



REQUEST FOR QUOTATIONS
TUNGURURWET PRIMARY SCHOOL
P.O BOX 7642-30100 ELDORET

**TENDER DOCUMENT FOR THE PROPOSED CONSTRUCTION OF 4NO. DOOR BOYS PIT
LATRINE WITH ONE OF THE CHAMBER FOR PERSONS WITH DISABILITIES**

TENDER NO: NG-CDF/MOIB/25/2024-2025

**REQUEST FOR QUOTATIONS FOR SMALL CONTRACTS
(BUILDING WORKS)**



PREFACE

1. This Standard Request for Quotations (SRFQ) document has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Procuring Entities (PEs) for Request for Quotations for small contracts for goods, works, and non-consulting services, including maintenance services, management services, insurance, leasing, information technology, supply and installation of plant and equipment, and procurement of immovable assets/property. No open competition is required under these contracts and the tenderers are selected from a Procuring Entity's List of Registered Suppliers or from other known sources, usually not less five (5) firms or individuals of equal capacity and same line of business. No Joint Ventures (JVs) should be allowed in the case of request for quotations.
2. In case of quotations are considered abnormally low or abnormally high, the benchmark should be the Procuring Entity's estimate in the Procurement Plan or other estimate based on the Market Survey. It is expected that a Procuring Entity should call for quotations with a clear idea of what to expect as a reasonable quotation. In case of abnormally low or high quotations, the Procurement Entity should (a) review the specifications, quotation period (may be period given to give quotations was too short), conditions of contract, correctness of the estimate or (b) possibility of a collusion or cartels in the quotation process and/or (c) perception of the firms on the credibility of the Procuring Entity.
3. Abnormally low quotations should be rejected to avoid the inherent risk of a low tenderer not performing the contract. On abnormally high quotations, the PE should seek to establish if the cause of the abnormally high quotation was the specifications, conditions of contract, correctness of the estimate, a result of a possibility of a collusion in the tendering process, or perception of the firms on the credibility of the Procuring Entity or any other reason before re-tendering. In case the abnormally high quotation is found to be a result of a possibility of a collusion or cartels in the tendering process, the Procuring Entity would need to take measures to deal with it before re-tendering.
4. The procedures and practices presented in this SRFQ reflect the requirements in the Public Procurement and Disposal Act and its Regulations. This SRFQ will be used by Procuring Entities on a mandatory basis. Procuring Entities and other Users should ensure that they are using the latest version of this SRFQ, which can be verified with PPRA. Lack of its use could be basis for challenging decision on contract award.
5. The SRFQ is comprised of three parts, namely; the Quotation Procedures, Requirements for Supply of *Goods, Works or Provision of Non Consultancy Services*. Conditions of Contract and forms are indicated on the Table of Contents. Before using this SRFQ, the user should be familiar with the Public Procurement and Asset Disposal Act, 2015(the Act), Public Procurement and Asset Disposal Regulations 2020(Regulations) and relevant manuals prepared to guide public officials in the conduct of the procurement process. Before using this SRFQ, the User is advised to or should be familiar with the Act and its Regulations and any manuals prepared and issued by PPRA to guide public officials in the conduct of the public procurement process.
6. This SRFQ is to be used for contracts based on Schedules of Requirements and Specifications and not on admeasurement Bills of Quantities and a pre-qualification process having taken place. The Procuring Entity is expected to select at least five (5)firms from the List of Registered Suppliers and who, have no conflicts of interest, are not debarred from tendering and are not declared bankrupt or insolvent.. Foreign currency, and margin of domestic preference will not be allowed. Reservations are allowed but the selected beneficiaries or tenderers must be of the same category and capacity.
7. During preparation of this SRFQ document, the Procuring Entity should specify whether to allow the following:
 - i) Margin of Preference,
 - ii) Reservations
 - iii) Pre-qualification
 - iv) Alternative tenders

