COUNTY GOVERNMENT OF MERU

TENDER FOR

PROPOSED RENOVATION OF HOSTELS FOR KAGURU ATC-IMENTI SOUTH

TENDER NUMBER:KATC/ONT/001/2021-2022

(REFER TO INVITATION LETTER IN MERU COUNTY WEBSITE)

(FEBRUARY 2022)

PRINCIPAL
KAGURU AGRICULTURAL TRAINING CENTRE
PO BOX 476
NKUBU

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SECTION I: INVITATION FOR TENDERS

PROPOSED RENOVATION OF HOSTELS FOR KAGURU ATC-IMENTI SOUTH.

TENDER NUMBER: KATC/ONT/001/2021-2022

County Government of Meru (CGM) (hereafter

called "The Client") now invites sealed bids nationally, from eligible Contractor of the aforementioned Works. Interested Contractors may obtain further information and inspect the tender document from CGM website: http://www.meru.go.ke/ https://tenders.go.ke.

1.1 Bidders who will be interested shall download the tender document from the website and MUST forward their particulars immediately for recording and further clarification and addenda to Kaguru Agricultural Training Centre offices.

1.2 Completed tender documents must be submitted to KAGURU ATC Tender Box: as per the requirements contained in the tender document so as to be received on or before the date and time indicated 28th February 2022 @ 10.00 AM);

1.3 Prices quoted should be net inclusive of all taxes and delivery cost, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender;

1.4 Tenderers shall furnish, as part of their application a tender security as indicated in the instructions to tender or tender securing declaration form where applicable.

1.5 The criteria stated in the appendix to instruction to tenderers will be used to evaluate the tenderers responsiveness thereby obtaining the lowest evaluated bidder;

1.6 Bidders who may experience any challenges in accessing or downloading the tender documents from the website should contact the office

1.7

1.8 Performance security from a reputable bank shall be 5% of the contract price only for projects above Ksh.5 Million.

1.9 Pre-tender site visit shall be organized with the Principal Kaguru Agricultural Training Centre. The pretender site visit shall be held on Friday, 18th February 2022 at 10.00AM, starting from the Principal's Office, Kaguru.

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SECTION II : INSTRUCTIONS TO TENDERERS.

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

1.1 The Employer as defined in the Appendix to instruction of tenderers invites tenders for Works Contract as described in the tender documents. The successful tenderer will be expected to complete the Works by the Intended Completion Date specified in the tender documents.

1.2 All tenderers shall provide the Qualification Information, a statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with the Consultant or any other entity that has prepared the design, specifications, and other documents for the project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to tender.

1.3 All tenderers shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

1.4 In the event that pre-qualification of potential tenderers has been undertaken, only tenders from pre-qualified tenderers will be considered for award of Contract. These qualified tenderers should submit with their tenders any information updating their original pre-qualification applications or, alternatively, confirm in their tenders that the originally submitted pre-qualification information remains essentially correct as of the date of tender submission.

1.5 Where no pre-qualification of potential tenderers has been done, all tenderers shall include the following information and documents with their tenders , unless otherwise stated:

(a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the tender to commit the tenderer:

(b) total monetary value of construction work performed for each of the last five years:

(c) experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and names and addresses of clients who may be contacted for further information on these contracts;

(d) major items of construction equipment proposed to carry out the Contract

and an undertaking that they will be available for the Contract.

(e) qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they shall be available for the Contract.

(f) reports on the financial standing of the tenderer, such as profit and loss statements and auditor's reports for the past five years;

(g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);

(h) authority to seek references from the tenderer's bankers;

- information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount; and

- proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

1.6 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated:

(a) the tender shall include all the information listed in clause 1.5 above for each joint venture partner;

(b) the tender shall be signed so as to be legally binding on all partners;

(c) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(d) one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of all partners of the joint venture; and

(e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

1.7 To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria;

(a) annual volume of construction work of at least 2.5 times the estimated annual cashflow for the Contract;

(b) experience as main contractor in the construction of at least
(c) two works of a nature and complexity equivalent to the Works over the last 10 years (to comply with this requirement, works cited should be at least 70 percent complete);

(d) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed as required for the Works;

(e) a Contract manager with at least five years' experience in works of an equivalent nature and volume, including no less than three years as Manager; and

(f) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than 4 months of the estimated payment flow under this Contract.

