



NG-CDF

National Government Constituencies Development Fund

Sabatia Constituency

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PROPOSED BILLOFQUANTITIES

FOR

**THE PROPOSED CONSTRUCTION OF 7 NO. CLASSROOMS AND
ADMINISTRATION BLOCK**

AT

**SABATIA PRIMARY SCHOOL IN SABATIA SUB-COUNTY
VIHIGA COUNTY**

**ISSUED BY:
COUNTY WORKS OFFICE DEPARTMENT OF PUBLIC WORKS
P.O. BOX 1460-50300 MARAGOLI**

JULY, 2024

TABLE OF CONTENTS

SECTION I	INVITATION TO TENDER.....	2
SECTION II	INSTRUCTIONS TO TENDERERS.....	3
SECTION III	GENERAL CONDITIONS OF CONTRACT.....	19
SECTION IV	SPECIAL CONDITIONS OF CONTRACT.....	26
SECTION V	TECHNICAL SPECIFICATIONS.....	27
SECTION VII	PRICE SCHEDULE FOR GOODS.....	28
SECTION VIII	STANDARD FORMS.....	
8.1	FORM OF TENDER.....	30
8.2	CONFIDENTIAL BUSINESS QUESTIONNAIRES FORMS.....	31
8.3	TENDER SECURITY FORM.....	32
8.4	CONTRACT FORM.....	33
8.5	PERFORMANCE SECURITY FORM.....	34
8.6	BANK GUARANTEE FOR ADVANCE PAYMENT FORM.....	35
8.7	MANUFACTURER'S AUTHORIZATION FORM.....	36

DATE: 5th February, 2025**TENDER NO.** NG-CDF/SAB/SBT/ADM/01/2024-2025.**TENDER NAME:** PROPOSED CONSTRUCTION OF 7NO.CLASSROOMS AND ADMINISTRATION BLOCK AT SABATIA PRIMARY SCHOOL IN SABATIA SUB-COUNTY

Sabatia Primary School invites sealed bids from eligible candidates. Interested eligible candidates may obtain further information and inspect the tender documents on Public Procurement Information Portal.

Successful bidders must meet the following Mandatory requirements:

1. Attach Bid security of 2% of Tender sum from a reputable bank in Kenya
2. Provision of Certificate of Incorporation/Business Name Registration Certificate
3. Provision of clear CR12
4. Provision of clear KRA Pin
5. Provision of Valid Tax Compliance Certificate
6. Provision of Registration with National Construction Authority Category 7
7. National Construction Authority Annual Practicing Licence Category 7
8. Provision of evidence of Specific Construction & Contract Management Experience (Certificate of Practical Completion or Hand over Certificate)
9. Provision of Evidence of Contractors Key Equipment
10. Provision of Evidence of Contractor's Representative and Key Personnel
11. Provision of Letter of Credit from a reputable bank in Kenya
12. Provision of Certified Audited books of Accounts for the last 3 years
13. Provision of Certified Bank statement for the last 6 months
14. Provision of litigation History
15. Provision of methodology
16. Duly filled, signed and stamped Bill of Quantities
17. Duly filled, signed and stamped Tender document
18. Serialization
 - a. 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.
 - b. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the school.
 - c. 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 **18th February, 2025** as per the project applied for addressed to:

Secretary, BOM
Sabatia Primary School
P.O Box 133-50311 Wodanga

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

	Page
2.1 Eligible tenderers.....	4
2.2 Eligible goods.....	4
2.3 Cost of tendering.....	5
2.4 Contents of Tender document.....	5
2.5 Clarification of documents.....	5-6
2.6 Amendment of documents.....	6
2.7 Language of tender.....	6
2.8 Documents comprising the tender.....	7
2.9 Tender forms.....	7
2.10 Tender prices.....	7
2.11 Tender currencies.....	8
2.12 Tenderers eligibility and qualifications.....	8
2.13 Goods' eligibility and conformity to Tender documents.....	8-9
2.14 Tender security.....	9-10
2.15 Validity of tenders.....	10-11
2.16 Format and signing of tenders.....	11
2.17 Sealing and marking of tenders.....	11-12
2.18 Deadline for submission of tender	12
2.19 Modification and withdrawal of tenders.....	12-13
2.20 Opening of tenders.....	13
2.21 Clarification of tenders.....	13
2.22 Preliminary examination.....	13-14
2.23 Conversion to single currency.....	14
2.24 Evaluation and comparison of tenders.....	14
2.25 Contacting the procuring entity.....	15
2.26 Award of contract.....	15
(a) Post qualification.....	15
(b) Award criteria.....	15-16
(c) Procuring entity's right to vary quantities....	16
(d) Procuring entity's right to accept or Reject any or all tenders	16
2.27 Notification of award.....	16
2.28 Signing of contract.....	16
2.29 Performance security.....	17
2.30 Corrupt or fraudulent practices.....	17-18

