

REPUBLIC OF KENYA



**NAROK EAST NATIONAL GOVERNMENT
CONSTITUENCY DEVELOPMENT FUND**

**BILLS OF QUANTITIES FOR PROPOSED
COMPLETION OF 3 NO. CLASSROOMS
AT**

MOSIRO SECONDARY SCHOOL

TENDER DOCUMENT

FINANCIER: NAROK EAST NG-CDF F/Y 2022/2023

TENDER NO. NE/NG-CDF/T/25/2023/2024

ISSUED BY:

REGIONAL WORKS OFFICE
STATE DEPARTMENT FOR PUBLIC WORKS
P.O. BOX 660,
NAKURU

DECEMBER, 2024

INSTRUCTION TO BIDDERS

1. COST OF ITEMS OF PRELIMINARIES.

The Tenderer shall be deemed to have included in his rates for the various items in the measured bills of quantities for all costs involved in complying with the requirements of preliminaries for the proper execution of the works in the contract.

2. ELEGIBLE BIDDERS

The bidder must meet the following requirements.

ITEM	MANDATORY REQUIREMENT (MR) – MAIN CONTRACTOR
MR1	Certificate of Incorporation / Registration from the Registrar of Companies / Businesses;
MR2	A copy of company's list of directors, beneficial owners, name if proprietor or names of partners (copy of CR 12) for the bidder not more than one year old
MR3	Current Category of Registration with National Construction Authority (NCA) in the relevant trade; NCA 8 and above
MR4	Contractor's Annual Practicing License from NCA for the current year
MR5	Valid Tax Compliance Certificates;
MR6	Dully filled Form of Disclosure
MR7	Dully Filled Self Declaration Form
MR8	Proof of Similar Works Previously done in the last two (2) years
MR9	Proof of Financial capacity 9(Audited accounts for last two (2) years
MR10	Form of Quotation Fully Filled & Signed

3. SITE VISIT

The bidder is advised to visit and examine the site of work and obtain for himself all information necessary for construction works. The cost of visiting the site shall be at the bidders own expense.

4. BID VALIDITY.

The bid rates shall remain valid for a period of 150days after the date of opening.

5. FIRM PRICE CONTRACT.

This is a firm price contract and the contractor must allow in his tender for any increase in the cost of labour and materials within the contract period.

6. CLIENT'S RIGHT.

The client reserve the right to accept or reject any bid and to annual the bidding process and reject all bids any time prior to award of the contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidders of the grounds for the client's action.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE *(where provided-NOT APPLICABLE)*

FORM OF QUOTATION *[To be completed by Tenderer]*

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated **26th July 2024** referenced above, we offer to _____ (*specify one of supply goods, complete the works or provide the services*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____ **OR** in Foreign Currency (*if allowed-NOT ALLOWED*), Currency amount _____ (in words) _____

3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We _____ also _____ confirm _____ that _____ the _____ (*goods to be supplied/works to be constructed/services to be provided (select one)*) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available NG-CDF office Narok East_during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: _____ days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

i) SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).

A Item	B Description of Goods/works/services <i>(Procuring Entity to select one)</i>	C Quantity	D Unit price	E Total Price in Ksh
1.	SEE ATTACHED BILL OF QUANTITIES			
2.				
3.				
4.				
5.				
TOTAL PRICE IN KSH.				