1.8 The figures for each of the partners of a joint venture shall be added together to determine the tenderer's compliance with the minimum qualifying criteria of clause 1.7 (a) and (e); however, for a joint venture to qualify, each of its partners must meet at least 25 percent of minimum criteria 1.7 (a), (b) and (e) for an individual tenderer, and the partner in charge at least 40 percent of those minimum criteria. Failure to comply with this requirement will result in rejection of the joint venture's tender. Subcontractors' experience and resources will not be taken into account in determining the tenderer's compliance with the qualifying criteria, unless otherwise stated.

1.9 Each tenderer shall submit only one tender, either individually or as a partner in a joint venture. A tenderer who submits or participates in more than one tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the tenderer's participation to be disqualified.

1.10 The tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.

1.11 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.

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

1.13 The price to be changed for the tender document shall not exceed Kshs.1,000/=

1.14 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

2.1 The complete set of tender documents comprises the documents listed below and any addenda issued in accordance with Clause 2.4.

(a) These Instructions to Tenderers
(b) Form of Tender and Qualification Information
(c) Conditions of Contract
(d) Appendix to Conditions of Contract
(e) Specifications
(f) Drawings
(g) Bills of Quantities
(h) Forms of Securities

2.2 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the be at the tenderer's risk and may result in rejection of his tender.

2.3 A prospective tenderer making an inquiry relating to the tender documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will only respond to requests for clarification received earlier than seven days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.

2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Employer.

2.5 To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders, in accordance with Clause 4.2 herebelow.

3. Preparation of Tenders

3.1 All documents relating to the tender and any correspondence shall be in English language.

3.2 The tender submitted by the tenderer shall comprise the following:

(a) These Instructions to Tenderers, Form of Tender, Conditions of Contract, Appendix to Conditions of Contract and Specifications;

(b) Tender Security;

(c) Priced Bill of Quantities ;

(d) Qualification Information Form and Documents;

(e) Alternative offers where invited; and

(f) Any other materials required to be completed and submitted by the tenderers.

3.3 The tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.

3.4 The rates and prices quoted by the tenderer shall only be subject to adjustment during the performance of the Contract if provided for in the Appendix to Conditions of Contract and provisions made in the Conditions of Contract.

3.5 The unit rates and prices shall be in Kenya Shillings.

3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer may refuse the request without forfeiting the Tender Security. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender, but will be required to extend the validity of Tender Security for the period of the extension, and in compliance with Clause 3.7 - 3.11 in all respects.

3.7 The tenderer shall furnish, as part of the tender, a Tender Security in the amount and form specified in the appendix to instruction to tenderers. This shall be in the amount not exceeding 2 percent of the tender price.

3.8 The format of the Tender Security should be in accordance with the form of Tender Security included in Standard forms or any other form acceptable to the Employer . Tender Security shall be valid for 30 days beyond the validity of the tender.

3.9 Any tender not accompanied by an acceptable Tender Security shall be rejected. The Tender Security of a joint venture must define as "Tenderer" all joint venture partners and list them in the following manner:..... a joint venture of"……","……",and " .....".

3.10 The Tender Securities of unsuccessful tenderers will be returned within 28 days of the end of the tender validity period specified in Clause 3.6.

3.11 The Tender Security of the successful tenderer will be discharged when the tenderer has signed the Contract Agreement and furnished the required Performance Security.

3.12 The Tender Security may be forfeited

(3) if the tenderer withdraws the tender after tender opening during the period of tender validity;

(b) if the tenderer does not accept the correction of the tender price, pursuant to Clause 5.7;

© in the case of a successful tenderer, if the tenderer fails within the specified time limit to

(3) sign the Agreement, or

(ii) furnish the required Performance Security.

3.13 Tenderers shall submit offers that comply with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. Alternatives will not be considered, unless specifically allowed in the invitation to tender. If so allowed, tenderers wishing to offer technical alternatives to the requirements of the tendering documents must also submit a tender that complies with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. In addition to submitting the basic tender, the tenderer shall provide all information necessary for a complete evaluation of the alternative, including design calculations, technical specifications, breakdown of prices, proposed construction methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated tender conforming to the basic technical requirements shall be considered.

