	LM			
K	100mm ditto	12	LM			
	<b><u>Extra Over PVC Pipe for:-</u></b>					
L	50mm diameter tee	5	NO			
M	50mm Elbow	14	NO			
N	50mm diameter inspection tee	16	NO			
P	100mm ditto.	2	NO			
	<b><u>Excavations</u></b>					
Q	Excavate trench for small pipe not exceeding 1.5m deep average 500mm deep including grading bottom part backfill and part and part load and cert away.	18	LM			
	<b><u>Carried to Collection .....</u></b>					
					<b>Ksh.</b>	

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	Acid resistant laboratory sink size 400x400mmx2mm	16	NO			
B	thick. 38mm PVC bottle trap	16	NO			
C	12mm laboratory swan neck tap	16	NO			
D	100 gallon (460 litres) plastic water tank complete With cover and with all accessories and raising to roof (3m high) bearers.	1	NO			
	<b>Carried to Collection.....</b>					
	<b><u>COLLECTION</u></b>					
	<b>Brought forward from page Lab/19</b>					
	<b>Brought down from above</b>					
	<b>Total for Plumbing Work Carried to Summary</b>					
					Ksh.	
					Ksh.	

**ELEMENT NO.3 – GAS INSTALLATION**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
	<b><u>LABORATORY L.P. GAS INSTALLATION</u></b>					
A	L.P gas storage tank of capacity 50kg	2	NO			
B	L.P. Gas Supply.	25	KG			
C	25mm diameter GMS Class B pipe	41	LM			
D	50mm diameter GMS Class B pipe for Sleeve	21	LM			
E	50mm diameter GMS Class bend	5	NO			
F	25mm diameter GMS bend	5	NO			
G	25mm diameter GMS tee	5	NO			
H	25x15mm diameter GMS reducer	8	NO			
J	L.P. Gas pressure gauge	1	NO			
K	50mm diameter GMS manifold pipe with 3No branches tappings to gas cylinders complete with mounting plugs.	1	NO			
	<b>Copper tubing</b>	43	LM			
L	6/8 dia copper tubing	40	LM			
M	8/10 ditto	8	LM			
N	10/12 ditto					
	<b><u>Extra Over Copper Tubing for the following fittings:-</u></b>					
O	6/8mm diameter Brass Equal Tee	14	NO			
P	8/10mm ditto	7	NO			
Q	10/12mm ditto	6	NO			
R	8/10x6/8mm diameter Brass Unequal Teel	7	NO			
S	10/12 x 8/10 ditto	7	NO			
T	10/12 x 8/10mm diameter Brass Reducer	6	NO			
U	8/10x6/8mm ditto	6	NO			
	<b>Total Carried Collection .....</b>				<b>Ksh.</b>	

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	<b>Gas Valves</b> 6/8mm diameter approved quarter turn, lever operated ball valve to BS 5154 and joints to copper.	13	NO			
B	<b>Pressure Regulator</b> 15mm dia. First stage gas pressure regulator as Rego 2403 V.9 complete with connections and brackets for 2No. gas cylinder Tanks.	2	NO			
C		1	NO			
D	15mm dia. Second stage gas regulator as Rego 2503 B for the supply pipe.					
E	<b>Gas Outlet (Tap)</b> Low pressure LP gas outlet with a safety drop lever to prevent accidental "Turn on" 2 CFM at 2 P.S.I, 4mm diameter outlet and ¼" BSP tail with back nut. The outlet shall be as vultex labline 2-way bench mounted with 2 cocks spaced at 90o angle Model No. VL 2601/D	13	NO			
F	<b>Bunsen Burner</b> Bunsen Burner to use the L.P. Gas with 9mm outside diameter riffled gas inlet tube and air regulator. Overall height 120mm and burner tube of 13mm outside diameter. The burner shall be as PARCO Ltd Ref. BYB-045 R or equal and approved.	13	NO			
G	12mm diameter 600mm long gas hose pipe to fit.	49	NO			
	Testing and Commissioning	1	Item		<b>Ksh.</b>	
	<b>COLLECTION</b>					
	<b>Brought forward from page LAB/21</b>				<b>Ksh.</b>	
	<b>Brought down from above</b>					
	<b>Total for Gas Installation Carried to Summary.....</b>					