Signature: _____

And seal/Stamp

Name: _____

Position:

Authorized for and on behalf of *(specify name of tenderer)* _____

Date _____

ii) **FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in *Narok East NG-CDF/Mentioned School* who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

ii) **Conflict of interest disclosure**

		Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract.		

iii) Certification

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

Full Name _____

Title or Designation _____

(Signature)

_____)_____
(Date)

v) SELF-DECLARATION FORM

We, the Tenderer _____ (*insert name*)
submitting our Quotation in respect of Quotation No _____ for
_____ (*insert*
quotation Title Description) for _____ (*insert Name*
of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (*name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: [*insert complete name of tenderer signing the quotation*]

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

Title of the person signing the Quotation: [*insert complete title of the person signing the quotation*]

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

vi) FOREIGN TENDERER 40% RULE

(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
6				
B				
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D				
1				
2				
3				
4				
5				
E				
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]

Item No	Description of Goods/works/service <i>(Procuring Entity to select one)</i> <i>For Works attach drawings</i>	Quantity	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i>)	CONFORMITY WITH TECHNICAL SPECIFICATIONS <i>(to be completed by Tenderer)</i>
1A	B	C	D	E
2	SEE ATTACHED BILL OF QUANTITIES			
3				
4				
5				
6				
7				
8				
9				

ATTACHMENTS *(to be listed below and supplied by Procuring Entity)*

ETC.

TECHNICAL SPECIFICATIONS FOR WORKS/SERVICES

- a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;
- b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.
- c) **DRAWINGS**

(Procuring Entity to attach Drawings (if any))

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns c-e)

Item	Description of Goods/works/services (Procuring Entity to select one)	Quantity	Unit price	Total Price
1	SEE ATTACHED BILL OF QUANTITIES			
2				
3				
4				
5				
6				
7				
8				
9				
		TOTAL PRICE		

Signature: _____

And seal/Stamp _____

Name: _____

Position:

Authorised for and on behalf of (specify name of tenderer) _____

Date _____

AGREEMENT FORM

- (1) THIS CONTRACT AGREEMENT is made _____ (specify date).
Between [Insert complete name of Procuring Entity],
and having its principal place of Business at _____ [Insert address of
Procuring Entity] and SUPPLIER

[Insert name of Supplier, or contractor or service provider], and having its
principal place of business at _____
_____ [ins
ert address of Supplier, contractor or service provider].

- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services
(select one) described in Table B, i.e. (
insert name of the project) and has accepted a Quotation by the Tenderer in the sum of
_____ [insert Contract Price in words and figures] (hereinafter called “the
Contract Price”).

- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

- a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
- b) Table B. QUOTATION SUBMISSION TABLE.
- c) FORM OF QUOTATION.
- d) Conditions of Contract.

2. In consideration of the payments to be made by the Procuring Entity to the **Supplier** as
hereinafter mentioned, the *Supplier/contractor/service provider* hereby covenants with
the Procuring Entity to provide the Goods/works/services and to remedy defects
therein in conformity in all respects with the provisions of the Contract.

3. The Procuring Entity hereby covenants to pay the **Supplier** in consideration of the
provision 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.

- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with the laws of Kenya.

For and on behalf of the Procuring Entity-NAROK EAST NG-CDF

Signed: [insert signature]

in the capacity of..... [Insert Title -]
NAME

in the presence of..... [witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of..... *[DIRECTOR]*
NAME