3.14 The tenderer shall prepare one original of the documents comprising the tender documents as described in Clause 3.2 of these Instructions to Tenderers, bound with the volume containing the Form of Tender, and clearly marked "ORIGINAL". In addition, the tenderer shall submit copies of the tender, in the number specified in the invitation to tender, and clearly marked as "COPIES". In the event of discrepancy between them, the original shall prevail.

3.15 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer, pursuant to Clause 1.5 (a) or 1.6 (b), as the case may be. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.

3.16 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

3.17 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

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

4. Submission of Tenders

4.1 The tenderer shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, duly marking the inner envelopes as "ORIGINAL" and "COPIES" as appropriate. The inner and outer envelopes shall:

(a) be addressed to the Employer at the address provided in the invitation to tender;

(b) bear the name and identification number of the Contract as defined in the invitation to tender; and

© provide a warning not to open before the specified time and date for tender opening.

4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender. The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with Sub-Clause 2.5 in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline will then be subject to the new deadline.

4.3 Any tender received after the deadline prescribed in clause 4.2 will be returned to the tenderer un-opened.

4.4 Tenderers may modify or withdraw their tenders by giving notice in writing before the deadline prescribed in clause 4.2. Each tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with clause 3.13 and 4.1, with the outer and inner envelopes additionally marked "MODIFICATION" and "WITHDRAWAL", as appropriate. No tender may be modified after the deadline for submission of tenders.

4.5 Withdrawal of a tender between the deadline for submission of tenders and the expiration of the period of tender validity specified in the invitation to tender or as extended pursuant to Clause 3.6 may result in the for feiture of the Tender Security pursuant to Clause 3.11.

4.6 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications in accordance with Clause 4.4 or be included in the original tender submission.

5. Tender Opening and Evaluation

5.1 The tenders will be opened by the Employer, including modifications made pursuant to Clause 4.4, in the presence of the tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender. Envelopes marked "WITHDRAWAL" shall be opened and read out first. Tenderers'

and Employer's representatives who are present during the opening shall sign a register evidencing their attendance.

5.2 The tenderers' names, the tender prices, the total amount of each tender and of any alternative tender (if alternatives have been requested or permitted), any discounts, tender modifications and withdrawals, the presence or absence of Tender Security, and such other details as may be considered appropriate, will be announced by the Employer at the opening. Minutes of the tender opening, including the information disclosed to those present will be prepared by the Employer.

5.3 Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced. Any effort by a tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.

5.4 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the tenders in accordance with Clause 5.7.

5.5 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender (a) meets the eligibility criteria defined in Clause 1.7;(b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the tendering documents. A substantially is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, inconsistent with the tendering documents, the Employer's rights or the tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

5.6 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

5.7 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Bids with arithmetic errors shall be rejected

5.8 The Employer will evaluate and compare only the tenders determined to be substantially responsive in accordance with Clause 5.5.

(a) In evaluating the tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price by making appropriate adjustments to reflect discounts or other price modifications offered in accordance with clause 4.6

5.9 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in tender evaluation.

5.10 The tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

5.11 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to an non-indigenous sub-contractor.

6. Award of Contract

6.1 Subject to Clause 6.2, the award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price, provided that such tenderer has been determined to be (a) eligible in accordance with the provision of Clauses 1.2, and (b) qualified in accordance with the provisions of clause 1.7 and 1.8.

6.2 Notwithstanding clause 6.1 above, the Employer reserves the right to accept or reject any tender, and to cancel the

tendering process and reject all tenders, at any time prior to the award of Contract, without
thereby incurring any liability to the affected

6.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of
Acceptance") will state the sum (hereinafter and in all Contract documents called the "Contract Price")that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. At the same time the other tenderers shall be informed that their tenders have not been successful. The contract shall be formed on the parties signing the contract.

6.4 The Agreement will incorporate all agreements between the Employer and the successful tenderer. Within 14 days of receipt the successful tenderer will sign the Agreement and return it to the Employer.