**ELEMENT NO.4 – FUME CUPBOARD AND DRAINAGE.**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	<p><b><u>Fume Cupboard</u></b>                      Supply, deliver and install a fume Cupboard or exterior dimensions of 1200mm wide x 1000mm deep x 2400mm high. Fume Cupboard to be complete with sliding plexiglass face with a 12" work opening running full width of cabinet, counter balance weight at the back, base cabinet with sliding doors, an 8" diameter exhaust collar connections, overhead instrument control panel, and shall incorporate a vulcathene sink, L.P. gas outlet and a non-corrosive bulkhead light. Fume Cupboard to be lined with epoxy coated Aluminum on working surface and sides. Fume cupboard to be as "Nimrod F 3000" or equal and approved equivalent.</p>	NO.	1			
B	<p><b><u>Fume Cupboard Extract Fan.</u></b>                      Supply, deliver and install a fume Cupboard extract fan capable of 0.4m3 against a system pressure drop of 50N/m2. Casing of the fan to be in rigid PVC, Impellers moulded in phenolic resin and motor protected by sealing coat of polyurethane compound. Fan to be complete with motor starter, Electrical control panel fixed near the Fume cupboard with ON/OFF and trip and a manual override in the plant room, flexible connections anti-vibration mountings, supports. Fan to be as "WOODS" fume cupboard fan size 12" running at 1400 RPM or equal and approved Equivalent.</p>	NO.	1			
	<p><b>Carried to Collection .....</b></p>			Ksh.		

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	<p><b>Laboratory Sinks</b></p> <p>"Vulcathene" black injection moulded polypropylene Sink with self-draining base and an outlet to accept the waste described below as cat No.602 complete with:-</p> <p>-"Vultex Labline" bench mounted 1-way outlet fitting with inlet for supply and side valve having swivel nozzle and spout.</p> <p>-"Vulcathene" 1 1/2" waste, plug, back, nut butyl rubber gasket, grating and chain as Cat. No.504.</p> <p>-"Vulcathene" anti-siphon bottle trap as Cat No.W561.</p>	16	NO			
B	<p><b>Fume Cupboard Extract Duct work</b></p> <p>Supply, deliver and install 200mm diameter</p>	12	LM			
C	pvc ductwork for the fume cupboard above.	1	ITEM			
D	200mm diameter PVC pipe work class "D"	2	NO			
E	Holderbats for 200mm diameter pipe work	1	NO			
F	200mm diameter Bends	1	NO			
G	200mm diameter ventilating cowls	1	NO			
H	Weathering Slate for 200mm diameter pipe	1	NO			
J	Weathering Apron for 200mm diameter pipe	1	NO			
K	Neoprene Fan Connections	1	ITEM			
L	Supports and Anti vibration mountings for the fan and any other necessary items.	7	NO			
M	<b>Water Supply</b>	7	NO			
	Control valve as Vultex Labline Ref. No. VL.2105.	7	NO			
N	Bench mounting outlet complete with back nut, spout as vultex Labline Ref. No. 2107/D	10	NO			
	Allow for 1000mm long 12mm diameter copper tube And nuts.				<b>Ksh.</b>	
	<b>Carried to Collection .....</b>					

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	<b>Gas Supply</b> Control Valve as Vultex Labline ref No.VL 2109	10	NO			
B	Back nut and nozzles as Vultex Labline Ref. No. VL 2110/D	10	NO			
C	Allow for 100mm long 6mm diameter copper tube with nuts.	10	NO			
D	<b>Drainage</b> 1 ¼" diameter waste complete with intergral grating, removable chained plug and backnut as Vulcathene Ref No.504.	10	NO			
E	<b>Testing and Commissioning</b> Allow for setting to work, testing and commissioning	1	ITEM			
					<b>TOTAL</b>	
	<b>COLLECTION</b> Brought forward from page Lab/9					
	Brought forward from page Lab/10					
	Brought forward from page above					
					<b>Ksh.</b>	
	<b>TOTAL FOR FUME CUPBOARD AND DRAINAGE CARRIED TO SUMMARY.</b> ..... Ksh.					