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 be Kes.2,500/= if you pick it from the client's office
- 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 **18th February, 2025**

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 1000hrs on **18th Feburary, 2025** 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.

2.28

(c) Procuring entity's Right to Vary quantities

2.28.1 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

2.28.2 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

2.29 Notification of Award

2.29.1 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.

2.29.2 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

2.29.3 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

2.30 Signing of Contract

2.30.1 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.

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

2.30.3 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.

2.31 Performance Security

2.31.1 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.

2.31.2 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.

2.32 Corrupt or Fraudulent Practices

2.32.1 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;

2.32.2 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.

2.32.3 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

Table of Clauses

	Page
3.1 Definitions.....	24
3.2 Application.....	24
3.3 Country of Origin.....	24
3.4 Standards.....	25
3.5 Use of Contract documents and information.....	25
3.6 Patent Rights.....	25
3.7 Performance security.....	25
3.8 Inspection and Tests.....	26
3.9 Packing.....	27
3.10 Delivery and documents.....	27
3.11 Insurance	27
3.12 Payment.....	27
3.13 Price.....	28
3.14 Assignments.....	28
3.15 Sub contracts.....	28
3.16 Termination for default.....	28
3.17 Liquidated damages.....	29
3.18 Resolution of Disputes.....	29
3.19 Language and law.....	29
3.20 Force Majeure.....	29

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 it's 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

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
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.

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

Part 1 – General:

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

.....

Postal Address Tel No. Fax E mail

.....

Nature of Business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers Branch

.....

Part 2 (a) – Sole Proprietor

Your name in full Age

.....

Nationality Country of origin

.....

- Citizenship details

.....

.....

-

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details
Shares		
1.		
...		
2.		
...		
3.		
....		
4.		
....		

Part 2 (c) – Registered Company

Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name		Nationality	Citizenship Details
Shares			
1			
.....			
2.			
.....			
3.			
.....			
4.			
.....			
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) _____

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

BILLOFQUANTITIES

**PROPOSEDCONSTRUCTIONOF
7NO.CLASSROOMSANDADMINSTRATIONBLOCKFORSAB
ATIAPRIMARYSCHOOL**

BILLNO.1

July-24

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	PRELIMINARIES				
A	HOARDING				
B	OFFICE OF THE PROJECT MANAGER				
C	PROJECT SIGN BOARD				
D	SAMPLES				
F	STORAGE OF MATERIALS				
G	INSURANCE				
H	WATER & ELECTRICITY				
J	CITY SANITATION				
K	WORK TO BE DELIVERED UPON COMPLETION				
L	ALL GOVERNMENT APPROVALS				
	TOTAL TO GRAND SUMMARY				
	TOTAL TO FINAL SUMMARY				-