8. The document includes a lump sum contract and a payment schedule where the deliverables can be defined in physical and qualitative characteristics to enable payments be made on the basis of percentage completion of each deliverable or activity. For goods contracts, quotations are called for a listing of items of goods required, including their specifications. The period allowed for submission of quotations is usually short. Lengthy Arbitration processes, standstill periods etc., have been avoided. It should however be understood that complaints in public procurement cannot be totally avoided. Amicable negotiations should be encouraged in case of disputes or complaints.
9. The Procuring Entity should confirm that the items/contracts to be procured is in the PE's Procurement Plan. It should also confirm the estimated cost of the contract(s). The estimated time for completing contracts procured via quotations is usually very short. The cost estimate helps the Procuring Entity determine the quotation method as the applicable procurement method to be used and the determination if the lowest evaluated cost is unrealistically too low or too high. Prior to finalizing the Quotation Document, it is advisable for the Procuring Entity to recheck these estimates.
10. The estimates must be prepared by an expert in the field of the subject contract. The Estimates should be based on current market prices or on data collected by the Procuring Entity based on past (*but not historic*) contracts.
11. The Public Procurement Regulatory Authority welcomes any comments from the Users of this STD which will assist in revising (if need be) and improving the structure and contents of the STD.
12. The text shown in Italics is "Notes to the Procuring Entity". It provides Guidelines to the procuring entity in preparing a RFQ. "Notes to the Procuring Entity" as well as this PREFACE should be deleted from the final RFQ issued to the tenderers.

Director General
Public Procurement Regulatory Authority (PPRA)

This Page is the beginning of the Standard Request for Quotations Document Issued to the Bidders.

NAME, LOGO AND ADDRESS OF THE PROCURING ENTITY.

NAME AND IDENTIFICATION OF QUOTATION.

REQUEST FOR QUOTATIONS.

- 1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

TUNGURURWET PRIMARY SCHOOL

P.O BOX 7642-30100 ELDORET

- 2) TENDER NO: **NG-CDF/MOIB/24/2025-2026**

- 3) Contract Name: **THE PROPOSED CONSTRUCTION OF 4NO. DOOR BOYS PIT LATRINE WITH ONE OF THE CHAMBER FOR PERSONS WITH DISABILITIES.**

REQUEST FOR QUOTATIONS (RFQ)

To:

From: **TUNGURURWET PRIMARY SCHOOL**

P.O BOX 7642-30100 ELDORET

THE PROPOSED CONSTRUCTION OF 4NO. DOOR BOYS PIT LATRINE WITH ONE OF THE CHAMBER FOR PERSONS WITH DISABILITIES

TENDER NO: AS PER THE ADVERT

1. The **TUNGURURWET PRIMARY SCHOOL P.O BOX 7642-30100 ELDORET** invites you to submit quotations for **The Proposed Construction of 4no. Door Boys Pit Latrine with One of the Chamber for Persons with Disabilities** Tender Ref no: **AS PER THE ADVERT** indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours **8:00 AM to 5:00PM** at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than *[indicate date and time]*. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to **HEADTEACHER, TUNGURURWET PRIMARY SCHOOL P.O BOX 7642-30100 ELDORET**
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within **IMMEDIATELY** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

1) Name of Procuring Entity: **TUNGURURWET PRIMARY SCHOOL P.O BOX 7642-30100 ELDORET**

2) Mailing Address:

3) Physical address:

Yours sincerely,

[Signature, Designation and Position of Authorized Official]

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for **ONE FIFTY FOUR (154)** days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one "one original" should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.
 - 1) Name of Procuring Entity: **TUNGURURWET PRIMARY SCHOOL.**
 - 2) Mailing Address:
 - 3) Date of Submission (deadline): **AS PER ADVERT**

Time of Submission (deadline): **AS PER ADVERT**
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) valid trading license (ii) certificate of registration, and (iii) valid tax compliance certificate. (iv) AGPO Certificate (where applicable). The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
11. **Alternative Quotations:** Tenderers are **permitted/not permitted** (*select one*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one*).
13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:

- i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate (where applicable)
- ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
- iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

- 14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
- 15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
- 16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.



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)

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (Procuring Entity)	
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 _____, 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), 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 from _____ (specify website) 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) **EVALUATION AND QUALIFICATION CRITERIA**

This will be done through the following;