6.5 Within 21 days after receipt of the Letter of Acceptance, the successful tenderer shall deliver to the Employer a Performance Security in the amount stipulated in the Appendix to Instruction of Contract and in the form stipulated in the Tender documents. The Performance Security shall be in the amount and specified form

6.6 Failure of the successful tenderer to comply with the requirements of clause

6.7 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Tender Security.

Upon the successful tenderer's furnishing of the Performance Security, the Employer will promptly notify the other tenderers that their tenders have been unsuccessful.

6.8 Preference where allowed in the evaluation of tenders shall not be allowed for contracts not exceeding one year (12 months)

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

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

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

6.12 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.

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

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

6.15 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

6.16 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

7. Corrupt and Fraudulent practices

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

APPENDIX TO INSTRUCTIONS TO TENDERS

INSTRUCTIO N S	*PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS*
1.1	*Employer is Kaguru ATC*
1.1	*Completion date to be agreed with the project manager during contract execution*
1.5/ 1.6/ 1.7	*Evaluation as per appendix*
1.8	*To be considered together with other evaluation criteria*
1.9	*To be considered together with other evaluation criteria*
1.11	*The responsibility, risk and cost visiting the Site shall be at the Tenderer's own expense.*
1.13	*Price of the tender is nil, it should be down loaded free of charge from County website*
1.14	*Price of the tender is nil, it should be downloaded free of charge from County website*
3.6	*Tender shall be valid for 120 days.*
3.13/ 5.2	*Alternatives will not be allowed*
3.14- *3.17/* *4.1/4.2*	*Submission of tenders: Completed tender documents must be submitted through the Kaguru ATC Tender Box situated at Kaguru offices during working hours: as per the requirements contained in the tender*
3.7/3.8/ *3.18*	*Bidders shall furnish as part of the tender a tender securing declaration form in the format provided in the standard forms.*
5.5	*Evaluation Criteria shall include the one in this appendix. Mandatory conditions are pre-requisites of Technical conditions before financial evaluation. Mandatory evidences shall be certified as true copies of original by a commissioner for oath.*
5.4/5.7/5.9	*No correction of errors pursuant to Section 82 of the PPADA 2015*
6.5	*Performance Security shall be 5% of the Contract Price for projects above Ksh. 5 Million.*
6.11/6.12/6.1 3	*Contract variations shall be within the Public Procurement & Asset Disposal Act 2015*

	Mandatory Evaluation Criteria
1)	Provide a copy of Valid Tax Compliance Certificate from KRA (Acknowledgements of application will NOT be accepted)
2)	Copy of certificate of business Incorporation/Registration.
3)	Duly filled, signed and stamped Confidential Business Questionnaire as per standard forms;
4)	Duly filled, signed and stamped Form SD1 & Form SD2 as per the Standard format Provided in this tender.
5)	Duly completed, signed and stamped Form of Tender as per the standard documents.
6)	Bills of Quantities duly Completed, Signed and Stamped by the Tenderer in the format Provided.
7)	Relevant Certificate copy of registration by National Construction Authority to carry out similar works. (NCA 8- and above)- Building works.
8)	Copy of relevant current National Construction Authority Practicing License (NCA 8 and above)-Building works.
9)	Copy of recent CR12 issued within the last 12 months from the date of Tender Opening & copies of National IDs/ Passports for the Directors.
10)	Fully filled, signed and stamped tender securing declaration form.

	Item	Description
	Technical evaluation	Maximum score
1	Proof of experience in previous similar works by way of completion certificates or L.S.O or award letters.	70
2	Proof of technical manpower by way of certificates in civil engineering and electrical engineering or their equivalent.	30
TOTAL		

	Financial Evaluation Criteria
1.	Prices quoted: should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for (120) days from the closing date of tender
2	Only bidders who score 50% and above in the technical criteria will be considered for financial ranking

SECTION III CONDITIONS OF CONTRACT

1. Definitions

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

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

"Compensation Events" are those defined in Clause 24 hereunder.

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

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

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

"The Contractor's Tender" is the completed tendering document submitted by the Contractor to the Employer.

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

"Days" are calendar days; "Months" are calendar months.

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

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

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

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

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

"Employer", or the "Procuring entity" as defined in the Public Procurement Regulations (i.e. Central or Local Government administration, Universities, Public

Institutions and Corporations, etc) is the party who employs the Contractor to carry out the Works.