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>BILL NO.1</u> <u>ELEMENT NO. 1:</u> <u>SUBSTRUCTURE</u> <u>(ALL PROVISIONAL)</u> <u>EXCAVATION WORKS</u> <u>Site preparation</u>				
A	Clear site of works of grass, shrubs, bushes and trees, grub up roots, fill with selected soil and burn debris	SM	540		
B	Excavate to remove top vegetable soil 150mm deep and deposit on the site as described.	SM	540		
C	Excavate trenches for strip footing not exceeding 1.5m deep commencing at reduced level	CM	214		
D	Excavate column pits n.e 1.5m deep commencing surface reduced level.	CM	161		
	<u>Disposal</u>				
E	Load and cart away surplus excavated materials from site.	CM	75		
F	Return, fill and ram selected excavated material around foundation in layers of 150mm thick maximum.	CM	300		
	<u>Filling</u>				
G	Approved hardcore filling; well watered, rolled and compacted in layers not exceeding 300mm thick	SM	435		
H	50mm Thick marram blinding to hardcore surfaces.	SM	435		
	<u>Anti-termit treatment</u> <u>Apply "Bayer premise 200 sc" or equal and approved insecticide with a ten year guarantee as described.</u>				
J	To surfaces of blinded hardcore.	SM	435		
	<u>Damp proof membrane</u>				

K	Polythene; 1000 gauge; 300mm laps; no allowance made for laps.	SM	492		
	<u>WATER DISPOSAL</u>				
L	Allow for keeping foundations free from water, mud, fallen materials by pumping, bailing or other approved means, etc.	ITEM			
	<u>Planking and strutting</u>				
M	Allow for planking and strutting.	ITEM			
	Total Carried Forward				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	Total Brought Forward				
	<u>INSITU REINFORCED CONCRETE</u>				
	<u>50mm Thick mass concrete 1:4:8 class 15/20 in:</u>				
A	Ditto; column bases	SM	120		
	<u>Class 20 Vibrated Reinforced concrete as described in:-</u>				
C	Column bases & columns	CM	30		
D	150mm Thick surface slab.	SM	492		
	<u>REINFORCEMENTS</u>				
	<u>High yield square twisted rod reinforcement to BS 4461 in structural concrete work including cutting bending hoisting, fixing, tying wire and spacing blocks to:</u>				
E	12mm diameter	KG	2,260		
E	10mm diameter	KG	752		
F	Ditto 8mm	KG	700		
G	ditto 16mm	KG	610		
	<u>Fabric; BS 4483 Reference A142; mesh 200 x 200 mm weight 2.2 kg per sm (300 mm laps); including bends, tying wire and distance blocks.</u>				
H	In concrete surface slab.	SM	492		
	<u>Sawn timber formwork as described</u>				
J	To edges of surface slab 75-150mm high.	LM	102		
K	Sides of column	SM	96		
	<u>Walling</u>				
	<u>Load bearing natural stone walling, jointed in cement and sand (1:3) mortar with and including No.20 gauge hoop iron ties 450mm long x 25mm wide bent and tacked into formwork with one end cast into concrete and straightened after removal of formwork and built into mortar joint of walling</u>				
L	200mm Thick walling:	SM	345		

M	400x400mm piers <u>PLINTH FINISHES</u> <u>Waterproof render in:-</u>	LM	-		
N	15mm Thick wood float finished top linths. <u>Paint & Decorations</u>	SM	102		
P	Prepares surfaces and apply three coats bituminous paint to rendered surfaces (m/s)	SM	102		
	Carried Forward to Summary of Bill No.02				
	Bill No.01 Element No.01 Substructures.				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>ELEMENT NO. 2: CONCRETE FRA</u> <u>ME/WALLING</u> <u>WALLING</u> <u>External Walls</u> Chisel dressed natural stone walling jointed in cement/sand mortar mix 1:3 including 25x4mm thick hoop iron at every alternate courses				
A	200mm Thick external walls	SM	340		
B	Extra over external walling for attached stone piers size 400x200x2800mm high in natural chisel dressed stone walling as before described	NO	-		
	<u>INTERNAL WALLS</u> Block walling jointed in cement/sand mortar mix 1:3 including 25x4mm thick hoop iron at every alternate courses				
C	150mm Thick walls	SM	224		
	<u>Horizontal damp proof course;</u> <u>one layer of 3-ply bituminous felt</u> <u>or other equal and</u> <u>approved (measured net-</u> <u>allow for laps)</u>				
D	200mm wide levelled and bedded in cement and sand (1:3) mortar under walls <i>In situ concrete class 25/20, vibrated and reinforced as described, i</i> <i>n:-</i>	LM	264		
E	Columns	CM	15		
F	Beams	CM	25		
G	Ramp & Staircase	CM	20		
H	150mm thick Suspended slab	SM	492		
	<u>REINFORCEMENTS</u> <i>High yield square twisted rod</i> <i>reinforcement to BS 4461 in structural</i> <i>concrete work including cutting</i> <i>bending, hoisting, fixing, tying wire and sp</i> <i>acing blocks to:</i>				