- A. Preliminary evaluation
- B. Technical evaluation
- C. Financial evaluation

A. PRELIMINARY EVALUATION

	QUALIFICATION REQUIREMENTS	Document to be completed by the tenderer	Responsiveness (Qualification Met Or not Met)
1.	Certificate of company incorporation/ Firm Registration	Attachment	
2.	Valid Tax Compliance Certificate (KRA)	Attachment	
3.	List of directors with respect to shareholding & details of citizenship-CR12 issued within the last one year	Attachment	
4.	KRA Pin certificate	Attachment	
5.	AGPO Registration certificate where applicable	Attachment	
6.	National Construction Authority N.C.A certificate 8 and 7 (Registration and practicing license)	Attachment	
7.	Valid business registration permit	Attachment	
8.	Power of attorney (of tender signatory)	Attachment	
9.	Litigation history-No consistent history of court arbitral award decisions against the tenderer for the last 10 years since 1 st January 2016	Attachment	
10.	Dully filled, signed and tamped quotation form		
11.	Dully filled, signed and stamped schedule of requirements table/ Bill of quantities		
12.	Dully filled, signed and stamped form for disclosure of interest		
13.	Dully filled, signed and stamped certificate of independent quotation determination		
14.	Dully filled, signed and stamped self-declaration form		
15.	Personal/company documents should be certified by an advocate as true of the original		
16.	Serialization/ pagination of original tender document on each page properly bound, perfect cover, hard cover or case bound (documents submitted in loose or spiral binding will be automatically disqualified)	Tender document in the prescribed format	
	BN; Tenderers that do not pass the preliminary stage will be considered non-responsive and will be not be considered further		

B. TECHNICAL EVALUATION

	QUALIFICATION REQUIREMENTS	Document to be completed by the tenderer	Responsiveness (Qualification Met Or not Met)
1.	Financial resources/Capabilities	Attachment of Bank statement /line of credit	
2.	Audited accounts for the last three year	Attachments	
2.	Relevant experience in building and construction	Attachments	
3.	Technical key personnel in relevant engineering field	Attachments	
4.	Relevant Equipment's	Attachments	
5.	Work methodology and program of work	Attachments	
	BN; Tenderers that do not pass the preliminary stage will be considered non-responsive and will be not be considered for Financial evaluation		

ii) **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).

Item	Description of Goods/works/services (Procuring Entity to select one)	Quantity	Unit price	Total Price in Ksh
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL PRICE IN KeS.				

Signature: _____

And seal/Stamp

Name: _____

Position:

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

Date _____

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

- i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	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 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)



iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
[Name of Procuring Entity] for: _____
[Name and number of quotation] in response to the request for tenders made by:
[Name of Tenderer] do hereby make the following statements
that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____

Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

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				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(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
	B	C	D	E
1.				
2.				
3.				
4.				
5.				
6.				
7.				
		TOTAL PRICE		

Signature:

And seal/Stamp

Name:

Position:

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

Date _____

PART 3: CONTRACT

CONTRACT AGREEMENT

(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 _____
[Insert name of Supplier, or contractor or service provider], and having its principal place of business at

[Insert 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 description of Goods, works and Services] 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. QUOTATIONSUBMISSION 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/contractor/service provider 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/Contractor/service provider (select one) in consideration of the provision of the Goods/works/services (select one) 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

Signed: [insert signature]
in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

Signed: [insert signature of authorized representative(s) of the Supplier]
in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Supplier/Contractor/Service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier/Contractor/Service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/Contractor/Service Provider Responsibilities

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Supplier/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*select one*) in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows (*select one*):

- (i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
- (ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
- (iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