"Equipment" is the Contractor's machinery and vehicles brought temporarily to the Site for the execution of the Works.

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

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

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

"Project Manager" is the person named in the Appendix to Conditions of Contract (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract and shall be an "Architect" or a "Quantity Surveyor" registered under the Architects and Quantity Surveyors Act Cap 525 or an "Engineer" registered under Engineers Registration Act Cap 530.

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

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

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

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

“A Subcontractor” is a person or corporate body who has a Contract with the Contractor to carry out a part of the Work in the Contract, which includes Work on the Site.

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

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

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

2. Interpretation

21 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no Words have their significance. normal meaning in English Langu

22 If sectional completion is specified in the Appendix to Conditions of Contract, reference in the Conditions of Contract to the Works, the Completion Date and the Intended Completion Date apply to any section of the Works (other than references to the Intended Completion Date for the whole of the Works).

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

(1) Agreement,

(2) Letter of Acceptance,

(3) Contractor's Tender,

(4) Appendix to Conditions of Contract,

(5) Conditions of Contract,

(6) Specifications,

(7) Drawings,

(8) Bill of Quantities,

(9) Any other documents listed in the Appendix to Conditions of Contract as forming part of the Contract.

Immediately after the execution of the Contract, the Project Manager shall furnish both the Employer and the Contractor with two copies each of all the Contract documents. Further, as and when necessary the Project Manager shall furnish the Contractor [always with a copy to the Employer] with three [3] copies of such further drawings or details or descriptive schedules as are

reasonably necessary either to explain or amplify the Contract drawings

or to enable the Contractor to carry out and complete the Works in accordance with these Conditions.

3. Language and Law

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

4 Project Manager's Decisions

4.1 Except where otherwise specifically stated, the contractual matters between the Employer and representing the Employer.

5 Delegation

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

6 Communications

6.1 Communication between parties shall be effective only when in writing. A notice shall be effective only when it is delivered.

7 Subcontracting

7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.

8 Other Contractors

8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities etc. as listed in the Appendix to Conditions of Contract and also with the Employer, as per the directions of the Project Manager. The Contractor shall also provide facilities and services for them. The Employer may modify the said List of Other Contractors etc., and shall notify the Contractor of any such modification.

9 Personnel

9.1 The Contractor shall employ the key personnel named in the Qualification Information, to carry out the functions stated in the said Information or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the
Qualification Information. If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force,

stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Work in the Contract.

10 Works

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

accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

11 Safety and Temporary Works

11.1 The Contractor shall be responsible for the design of temporary works. However before erecting the same, he shall submit his designs including specifications and drawings to the Project Manager and to any other relevant third parties for their approval. No erection of temporary works shall be done until such approvals are obtained.

11.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary works and all drawings prepared by the Contractor for the execution of the temporary or permanent Works, shall be subject to prior approval by the Project Manager before they can be used.

11.3 The Contractor shall be responsible for the safety of all activities on the Site.

12. Discoveries

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

13. Work Program

13.1 Within the time stated in the Appendix to Conditions of Contract, the Contractor shall submit to the Project Manager for approval a program showing the general methods, arrangements, order, and timing for all the activities in the Works. An update of the program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Work, including any changes to the sequence of the activities.

The Contractor shall submit to the Project Manager for approval an updated program at intervals no longer than the period stated in the Appendix to Conditions of Contract. If the Contractor does not submit an updated program within this period, the Project Manager may withhold the amount stated in the said Appendix from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue program has been

submitted. The Project Manager's approval of the program shall not alter the Contractor's obligations. The Contractor may revise the program and submit it to the Project Manager again at any time. A revised program shall show the effect of Variations and Compensation Events.

14. Possession of Site

14.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Appendix to Conditions

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

15. Access to Site

15.1 The Contractor shall allow the Project Manager and any other person authorized by the Project Manager, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

16. Instructions

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

17. Extension or Acceleration of Completion Date

17.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a variation is issued which makes it impossible for completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining Work, which would
cause the Contractor to incur additional cost. The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project

Manager in writing for a decision upon the effect of a Compensation Event or variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay caused by such failure shall not be considered in assessing the new (extended) Completion Date.