J	10mm diameter	KGS	6,794		
K	Ditto 16mm diameter	KGS	2,672		
L	Ditto 12mm	KGS	1,350		
M	Ditto 8mm	KGS	865		
	<u>Sawn formwork: to</u>				
N	Vertical Sides of Columns	SM	192		
P	Soffits and sides of beams	SM	264		
Q	Formwork to the soffit of the suspended slab.	SM	492		
	Total Carried Forward				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT NO. 4: WINDOWS. <u>Supply, assemble and fix primed purpose made heavy duty mild steel window comprising standard steel window frame built in wall, 25 x 25 mm Z section frame welded to standard frame in small panes complete with and including permanent ventilators comprising 'T'-bars, gauze and metal hood, coupling mullions; oiling and adjusting on completion and fixing of ironmongery such as hinges, locking devices such as window fasteners, stays locks, bolts etc; all to Architect's approval and in accordance with drawings</u>				
A	Window size 1500x1500mm high overall	NO	20		
B	Window size 600x600mm high overall	NO	-		
C	Window size 1000x900mm high overall (W01)	NO	-		
D	Window size 2350x700mm high overall (W01)	NO	-		
E	Window size 2950x700mm high overall (W01)	NO			
	<u>Glazing</u> <u>6mm Thick Clear glass and glazing fixed with and including putty to steel windows (m.s)</u>				
F	Panes 0.1-0.5 square metres	SM	45		
G	<u>Window cills</u> Ex. 250x 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	LM	36		
	PAINTING AND DECORATING				

	<u>Apply one coat and two finishing coats of gloss oil paints "Crown Paints" or other approved metal work in:</u>				
H	General surfaces of windows both sides.	SM	45		
	<u>Curtain Rods</u>				
J	25mm Diameter approved wrought iron front and rear rod curtain rail cut to lengths complete with fixings, runners and end stops and screwed or plugged to wall in accordance with the manufacturer's specifications.	LM	36		
	Carried Forward to Summary of Bill No. 02				
	Bill No. 01				
	Element No. 03				
	Windows				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>ELEMENT NO.5: DOORS</u> Note: All doors to architect's approval and drawing details <u>STEEL DOORS</u> <u>Supply, assemble and fix primed purpose French steel doors comprising heavy duty mild steel frame built into walling and adjusting on completion and fixing of ironmongery such as hinges, locking devices etc; all to Architect's approval and in accordance with drawings</u>				
A	Door overall size 1500x2400mm high.	NO	4		
B	Door overall size 900x2400mm high.	NO	-		
	<u>TIMBER DOORS</u> <u>Door frames</u> <u>Supply, assemble and fix the following purpose mild steel door frame and including one coat of approved red oxide primer by the manufacturer before delivery on site building and bedding frames in concrete columns. The door frames shall conform in every respect with drawings bracketed after item descriptions all to the approval of the Architect.</u>				
C	100x50mm door frame including architrave and quadrant	LM	23		
	<u>Flush doors</u> <u>45 mm Thick semi solid flush door faced both sides with high interior quality plywood with 50 x 12 mm thick hardwood lipping all round;</u>				
D	Door overall size 900x2400mm high.	NO	4		
E	Door overall size 800x2100mm high	No.			
	<u>Paint & Decorations</u> <u>Apply one coat and two finishing coats of polyurethane clear varnish to woodwork in:</u>				
F	General surfaces.	SM	17		