in the presence of..... *[insert identification of official witness]*

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
	<u>Completion of 3 No. classrooms.</u> <u>ELEMENT NO. 01</u> <u>SUBSTRUCTURE-all provisional</u>				
	VERANDAH				
A	Excavate for foundation trench not exceeding 1.5m deep starting from stripped level.	Cm	28		
B	Extra over for excavating in rock of any class	Cm	1		
C	Allow for plunking and strutting	item			
D	Allow for keeping excavations free from any storm or underground water	Item			
E	Return fill in and ram excavated material around foundations.	Cm	22		
F	Cart-away surplus excavated materials to where directed.	Cm	6		
G	250mm hardcore filling well watered and compacted to receive murrum (m.s)	Sm	43		
H	50mm thick murrum blinding well compacted to receive floor bed(m.s)	Sm	43		
I	Premise 200cc" or any other equal and approved anti-termite treatment applied as per manufactures printed instructions.	Sm	43		
	Carried to collection				
	A				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
	<u>Concrete work</u>				
A	50mm thick mass concrete 1:4:8 blinding under foundations	Sm	19		
	<u>Vibrated reinforced concrete 1:2:4 to:-</u>				
B	100mm thick floor slab	Sm	43		
C	Ditto in strip foundations	Cm	2		
	<u>Reinforcement</u>				
D	One layer B.R.C ref. No. A 98 fabric reinforcement with 150mm end laps tying wire and spacer blocks weighing 2.22kg/sm (measured nett, allow for laps)	Sm	43		
E	8mm diameter mild steel reinforcement round bars to k.s 573:2005 including all cutting to size, binding wire and spacer blocks in strip	Kg	41		
F	10mm high tensile square twisted bars to k.s 573:2005 and ditto	Kg	64		
	<u>Sawnform work to:-</u>				
G	Sides and edges of floor bed 75-150mm high	Lm	32		
	<u>Walling</u>				
H	200mm thick natural dressed stone walling in cement sand mortar 1:4 with and including hoop-iron after every 2nd alternate course.	Sm	38		
	<u>Damp proofing</u>				
J	500mm gauge polythene damp proof membrane with 150mm(Min) end and side laps	Sm	43		
	Carried to collection				
	B				

ITEM	DESCRIPTION	UNIT	QTY		
A	<u>Plinths</u> 12mm thick rendering in cement sand mortar 1:4	Sm	42		
B	Prepare and apply 3 coats black bituminous paint to ditto.	Sm	42		
Carried to collection					
<u>COLLECTION</u>					
Brought forward from pg A					
" " from pg B					
" " from above					
TOTAL FOR ELEMENT NO. 1-SUBSTRUCTURE					
CARRIED TO SUMMARY					
c					

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
	<p><u>ELEMENT NO. 02 R.C WORKS</u> <u>Vibrated reinforced concrete 1:2:4 (20/20) in:-</u></p> <p><u>Steel columns</u> A 75mm diameter x 3500mm long black pipe top end with welded U-holder butt for 100 x 50mm wall plate(m.s), including footing lugs, stays, etc all necessary excavations mass concrete 1:3:6 footing</p> <p><u>paint</u> B Prepare, prime and apply 3 coats of super gloss oil paint to ditto. Girth not exceeding 100mm.</p>	<p>No.</p> <p>Sm</p>	<p>10</p> <p>2</p>		
	<p style="text-align: center;">TOTAL FOR ELEMENT No. 2 R.C WORKS CARRIED TO SUMMARY</p> <p style="text-align: center;">D</p>				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
	<u>ELEMENT NO. 03 ROOF</u>				
A	Allow for demolition of sagging roof works including truss and storing as directed on site	Sm	336		
	<u>Roof cover</u>				
B	Gauge 30 pre-painted G.C.I roof cover fixed with rubber washers to match.	Sm	336		
C	Ditto 450mm wide ridge / hip cover.	Lm	28		
	<u>All in sawn celcured and well seasoned cypress:-</u>				
	<u>The following in roof trusses spanning approx 10.03Lm and hoisted approx. 3m above ground level</u>				
D	100 x 50mm rafter.	Lm	135		
E	150 x 50mm tie beam.	Lm	96		
F	75 x 50mm struts and king post	Lm	36		
G	100 x 50mm king post	Lm	18		
	<u>end of trusses</u>				
H	100 x 50mm wall plate.	Lm	55		
I	75 x 50mm purlins.	Lm	324		
J	200 x 25mm wrott fascia and vergeboard	Lm	102		
K	Knot, prime, stop and apply 3 coats super gloss oil paint to surfaces of fascia and vergeboard 200-300mm high.	Lm	102		
	TOTAL FOR ELEMENT NO. 04 ROOF CARRIED TO SUMMARY				
	G				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
<u>ELEMENT NO. 4- DOORS</u>					
A	Provide and fix standard steel casement door in 32 x 25 x 3mm R.H.S frame and checkered 2mm thick plate as required size 900 x 2100mm high, leaf openable and, top as glass(m.s) pane size 900 x 800mm high, with all necessary burglar proofing,3-lever locks complete with stays, fasteners, lugs, rawl bolts, and one coat red oxide primer, including casting into block walling in cement sand mortar 1:3	No.	3		
B	4mm thick glazing in panes 0.1-0.5sm to fanlight with approved metal putty	Sm	2		
<u>Painting</u>					
<u>Knot, prime stop and apply 3 coats super gloss oil paint as "crown" or any other equal and approved to surfaces of:</u>					
C	Surfaces of doors	Sm	12		
TOTAL FOR ELEMENT NO. 4 DOORS CARRIED TO SUMMARY					