9. Inspections and Tests

The Supplier/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

15

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract





BILL NO. 3

BUILDER'S WORKS

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>4NO. DOOR PIT LATRINE WITH 1NO. PIT FOR PWD</u>				
	<u>ELEMENT NO.1</u>				
	<u>SUBSTRUCTURES (All provisional)</u>				
	<u>Excavations</u>				
A	Clear site of all shrubs, bushes, trees and undergrowth including grubbing up of roots and dispose off as directed.	23	SM		
B	Excavate oversite average 200mm deep and cart away as directed	23	SM		
C	Excavation to reduce levels starting from stripped level not exceeding 1.5 meters deep and cart away	7	CM		
D	Bulk excavation from reduced level not exceeding 1.5m deep	4	CM		
E	Ditto starting from 1.5m deep but not exceeding 3.0m deep	4	CM		
F	Ditto starting from 3.0m deep but not exceeding 4.5m deep	4	CM		
G	Ditto starting from 4.5m deep but not exceeding 6.0m deep	2	CM		
H	Excavate trenches for strip foundation not exceeding 1.5metres from reduced level	21	CM		
J	Extra over excavation for rock in foundation	4	CM		
	<u>Filling and carting away</u>				
K	Return, fill and ram with selected and approved excavated material around excavations	6	CM		
L	Load and cart away excavated materials from site	36	CM		
	<u>Hardcore Fillings</u>				
M	300mm thick approved hardcore filling; well rolled, rammed and compacted in making up levels, in layers of 150mm maximum thickness.	7	SM		
N	50 mm murrum fillingl to hardcore surfaces, well rolled and levelled to receive concrete	7	SM		
	<u>Anti-termite treatment</u>				
P	Apply approved anti termite chemical treatment on blinded surfaces.	12	SM		
	<u>Damp Proof Membrane</u>				
Q	500 gauge polythene sheeting with sides and end laps as described laid on blinded surfaces	12	SM		
	Carried to Collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>SUBSTRUCTURE-(CONTINUED)</u>				
	<u>Disposal of water</u>				
A	Keeping all excavations free from all water including spring or running water		Item		
	<u>Planking and strutting</u>				
B	Uphold the sides of all excavations		Item		
	<u>Concrete Work</u>				
	<u>Plain concrete (1:4:8) in</u>				
C	50mm Thick blinding to strip foundation	16	SM		
	<u>Vibrated reinforced concrete grade 20/20 (1:2:4) in:</u>				
D	Strip footing	3	CM		
E	Ground beam	0	CM		
F	150mm Thick ground bed	12	SM		
G	Ditto suspended pit slab	11	SM		
	<u>Sawn formwork to:-</u>				
H	Sides of strip footing and pit collar	10	SM		
J	Sides and soffits of ground beam	0	SM		
K	Soffites of suspended pit slab	11	SM		
L	Edges of floor bed 75 - 150mm high	12	LM		
L	Edges of suspended floor bed 75 - 150mm high	15	LM		
M	Boxing formwork to form opening size 600 x 600mm in 150mm thick slab for manhole cover and frame (m.s) including planting fillet to form rebate.	0	LM		
	<u>Labour and materials</u>				
N	Form or leave drop hole size 200 x 150mm wide in reinforced concrete	4	NO		
	<u>Steel fabric mesh reinforcement to B.S. 4483</u>				
P	No. A 142 fabric weighing 2.22Kg/sm fixed in bed	12	SM		
	<u>Reinforcement</u>				
	<u>Ribbed steel reinforcement bars as described to B.S. 4449; including cutting to length, bending and fixing including all necessary tying wires and spacing blocks (all provisional)</u>				
Q	8mm diameter	34	KG		
R	10mm diameter	221	KG		
S	12mm diameter	0	KG		
	Carried to Collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>SUBSTRUCTURE-(CONTINUED)</u>				
	<u>Foundation Walling</u> <i>Natural stone walling in cement and sand (1:3) mortar and including reinforcing with 20 x 3mm thick hoop iron in every alternate course.</i>				
A	225mm Thick walling to strip footing and pit collar	38	SM		
	<u>Plinths</u>				
B	12mm thick cement and sand (1:3) render to plinths	9	SM		
C	Prepare and apply three coats bituminous paint to rendered plinths	9	SM		
	<u>Water proofing with penetron in accordance with manufacturer's instruction (10 yrs guarranty)</u>				
D	To buffer wall and pit collar walling	0	SM		
	<u>Manholes</u>				
	<i>Cast iron manhole cover and frame to B.S. manufacture by East Africa Foundary Works or other equal and approved</i>				
E	600 x 600mm medium duty grade B rectangular manhole cover and frame including bedding frame in cement mortar and setting cover in grease and coating all surfaces with bituminous paint.	0	NO		
	<u>Metal Works</u>				
F	Galvanised manhole step irons to B.S. 1247 built into concrete blockwork and making good.	0	NO		
	<u>Paving Slabs around building</u>				
G	1no. 600 x 600 x 50mm thick precast concrete paving slabs bedded and jointed in cement and sand (1:4) mortar laid on and including 50mm thick sand bed	12	SM		
	Carried to Collection Below				
	<u>COLLECTION</u> BROUGHT FORWARD FROM PAGE BW/1 BROUGHT FORWARD FROM PAGE BW/2 BROUGHT FORWARD FROM PAGE ABOVE				
	TOTAL FOR ELEMENT NO. 1 CARRIED TO (SUBSTRUCTURES) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>SUPERSTRUCTURE WORKS</u>				
	<u>ELEMENT NO. 2</u>				
	<u>CONCRETE WORKS</u>				
	<u>Vibrated reinforced concrete grade 20/20 (1:2:4) in:-</u>				
A	Ring Beam	1	CM		
	<u>Reinforcement</u>				
	<i><u>Ribbed steel reinforcement bars as described to B.S. 4449; including cutting to length, bending and fixing including all necessary tying wires and spacing blocks (all provisional)</u></i>				
B	8mm diameter	31	KG		
C	12mm diameter	54	KG		