	<u>Apply one coat and two finishing coats of gloss oil paintas "Crown Paints" or other approved to metal work in:</u>				
G	Framing; generally	LM	23		
H	General surfaces of doors both sides.	SM	30		
	<u>IRONMONGERY</u>				
	<u>Supply and fix the following UNION ironmongery or other equal and approved ironmongery complete with all matching screws and keys (Reference to this particular catalogue is given as a guide to type and quality only and equal and approved alternatives may be used)</u>				
J	100mm brass butt hinges	Prs	6		
K	Two lever mortice lock with pair of lever handles	No	4		
L	Ditto but steel locks	No.	4		
M	Rubber Door Stop	No	12		
	Carried Forward to Summary of Bill No. 02				
	Bill No. 01				
	Element No. 5				
	Doors				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT NO. 6: WALL FINISHES <u>EXTERNAL FINISHES</u>				
A	External horizontal and vertical keying	SM	340		
	<u>Internal finishes</u> <u>Wall Finishes</u> <i><u>Prepare and apply two coats of joint paste plaster to wall surface to Architect's Approval as described in:-</u></i>				
B	General wall surfaces. Painting and Decoration <i><u>Apply one coat and two finishing coats of silk vinyl/emulsion paint as "Crown Paints" or other equal and approved to:-</u></i>	SM	488		
C	Plastered wall surfaces. <i><u>15mm thick cement and sand (1:4) backing as described to:-</u></i>	SM	488		
D	Sides of wall to receive masonry as wall finish (m.s) <i><u>Supply & fix approved ceramic wall tiles fixed on backing (measured separately) with an approved adhesive jointed and flush pointed with grouting to match tile all to Architect's approval.</u></i>	SM			

E	General wall surfaces in wet areas	SM	-		
	Carried Forward to Summary of Bill No.02				
	Bill No.01 Element No.06 Wall Finishes				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT NO 7: FLOOR FINISHES				
	<u>Floor Finishes</u>				
	<u>Screed, Backing & Skirting.</u>				
	<u>In situ cement sand (1:3) screeded</u>				
	<u>beds with wood</u>				
	<u>floated finish, on concrete to:-</u>				
A	25mm Thick floor backing	SM	435		
B	Ditto to 100mm high skirting	LM	170		
	<u>Terrazo</u>				
C	38mm thick polished terrazo finish with dividing strip moulded in cement and sand mortar (1:3) Including plastic dividing strip	SM	435		
D	100mm high skirting	LM	170		
	Carried Forward to Summary of Bill				
	o.02				

Bill No. 01	0				
Element No. 0 / Floor Finishes					

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT NO. 8: CEILING FINISHES. <u>Ceiling Finishes</u> In situ cement sand (1:3) screeded beds with wood floated finish, on concrete to :-				
A	25mm Thick concrete soffit of suspended floor	SM	435		
	<u>PAINTING AND DECORATING</u> <i><u>Prepare and apply two coats of premium quality emulsion paint to :-</u></i>				
B	soffit of suspended floor	SM	435		
	Carried Forward to Summary of Bill No. 02				
	Bill No. 01				
	Element No. 8				
	Ceiling Finishes.				

<u>ELEMENT NO. 1: CONCRETE FRAME/WALLING</u>				
<u>External Walls</u>				
Chisel dressed natural stone walling jointed in cement/sand mortar mix 1:3 including 25x4mm thick hoop iron at every alternate courses				
A	200mm Thick external walls	SM	340	
B	Extra over external walling for attached stone piers size 400x200x2800mm high in natural coursed stone walling as before described	NO	-	
<u>INTERNAL WALLS</u>				
Block walling jointed in cement/sand mortar mix 1:3 including 25x4mm thick hoop iron at every alternate courses				
C	150mm Thick walls	SM	224	
<u>Horizontal damp proof course; one layer of 3-ply bituminous felt or other equal and approved (measured net allow for laps)</u>				
D	200mm wide levelled and bedded in cement and sand (1:3) mortar under walls	LM	264	
<i><u>In situ concrete class 25/20, vibrated and reinforced as described, in:-</u></i>				
E	Columns	CM	15	
F	Beams	CM	25	
G	Ramp & Staircase	CM	-	
H	150mm thick Suspended slab	SM	-	
<u>REINFORCEMENTS</u>				
<i><u>High yield square twisted rod reinforcement to BS 4461 in structural concrete work including cutting bending hoisting, fixing, tying wire and spacing blocks to:</u></i>				

J	10mm diameter	KGS	-		
K	Ditto 16mm diameter	KGS	3,762		
L	Ditto 12mm	KGS	-		
M	Ditto 8mm	KGS	612		
	<u>Sawn formwork: to</u>				
N	Vertical Sides of Columns	SM	192		
P	Soffits and sides of beams	SM	264		
Q	Formwork to the soffit of the suspended slab.	SM	-		
	Total Carried Forward				

	Total Brought Forward				
	Element No. 03 Concrete frame/Walling.				