H

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSH
<u>ELEMENT NO. 6 -FINISHES</u>					
<i>Floors</i>					
A	25mm thick coloured cement sand screed 1:2 steel smooth	Sm	256		
B	330x330x8mm thick non slip floor tiles as SAJ or approved equivalent including grouting	Sm	256		
C	100mm ditto skirting.	Lm	48		
<u>Plaster</u>					
D	12mm thick gauged plaster cement sand lime 1:1:6 with a smooth float to walls internally.	Sm	272		
<u>Render</u>					
E	15mm thick gauged cement sand render 1:2 to ring beams finished with a wood float externally	Sm	64		
<u>Key pointing</u>					
F	Key pointing to masonry walls : externally.	Sm	118		
<i>Prepare and apply three coats permaplast long lasting exterior first grade plastic emulsion paint as "crown" or any other equal and approved paint to</i>					
G	Rendered surfaces of walls externally	Sm	64		
<i>Prepare and apply 3 coats smooth velvet(solo) emulsion paint as "crown" or any other equal and approved paint to</i>					
H	Plastered walls	Sm	272		
<u>ELECTRICAL</u>					
I	Allow for plastic conduits for lighting and socket outlets and make good to satisfaction of project manager.	ITEM			
TOTAL FOR ELEMENT NO. 6-FINISHES CARRIED TO SUMMARY					
J					

ITEM	DESCRIPTION	AMOUNT
<u>SUMMARY OF ELEMENTS</u>		
A	ELEMENT NO. 1 , SUBSTRUCTRE from pg C	
B	ELEMENT NO. 2 , R.C WORKS from pg D	
C	ELEMENT NO 4, ROOF from pg G	
D	ELEMENT NO. 5, DOORS from pg H	
E	ELEMENT NO. 6 , WINDOWS from pg I	
F	ELEMENT NO 8, FINISHES from pg J	
TOTAL FOR BUILDERS WORK CARRIED TO GRAND SUMMARY.		
K		

PROJECT MANAGEMNT EXPENSES

ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL
	<u>PROJECT MANAGEMNT EXPENSES</u>				
	<u>The following provisional items shall be measured on completion of the works and priced in accordance with rates contained in these bills of quantities or pro-rata thereto or deducted in whole if not required.</u>				
A	Provide Kenya Shillings Fifty Thousand (Kshs. 50,000.00) only for project administration.		SUM		50,000.00
B	Provide Kenya Shillings Ten Thousand (Kshs. 10,000.00) only for branding.		SUM		10,000.00
	Total for provisional sums carried to grand summary				60,000.00

PROPOSED COMPLETION OF 3NO.
CLASSROOMS
 WP ITEM NO.

GRAND SUMMARY

ITEM	DESCRIPTION	TENDERER'S AMOUNT	OFFICIAL USE ONLY
1	Builders works from pg w		
2	PC and Provisional Sums from page Ps 1		60,000
	SUB-TOTAL		
	ADD 16% VAT		
	TOTAL CARRIED TO FORM OF TENDER		

Amount of tender in words: Kenya Shilings.....

Tenderer's signature and stamp.....

Address.....

Date.....

Witness: Name and signature.....

Description.....

Address.....

Date.....