**ELEMENT NO 5 -EXTERNAL WORKS**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	Excavate trench for 100mm diameter pipe part load and cart away.	12	LM			
B	100mm diameter PVC pipe in trenches.	11	LM			
C	100mm gulley trap including building surround.	11	NO			
D	Construct soak pit size 2.1m diameter x 3m deep filled with boulders average diameter 150mm complete with 150mm block wall excavation and cover. (as per M.O.R and P.W. standard drawing).	1	NO			
E	Extra over PVC pipe for 100mm bend.	3	NO			
F	<b><u>The following in Gas Chamber</u></b>	1	NO			
G	150mm thick concrete block wall	3	KGS			
H	8mm diameter reinforcement bars	2	SM			
J	12mm plaster to walls	1	SM			
K	100mm thick concrete (1:3:6) top.	1	SM			
L	Formwork to soffites of suspended slab	2	LM			
M	Ditto to edge of slab.	1	SM			
N	100mm thick concrete (1:3:6) in plinth	1	SM			
P	38mm thick cement sand screed to plinth.  Ditto to top slab.	1	SM			
	<b>Carried to Collection .....</b>				<b>Ksh.</b>	

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
A	Steel door with gauge 24 plate complete with fixing and provision for padlock size 700x750mm.	1	NO			
B	Prepare and apply three coats plastic emulsion paint to rendered walls externally.	2	SM			
	<b><u>The following in 14NO. Rectangular Manhole size 900x900mm.</u></b>					
C	Excavate pit for manholes starting from ground level but not exceeding 1.5m deep	3	CM			
D	average 600mm deep.	1	CM			
E	Returns fill in and ram excavated material from site.	2	CM			
F	Load and cart away surplus excavated materials from site.	6	SM			
G	150mm thick mass concrete in manhole bases.	7	NO			
H	Mass concrete (1:3:6) in benching to bottom of manhole internal size 600x450mm including haunching to a height of 200mm above channel and rendering in mortar (1:1) to fall.	7	NO			
	Extra over benching for forming 110mm diameter half round section straight main channel.					
	<b>Carried to Collection.....</b>					

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSH	CTS
	<b><u>The following in 14No. Rectangular manhole size 900x900mm CTD.</u></b>					
A	150mm thick solid concrete block walling in cement sand (1:4) mortar.	12	SM			
B	12mm cement and sand (1:3) plaster to block walling with water proofing cement to sides of manholes.	12	SM			
C	Make hole through 150mm thick block walling for 100mm diameter pipe ((m.s) and make good.	10	LM			
D	450x600mm precast concrete (1:2:4) manhole cover Complete with frame.	6	NO			
	<b>Carried to Collection .....</b>					
	<b><u>COLLECTION</u></b>					
	<b>Brought Forward from page LAB/27</b>					
	<b>Brought Forward from page LAB/28</b>					
	<b>Brought Forward from above</b>					
	<b>TOTAL FOR EXTERNAL WORKS</b>					
	<b>CARRIED TO SUMMARY.....</b>					
					Ksh.	
					Ksh.	

**SINGLE LABORATORY**

ITEM	DESCRIPTION	KSHS	CTS
A	ELEMENT NO.1 – Fittings from LAB/17		
B	ELEMENT NO.2 – Plumbing Works LAB/19		
C	ELEMENT NO.3 – Gas Installation LAB/21		
D	ELEMENT NO.4 – Fume Cupboard & Drainage LAB/24		
E	ELEMENT NO.5 – External Works From Page LAB/27		
<b>TOTAL COST OF BUILDER'S WORK CARRIED TO GRAND SUMMAR..... KSH.</b>			

ITEM	P.C. AND PROVISIONAL SUMS	KSHS	CTS
A	Allow a sum of Kenya Shillings seventy Thousand only for the Fire Fighting Equipment's.		
B	Allow a sum of Kenya Shillings One Hundred and fifty Thousand only for the Lightening arresters.		
	<b>TOTAL CARRIED TO GRAND SUMMARY</b> .....KSH		

**SUMMARY**

PROPOSED SINGLE LABORATORY FITTINGS					
ITEM	DESCRIPTION	CONTRACTOR'S USE		OFFICIAL USE	
		SHS	CTS	SHS	CTS
A	Preliminaries				
B	BILL NO.1 –Preliminaries from LAB				
C	BILL NO.2 – From page PC/1				
	<b>SUB-TOTAL</b>				
	<b>TOTAL CARRIED TO GRAND SAMMARY KSH.</b>				

**AMOUNT IN WORDS:** .....

.....