	ELEMENT NO 4-ROOFING				
A	28 gauge Prepainted G.C. Sheets nailed	SM	648		
B	28 gauge ridge cap	LM	50		
	<u>The following items are included in the cost of the roof</u>				
C	150x50mm rafters	LM	433		
D	150x50mm Tie Beam	LM	373		
E	100x50mm struts/ties	LM	484		
F	100x50mm King post	LM	100		
G	150x50mm wall plate	LM	102		
H	75x50mm purlins	LM	748		
J	225x25mm fasci board	LM	107		
	Prepare and apply				
	two undercoats and one finishing coat				
K	to exterior quality super gloss oil paint on wood surfaces 200-300mm girth	LM	107		
	<u>RAIN WATER DISPOSAL</u>				
L	200mm Diameter half round plastic gutter	LM	107		
M	75mm plastic down pipe	LM	72		
N	Extra over down pipe for swan neck	NO	12		
Extra over down pipe for shoe	NO	12			
TOTAL FOR ROOFING CARRIED TO SUMMARY					

	ELEMENT NO.4: WINDOWS.				
	<u>Supply, assemble and fix primed purpose made heavy duty mild steel window comprising standard steel window frame built in wall, 25 x 25 mm Z section</u> <u>frame welded to standard frame in small panes complete with and including permanent ventilators comprising 'T'-bars, gauze and metal hood, coupling mullions; oiling and adjusting on completion and fixing of ironmongery such as hinges, locking devices such as windows fasteners, stays locks, bolts etc; all to Architect's approval and in accordance with drawings</u>				
A	Window size 1500x1500mm high overall	NO	20		
B	Window size 600x600mm high overall	NO	-		
C	Window size 1000x900mm high overall (W01)	NO	-		
D	Window size 2350x700mm high overall (W01)	NO	-		
E	Window size 2950x700mm high overall (W01)	NO			
	<u>Glazing</u> <u>6mm Thick Clear glass and glazing fixed</u> <u>with and including putty to steel windows (m.s)</u>				
F	Panes 0.1-0.5 square metres <u>Window cills</u> Ex. 250x 75mm thick precast	SM	45		
G	concrete window cill weathered and throated reinforced as necessary, finished fair faced including hoisting and bedding in cement and sand (1;3) mortar	LM	36		

	PAINTING AND DECORATING <u>Apply one coat and two finishing coats of gloss oil paint as "Crown Paints" or other approved metal work in:</u>				
H	General surfaces of windows both sides	SM	45		
J	<u>Curtain Rods</u> 25mm Diameter approved wrought iron front and rear rod curtain rail cut to lengths complete with fixings, runners and end stops and screwed or plugged to wall in accordance with the manufacturer's specifications.	LM	36		
	Element No. 03 Windows				

	<u>ELEMENT NO.5:DOORS</u> Note: All doors to architect's approval and drawing details <u>STEEL DOORS</u> <u>Supply, assemble and fix primed purpose French steel doors comprising heavy duty mild steel frame built into walling and adjusting on completion and fixing of ironmongery such as hinges, locking devices etc; all to Architect's approval and in accordance with drawings</u>				
A	Door overall size 1500x2400mm high.	NO	4		
B	Door overall size 900x2400mm high.	NO	-		
	<u>TIMBER DOORS</u> <u>Door frames</u> <u>Supply, assemble and fix the following purpose mild steel door frame and including one coat of approved red oxide primer by the manufacturer before delivery on site building and bedding frames in concrete columns. The door frames shall conform in every respect with drawings bracketed after item descriptions all to the approval of the Architect.</u>				
C	100x50mm door frame including architrave and quadrant	LM	-		
	<u>Flush doors</u> <u>45 mm Thick semi solid flush door faced both sides with high interior quality plywood with 50x12mm thick hardwood lipping all round;</u>				
D	Door overall size 900x2400mm high.	NO	-		
E	Door overall size 800x2100mm high	No.			
	<u>Paint & Decorations</u> <u>Apply one coat and two finishing coats of polyurethane clear varnish to wood</u>				