	<u>Sawn formwork to:-</u>				
D	Sides and soffits of beams	9	SM		
	TOTAL FOR ELEMENT NO. 2 CARRIED TO (CONCRETE WORKS) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>ELEMENT NO. 3</u>				
	<u>WALLING</u>				
	<i><u>Natural stone walling with a minimum of 7.0 N/mm² average compressive strength to B.S 5390; bedded and jointed in cement and sand (1:3) mortar reinforcing with 20 x 3mm thick hoop iron in every alternate course to approval</u></i>				
A	150mm Thick walling; externally	39	SM		
B	Ditto gable wall	1	SM		
C	150mm Thick walling; internally	11	SM		
	<u>Eaves filing</u>				
D	150 mm eaves filling, 300mm high including dressing between rafters	11	LM		
	<u>Damp-proofing</u>				
E	150 mm Wide Hessian based bituminous felt damp proofing course laid and bedded on cement sand (1:3) mortar; externally	21	LM		
F	Ditto internally	5	LM		
	<u>Labour & Sundries</u>				
G	Extra over walling for horizontal recessed key pointing on masonry walling in 10mm thick cement sand mortar (1:3), one coat of bituminous paint	39	SM		
	<u>Vent blocks</u>				
	<i><u>Supply and fix precast louvre vent blocks in cement sand mortar (1:3) and paint to architect's approval</u></i>				
H	150mm thick block walling	1	SM		
	TOTAL FOR ELEMENT NO. 3 CARRIED TO (WALLING) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>ELEMENT NO. 4</u>				
	<u>ROOFING AND RAIN WATER DISPOSAL (ALL PROVISIONAL)</u>				
	<u>Structural timbers: sawn cypress: celcure treated</u>				
A	100x50mm wall plate mounted with hoop iron at 1000mm c/c	11	LM		
B	100 x 50 mm Rafters	22	LM		
C	75 x 50 mm Purlins	32	LM		
	<u>Roof Cover</u>				
	<u>Prepainted galvanized corrugated iron sheets gauge 28 from an approved manufacturer or any other equal and approved (measured net-no allowance made for laps) laid on purlins (allow for translucent sheets in washrooms)</u>				
D	Roof covering	23	SM		
	<u>Wrot Cypress</u>				
E	225 x 25mm Fascia or barge board	20	LM		
	<u>Painting and Decoration</u>				
	<u>Knot, prime and prepare and apply approved stain and two coats exterior wood preservative lacquer on wood surfaces to:</u>				
F	Surfaces 200 - 300mm girth	20	LM		
	TOTAL FOR ELEMENT NO. 4 CARRIED TO (ROOFING) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>ELEMENT NO. 5</u>				
	<u>DOORS</u>				
	<u>30mm Thick match boarded door with approved softwood timber battens 100 x 25mm thick jointed with tongue and grooves supported with diagonal timber braces. 150 x 30mm thick horizontal timber ledges, 150 x 30 mm thick and vertical frames 150 x 30mm thick.</u>				
A	Single leaf overall door size 900 x 2100 mm high	3	NO		
B	Double leaf overall door size 1200 x 2100 mm high	1	NO		
	<u>Wrot cypress or other equal and approved :-</u>				
C	100 x 50 mm; 2 No. labours; plugged door frame	21	LM		
	<u>Ironmongery</u>				
	<u>To softwood, hardwood or the like fixing with screws</u>				
D	Aluminum tower bolts	4	NO.		
E	100mm Brass butts hinges	8	PRS		
	<u>To concrete or blockwork; fixing with bolts; plugging</u>				
F	Rubber door stop complete with 38 mm rawl bolt	5	NO.		
	<u>Painting and Decorations</u>				
	<u>Aluminum primer or other equal and approved wood primer before fixing: -</u>				
G	Backs of frame, board, etc. over 100mm but not exceeding 200mm girth	21	LM		
	<u>Prepare apply three coats gloss oil paint from approved manufacturer (s) to timberwork</u>				
H	General surfaces of timber doors over 300mm girth	16	SM		
I	Frame over 200mm but not exceeding 300mm girth	21	LM		
	TOTAL FOR ELEMENT NO. 5 CARRIED TO (DOORS) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>ELEMENT NO. 6</u>				
	<u>FINISHES</u>				
	<u>Wall finishes</u>				
	<u>Insitu finishes</u>				
	<u>Render; 15mm thick, 1 No. coat work of cement and sand (1:3); wood floated to concrete or blockwork base generally to: -</u>				
A	Ring beam, eaves and gable walling	13	SM		
	<u>Plaster; 12mm thick, 2 No. coat work, 9mm first coat of cement sand (1:3); 3mm second coat of cement and lime putty (1:9); steel troweled to concrete or blockwork base</u>				
B	Walls; internal	61	SM		
	<u>Painting and Decorations</u>				
	<u>Prepare and apply one undercoat and three coats of first quality emulsion paint to the following surfaces</u>				
C	Rendered surfaces; external	13	SM		
	<u>Prepare and apply one undercoat and three finishing coats of interior quality emulsion equal and approved paint to:</u>				
D	Plastered walls	61	SM		
	<u>Floor finishes</u>				
	<u>Insitu Finishings</u>				
	<u>Cement sand screed 1:4 mixed with red oxide to approval to:-</u>				
E	40mm thick steel troweled smooth floor	23	SM		
F	Ditto to 100mm high skirting	30	LM		
G	300 x 75mm precast concrete coping to detail	11	LM		
	<u>Supply, deliver and install the following drainage fittings complete with screws, couplers including holder bats and clipping to wall.</u>				
H	PVC soil waste pipe size 100mm diameter	4	LM		
I	PVC pipe sweep bend size 100mm diameter	1	NO.		
J	PVC vent cowl size 100mm diameter	1	NO.		
	TOTAL FOR ELEMENT NO. 6 CARRIED TO (FINISHES) SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>SUMMARY</u>				
ELEMENT NO.	TITLE		PAGE NO.		AMOUNT
1	SUBSTRUCTURE (ALL PROVISIONAL)		BW/3		
2	CONCRETE WORK		BW/4		
3	EXTERNAL & INTERNAL WALLING		BW/5		
4	ROOF CONSTRUCTION.		BW/6		
5	DOORS		BW/7		
6	FINISHES		BW/8		
	TOTAL FOR BUILDER'S WORKS CARRIED TO GRAND SUMMARY				