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

18. Management Meetings

18.1 A Contract management meeting shall be held monthly and attended by the Project Manager and the Contractor. Its business shall be to review the plans

for the remaining Work and to deal with matters raised in accordance with the early warning procedure. The Project Manager shall record the minutes of management meetings and provide copies of the same to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

19. Early Warning

19.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the Work, increase the Contract Price or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate.

19.2 The Contractor shall cooperate with the Project Manager in making and considering proposals on how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the Work and in carrying out any resulting instructions of the Project Manager.

20. Defects

20.1 The Project Manager shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a defect and to uncover and test any Work that the Project Manager considers may have a defect.

Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor, However, if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

20.2 The Project Manager shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract. The Defects Liability Period shall be extended for as long as defects remain to be corrected.

20.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Project Manager's notice. If the Contractor has not corrected a defect within the time specified in the Project

Manager's notice, the Project Manager will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

21. Bills Of Quantities

21.1 The Bills of Quantities shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor.

21.2 If the final quantity of the Work done differs from the quantity in the Bills of Quantities for the particular item by more than 25 percent and provided the change exceeds 1 percent of the Initial Contract price, the Project Manager shall adjust the rate to allow for the change.

21.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bills of Quantities.

22. Variations

22.1 All variations shall be included in updated programs produced by the Contractor.

22.2 The Contractor shall provide the Project Manager with a quotation for carrying out the variations when requested to do so. The Project Manager shall assess the quotation, which shall be given

within seven days of the request or within any longer period as may be stated by the Project Manager and before the Variation is ordered.

22.3 If the work in the variation corresponds with an item description in the Bills of Quantities and if in the opinion of the Project Manager, the quantity of work is not above the limit stated in Clause 21.2 or the timing of its execution does not cause the cost per unit of quantity to change, the rate in the Bills of Quantities shall be used to calculate the value of the variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the variation does not correspond with items in the Bills of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.

22.4 If the Contractor's quotation is unreasonable, the Project Manager may order the variation and make a change to the Contract price, which shall be based on the Project Manager's own forecast of the effects of the variation on the Contractor's costs.

22.5 If the Project Manager decides that the urgency of varying the Work would prevent a quotation being given and considered without delaying the Work, no quotation shall be given and the variation shall be treated as a Compensation Event.

22.6 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

22.7 When the Program is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

23. Payment Certificates, Currency of Payments and Advance Payments

23.1 The Contractor shall submit to the Project Manager monthly applications for payment giving sufficient details of the Work done and materials on Site and the amounts which the Contractor considers himself to be entitled to. The Project Manager shall check the monthly application and certify the amount to be paid to the Contractor within 14 days. The value of Work executed and payable shall be determined by the Project Manager.

23.2 The value of Work executed shall comprise the value of the quantities of the items in the Bills of Quantities completed; materials delivered on Site, variations and compensation events. Such

materials shall become the property of the Employer once the Employer has paid the Contractor for their value.
Thereafter, they shall

not be removed from Site without the Project Manager's instructions except for use upon the Works.

23.3 Payments shall be adjusted for deductions for retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of issue of each certificate. If the Employer makes a late payment, the Contractor shall be paid simple interest on the late payment in the next payment. Interest shall be calculated on the basis of number of days delayed at a rate three percentage points above the Central Bank of Kenya's average rate for base lending prevailing as of the first day the payment becomes overdue.

23.4 If an amount certified is increased in a later certificate or as a result of an award by an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

23.5 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

23.6 The Contract Price shall be stated in Kenya Shillings. All payments to the Contractor shall be made in Kenya Shillings and foreign currency in the proportion indicated in the tender, or agreed prior to the execution of the Contract Agreement and indicated therein. The rate of exchange for the calculation of the amount of foreign currency
payment shall be the rate of exchange indicated in the Appendix to Conditions of Contract. If the Contractor indicated foreign currencies for payment other than the currencies of the countries of origin of related goods and services the Employer reserves the right to pay the equivalent at the time of payment in the currencies of the countries of such goods and services. The Employer and the Project Manager shall be notified promptly by the Contractor of an changes in the expected foreign currency requirements of the Contractor during the

execution of the Works as indicated in the Schedule of Foreign Currency Requirements and the foreign and local currency portions of the balance of the Contract Price shall then be amended by agreement between Employer and the Contractor in order to reflect appropriately such changes.