	<u>doorworkin:</u>				
F	General surfaces. <u>Apply one coat and two finishing coats of gloss oil paint as "Crown Paints" or other approved to metalworkin:</u>	SM	-		
G	Framing; generally	LM	-		
H	General surfaces of doors both sides. <u>IRON MONGERY</u> <u>Supply and fix the following UNION Ironmongery or other equal and approved ironmongery complete with all matching screws and keys (Reference to this particular catalogue is given as a guide to type and quality only and equal and approved alternatives may be used)</u>	SM	30		
J	100mm brass but hinges	Prs	-		
K	Two lever mortice lock with pair of lever handles	No	-		
L	Ditto but steel locks	No.	4		
M	Rubber Door Stop	No	-		
	Element No. 5 Doors				

ELEMENT NO. 6: WALL FINISHES					
<u>EXTERNAL FINISHES</u>					
A	External horizontal and vertical keying	SM	340		
<u>Internal finishes</u>					
<u>Wall Finishes</u>					
<i><u>Prepare and apply two coats of joint paste plaster to wall surfaces to Architect's Approval as described in:-</u></i>					
B	General wall surfaces.	SM	460		
<u>Painting and Decoration</u>					
<i><u>Apply one coat and two finishing coats of silk vinyl/emulsion paint as "Crown Paints" or other equal and approved to:-</u></i>					
C	Plastered wall surfaces.	SM	460		
<i><u>15mm thick cement and sand (1:4) backing as described to:-</u></i>					
D	Sides of wall store receive masonry wall finish (m.s)	SM			
<i><u>Supply & fix approved ceramic wall tiles fixed on backing (measured separately) with an approved adhesive jointed and flush pointed with grouting to match tile all to Architect's approval.</u></i>					
E	General wall surfaces in wet areas	SM	-		
0					
0					
Element No. 06 Wall Finishes					

Element No. 07				
Floor finishes				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	BILL NO. 01 <u>PROVISIONAL & PRIME COSTS</u>				
	<u>MECHANICAL WORKS AND PLUMBING WORKS</u>				
	PROJECT MANAGEMENT				
A	Allow a Provisional sum of Kenya Shillings Six Hundred Thousand (600,000) Only for Project Management.	Sum			
	CONTINGENCY				
B	Allow a Provisional sum of Kenya Shillings Nine Hundred Thousand (900,000) Only for Contingency.	Sum			
	<u>ELECTRICAL WORKS</u>				
C	Allow a provisional sum of Seven Hundred Thousand 700,000 for Electrical works				
	<u>WATER TANK</u>				
D	Allow a provisional sum of One Hundred Thousand 100,000 for Ten Thousand Litre Water tank				
	Carried Forward to Final Summary				
	Bill No. 1				
	P.C & PROVISIONAL SUM				

ITEM	DESCRIPTION	PAGE	AMOUNT (SHS)
	<u>GRAND SUMMARY</u>		
1	PRELIMINARIES		-
2	PHASE 1		-
3	PHASE 2		-
4	P.C AND PROVISIONAL SUMS		-
	SUBTOTAL		-
TOTAL ESTIMATED COST OF THE PROJECT			-

TENDERER

Signature.....

Name & Title.....

Date.....

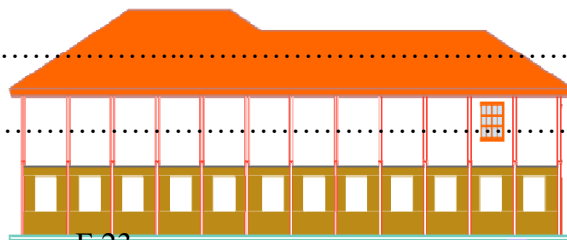
Official Stamp.....

EMPLOYER

Signature.....

Name & Title.....

OfficialStamp



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