**CONTRACTOR'S FIRM:** .....

**ADDRESS:**.....

**DATE:** .....

**SIGNATURE:** .....

**CLIENT NAME:** .....

**ADDRESS:** .....

**SIGNATURE:** .....

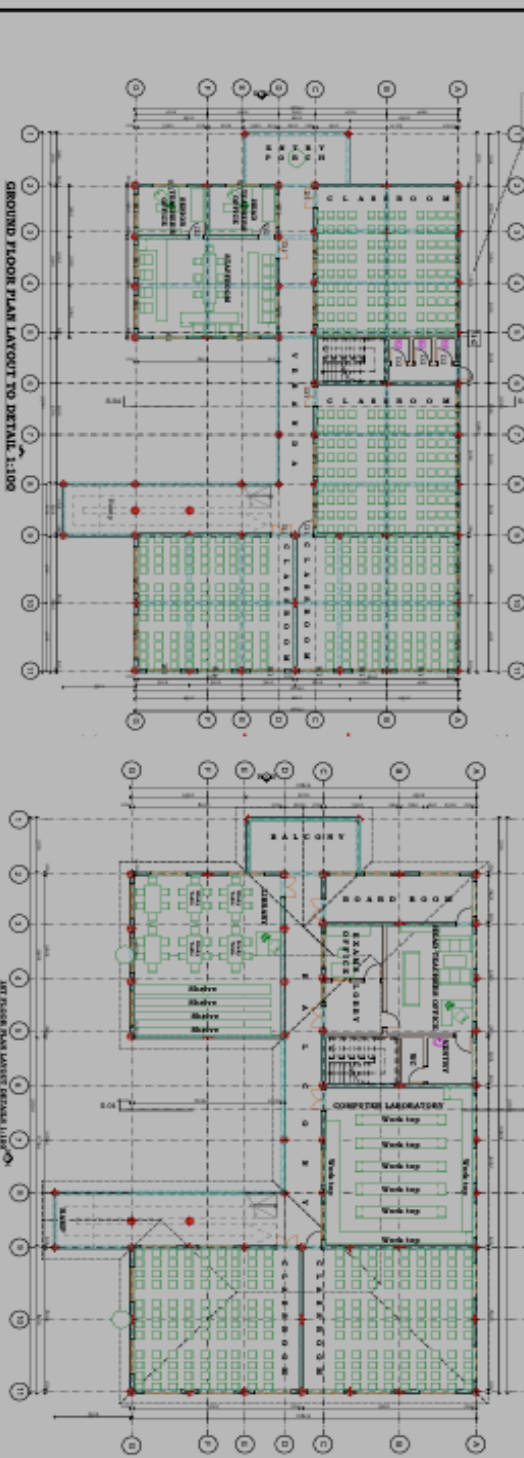
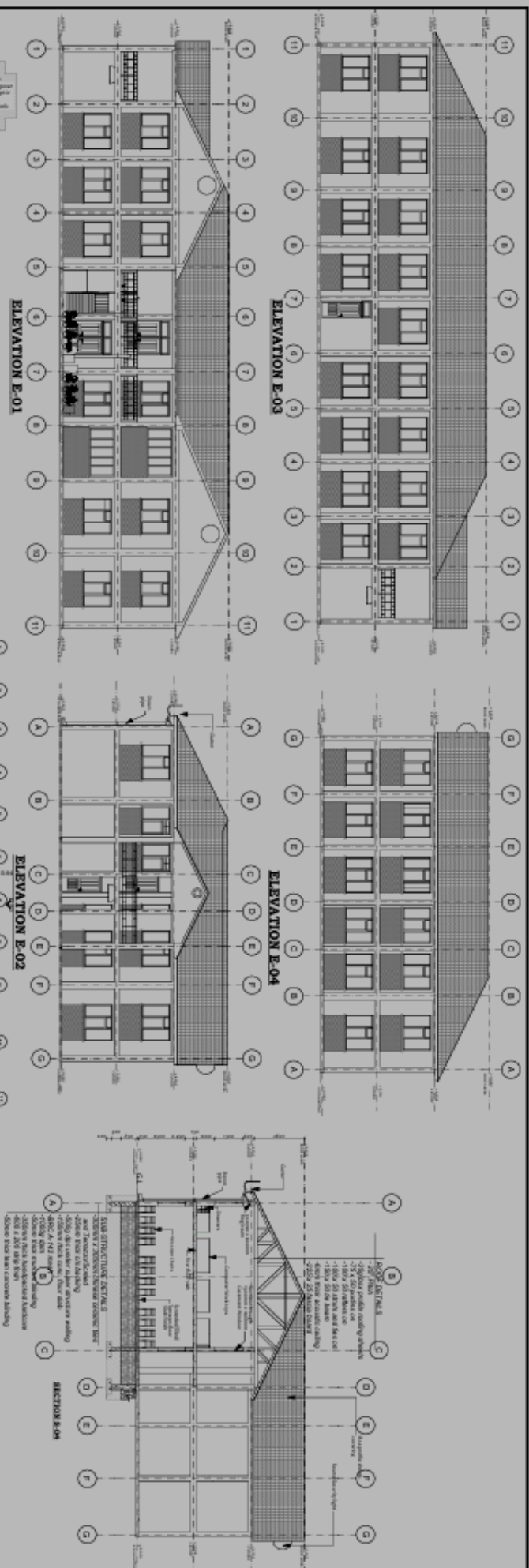
**DATE:** .....