23.7 In the event that an advance payment is granted, the following shall apply:-

a) On signature of the Contract, the Contractor shall at his request, and without furnishing proof of expenditure, be entitled to an advance of 10% (ten percent) of the original amount of the Contract. The advance shall not be subject to retention money.

b) No advance payment may be made before the Contractor has submitted proof of the establishment of deposit or a directly liable guarantee satisfactory to the Employer in the amount of the advance payment. The guarantee shall be in the same currency as the advance.

c) Reimbursement of the lump sum advance shall be made by deductions from the Interim payments and where applicable from the balance owing to the Contractor. Reimbursement shall begin when the amount of the sums due under the Contract reaches 20% of the original amount of the Contract. It shall have been completed by the time 80% of this amount is reached.

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

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

Where:

R = the amount to be reimbursed

A = the amount of the advance which has been granted

X^{1} = the amount of proposed cumulative payments as a percentage of the original amount of the Contract. This figure will exceed 20% but not exceed 80%.

X^{11} = the amount of the previous cumulative payments as a percentage of the original amount of the Contract. This figure will be below 80%but not less than 20%.

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

24. Compensation Events

24.1 The following issues shall constitute Compensation Events:

(a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Appendix to Conditions of Contract.

(b) The Employer modifies the List of Other Contractors, etc., in a way that affects the Work of the Contractor under the Contract.

(c) The Project Manager orders a delay or does not issue drawings, specifications or instructions required for execution of the Works on time.

(d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon the Work, which is then found to have no defects.

(e) The Project Manager unreasonably does not approve a subcontract to be let.

(f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the

information issued to tenderers (including the Site investigation reports), from information available publicly and from a visual inspection of the Site.

(g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer or additional work required for safety or other reasons.

(h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra

cost to the Contractor.

(i) The effects on the Contractor of any of the Employer's risks.

(j) The Project Manager unreasonably delays issuing a Certificate of Completion.

(k) Other compensation events described in the Contract or determined by the Project Manager shall apply.

24.2 If a compensation event would cause additional cost or would prevent the Work being completed before the Intended Completion Date, the Contract

Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

24.3 As soon as information demonstrating the effect of each compensation event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.

24.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having co-operated with the Project Manager.

24.5 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the Appendix to Conditions of Contract.

24.6 The Contractor shall give written notice to the Project Manager of his intention to make a claim within thirty days after the event giving rise to the claim has first arisen. The claim shall be submitted within thirty days thereafter.

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

25. Price Adjustment

25.1 The Project Manager shall adjust the Contract Price if taxes, duties and other levies are changed between the date 30 days before the submission of tenders for the Contract and the date of Completion. The adjustment shall be the change in the amount of tax payable by the Contractor.

25.2 The Contract Price shall be deemed to be based on exchange rates current at the date of tender submission in calculating the cost to the Contractor of materials to be specifically imported (by express provisions in the Contract Bills of Quantities or Specifications) for permanent incorporation in the Works. Unless otherwise stated in the Contract, if at any time during the period of the Contract exchange rates shall be varied and this shall affect the cost to the Contractor of such materials, then the Project Manager shall assess the net difference in the cost of such materials. Any amount from time to time so assessed shall be added to or deducted from the Contract Price, as the case may be.

253 Unless otherwise stated in the Contract, the Contract Price shall be deemed to have been calculated in the manner set out below and in sub-clauses 25.4 and 25.5 and shall be subject to adjustment in the events specified thereunder;

(i) The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the rates of wages and other emoluments and expenses as determined by the Joint Building Council of Kenya (J.B.C.)

and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.

(i) Upon J.B.C. determining that any of the said rates of wages or other emoluments and expenses are increased or decreased, then the Contract Price shall be increased or decreased by the amount assessed by the Project Manager based upon the difference, expressed as a percentage, between the rate set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of labour incorporated within the amount of Work remaining to be executed at the date of publication of such increase or decrease.

(ii) No adjustment shall be made in respect of changes in the rates of wages and other emoluments and expenses which occur after the date of Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.