BILL NO. 4

PRIME COST & PROVISIONAL WORKS

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>PRIME COST AND PROVISIONAL SUMS</u>				
	<u>PROVISIONAL SUMS</u>				
	<u>Provisional sums are to be measured on completion and priced in accordance with the rates contained in these bills of quantities or prorata thereto or deducted in whole if not required</u>				
	<u>PROJECT MANAGEMENT EXPENSES</u>				
A	Allow a Provisional sum of Kenya Shillings Twenty Thousand (Kshs 20,000.00) only for Project Management Expenses		ITEM		20,000.00
B	Allow for profits and overheads		%		
C	Allow a Provisional sum of Kenya Shillings Five Thousand (Kshs 5,000.00) only for Project Documentation Expenses		ITEM		5,000.00
D	Allow for profits and overheads		%		
E	Allow a Provisional sum of Kenya Shillings Fifteen Thousand (Kshs 15,000.00) only for PMC		ITEM		15,000.00
F	Allow for profits and overheads		%		
	<u>CONTINGENCY</u>				
G	Allow a provisional sum of Kenya Shillings Twenty Thousand (Kshs. 20,000.00) only for contingencies to be spent as directed by the Project Manager		ITEM		20,000.00
	TOTAL PC/PROVISIONAL SUMS CARRIED TO GRAND SUMMARY				

GRAND SUMMARY

PROPOSED CONSTRUCTION				
<u>GRAND SUMMARY</u>				
ITEM	DESCRIPTION	Page No.	FOR TENDERER USE ONLY	FOR OFFICIAL USE ONLY
			KES.	KES.
A	PARTICULAR PRELIMINARIES	From Page	PP/5	
B	GENERAL PRELIMINARIES	From Page	GP/10	
C	BUILDER'S WORKS	From Page	BW/9	
D	PRIME COSTS AND PROVISIONAL SUMS	From Page	PC/PS/1	
			SUB-TOTAL:-	
E	ADD PUBLIC PROCUREMENT CAPACITY BUILDING LEVY AT 0.03% OF SUBTOTAL 1			
TOTAL CARRIED TO FORM OF TENDER (VAT INCLUSIVE)				

Amount in words: Kenya shillings.....Cents.....

Tenderer's signature and stamp.....

Address.....

Date.....

Witness's name.....

Signature.....

Address.....

Date.....