**WITNESS:** .....

**ADDRESS:** .....

**SIGNARTURE:** .....

**DATE:**.....



**PROJECT**  
 PROPOSED STORED TUITION  
 SCIENCE LAB, LIBRARY AND  
 ADMINISTRATION BLOCK  
 ON I.R. NO. ...

**CLIENT**  
 BUNBO PRIMARY SCHOOL

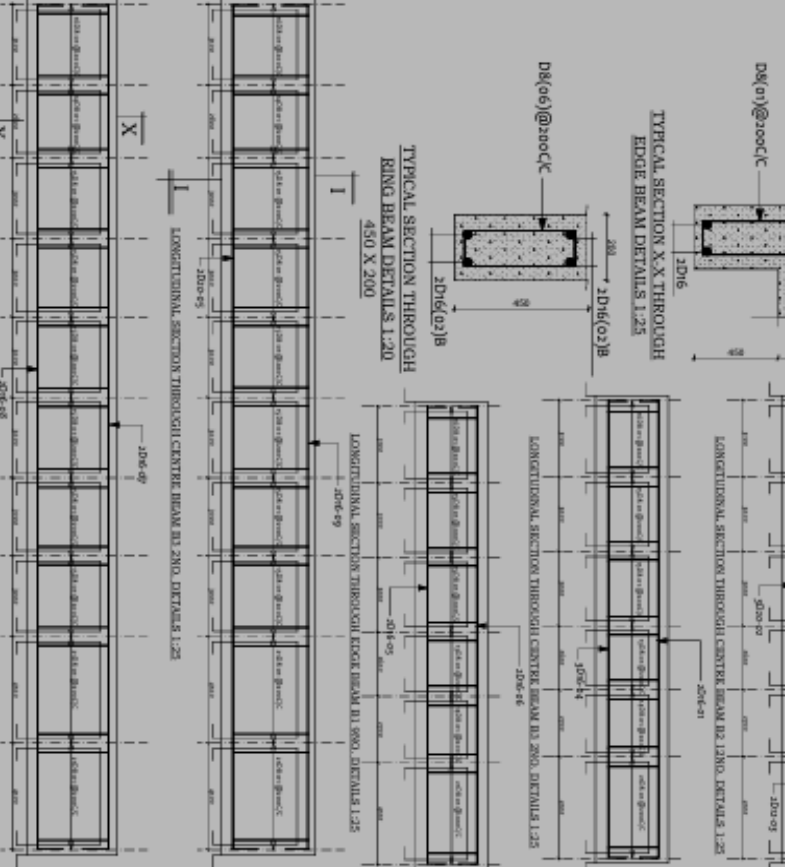
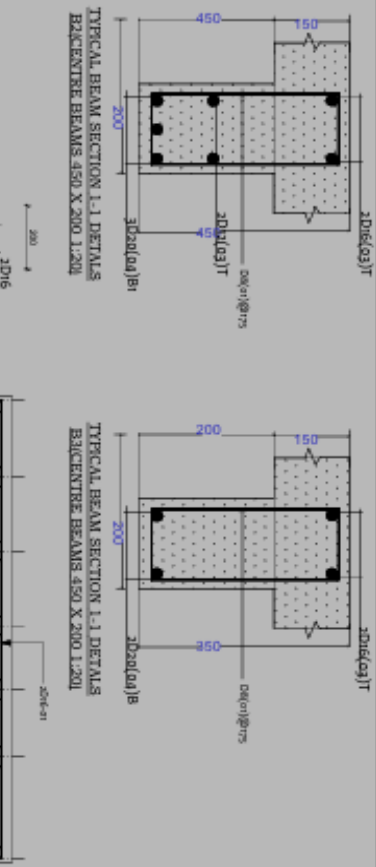
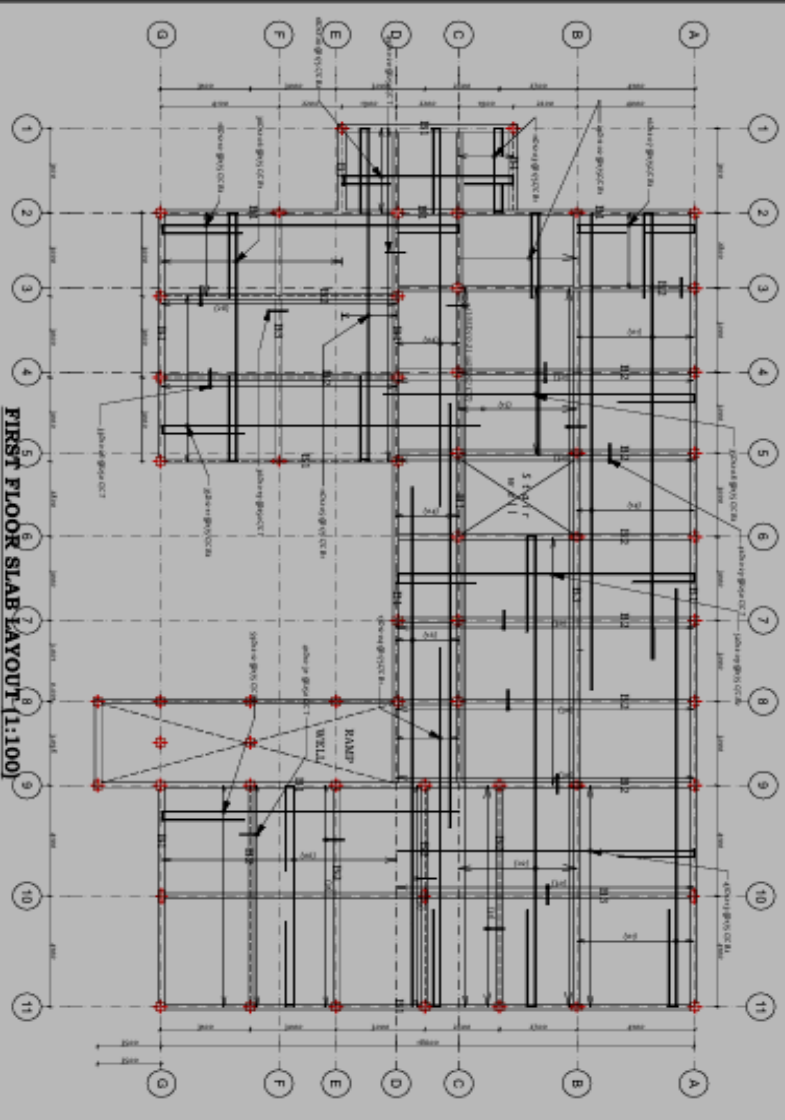
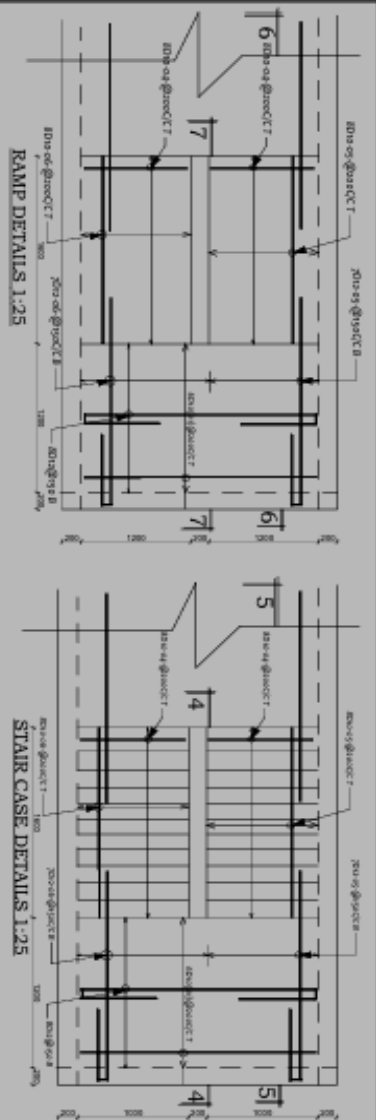
**Drawn by:** W. Idah, A  
**Email:** ...  
**CHECKED:** M. OKUMBE, O

**TITLE**  
 ARCHITECTURAL DRAWING.

**Scale:**  
 1: 100

**DOORS AND WINDOWS SCHEDULE**

**CONSULTANT**



**NOTES**

- All dimensions are in mm.
- Foundation depth to be determined on site after adiab soil test.
- All reinforcement structure should be inspected by structural engineer prior to casting.
- Reinforcement cover should be as stated
  - Columns - 40mm
  - Beams - 30mm
  - Slab - 30mm
  - Foundation 50mm

All walls less 200mm thick to be reinforced with hoop iron @ every alternate course (DPC) under the 1st course of all walls.

Provide anti-Termite treatment under ground floor slab and sub structural works.

Any descriptions to be reported the Structural Eng. before any work commences.

Concrete strength to be vibrated class 35/20

All column sections to be 300mm x 300mm unless otherwise shown.

X & A-D denotes high tensile steel to BS 4449:2005.

**PROJECT**  
PROPOSED STORVED TUITION, ADMINISTRATION, LIBRARY & SCIENCE LABORATORY BLOCK ON LR. NO.

**CLIENT**  
BUMBO PRIMARY SCHOOL

**TITLE**  
STRUCTURAL DRAWING:

Drawn by: W. Idah A

Checked by: .....

REVISIONS	NO.	DESCRIPTION

Structural Consultant



Signature of tenderer \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

8.1 **FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
*[Name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by .....*( Procuring entity)*.

4. We agree to abide by this Tender for a period of ..... *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs. ....</p> <p>Name of your bankers ..... Branch .....</p>																																	
<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>																																	
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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<p>Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs. ....</p> <p style="padding-left: 20px;">Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																													
Date .....		Signature of Candidate .....																															

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 8.3 TENDER SECURITY FORM

Whereas ..... [name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated ..... [date of submission of tender] for the supply, installation and commissioning of .....[name and/or description of the equipment](hereinafter called "the Tender") ..... KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (hereinafter called "the Bank"), are bound unto ..... [name of Procuring entity] (hereinafter called "the Procuring entity") in the sum of ..... for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, 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 Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender 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 above date.

[signature of the bank] \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

## 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

### 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 referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
  - (a) The Tender Form and the Price Schedule submitted by the tenderer
  - (b) The Schedule of Requirements
  - (c) The Technical Specifications
  - (d) The General Conditions of Contract
  - (e) The Special Conditions of contract; and
  - (f) The Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*

**8.5 PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

WHEREAS ..... [name of tenderer]  
(hereinafter called “the tenderer”) has undertaken , in pursuance of Contract  
No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_  
20 \_\_\_\_\_ to supply .....  
[description of goods] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the  
tenderer shall furnish you with a bank guarantee by a reputable bank for the  
sum specified therein as security for compliance with the Tenderer’s  
performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to  
you, on behalf of the tenderer, up to a total of .....  
[amount of the guarantee in words and figure] and we undertake to pay you,  
upon your first written demand declaring the tenderer to be in default under  
the Contract and without cavil or argument, any sum or sums within the  
limits of ..... [amount of guarantee] as aforesaid, without  
you needing to prove or to show grounds or reasons for your demand or the  
sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

## 8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of ..... *[name and/or description of the goods]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

*[signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

**8.8 LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**8.9 FORM RB 1**

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- etc.

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

- 1.
- 2.

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED

Board Secretary