254 The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the basic prices of materials to be permanently incorporated in the Works as determined by the J.B.C. and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.

255 Upon the J.B.C. determining that any of the said basic prices are increased or decreased the days before the date for submission of tenders and the rate published by the

J.B.C. and applied to the quantum of the relevant materials which have not been taken into account in arriving at the

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

256 No adjustment shall be made in respect of changes in basic prices of materials which occur after the date for Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.

25.7 The provisions of sub-clause 25.1 to 25.2 herein shall not apply in respect of any materials included in the schedule of basic rates.

26. Retention

26.1 The Employer shall retain from each payment due to the Contractor the proportion stated in the Appendix to Conditions of Contract until Completion of

the whole of the Works. On Completion of the whole of the Works, half the total amount retained shall be repaid to the Contractor and the remaining half when the Defects Liability Period has passed and the Project Manager has certified that all defects notified to the Contractor before the end of this period have been corrected.

27. Liquidated Damages

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

27.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rate specified in Clause 23.30

28. Securities

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

29. Dayworks

29.1 If applicable, the Dayworks rates in the Contractor's tender shall be used for small additional amounts of Work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

29.2 All work to be paid for as Dayworks shall be recorded by the Contractor on Forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the Work being done.

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

30. Liability and Insurance

30.1 From the Start Date until the Defects Correction Certificate has been issued, the following are the Employer's risks:

(a) The risk of personal injury, death or loss of or damage to property (excluding the Works, Plant, Materials and Equipment), which are due to;

- use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works, or

- negligence, breach of statutory duty or interference with any legal right by the Employer or by any person

  employed by or contracted to him except the Contractor.

(b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in Employer's design, or due to war or radioactive contamination directly affecting the place where the Works are being executed.

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

(a) a defect which existed on or before the Completion Date.

(b) an event occurring before the Completion Date, which was not itself the Employer's risk

(c) the activities of the Contractor on the Site after the Completion Date.

30.3 From the Start Date until the Defects Correction Certificate has been issued, the risks Contractor's risks.

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

(a) loss of or damage to the Works, Plant, and Materials; (b) loss of or damage to Equipment;

(c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract, and

(d) personal injury or death.

30.4 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation required to rectify the loss or damage incurred.

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

should have provided and recover the premiums from payments otherwise due to the Contractor or, if no payment

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

31. Completion and taking over

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

32. Final Account

32.1 The Contractor shall issue the Project Manager with a detailed account of the total amount that the Contractor considers payable to him by the Employer under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 30 days a schedule that states the scope of the corrections or

additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a Payment Certificate. The Employer shall pay the Contractor the amount due in the Final Certificate within 60 days.

33. Termination

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

fundamental breaches of Contract shall include, but shall not be limited to, the following;

(a) the Contractor stops work for 30 days when no stoppage of work is shown on the current program and the stoppage has not been authorised by the Project Manager;

(b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;

(c) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

(d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 30 days (for Interim Certificate) or 60 days (for Final Certificate)of issue.

(e) the Project Manager gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;

(f) the Contractor does not maintain a security, which is required.

332 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under Clause 33.1 above, the Project Manager shall decide whether the breach is fundamental or not.

333 Notwithstanding the above, the Employer may terminate the Contract for convenience.

33.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible. The Project Manager shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials , goods, equipment and temporary buildings on Site.

34. Payment Upon Termination

34.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the Work done and materials ordered and delivered to Site up to the date of the issue of the certificate. Additional liquidated damages shall not apply. If the total

amount due to the Employer exceeds any payment due to the Contractor, the

difference shall be a debt payable by the Contractor.

34.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the Work done, materials ordered, the reasonable cost of removal of equipment, repatriation of the Contractor's personnel employed solely on the

Works, and the Contractor's costs of protecting and securing the Works.

34.3 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on the Site, plant, equipment and temporary works.

34.4 The Contractor shall, during the execution or after the completion of the Works under this clause remove from the Site as and when required, within such reasonable time as the Project Manager may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to or hired by him, and in default the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.

Until after completion of the Works under this clause the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefore the Project Manager shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which

would have been payable on due completion in accordance with this Contract the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

35. Release from Performance

35.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the

Contract has been frustrated. The Contractor shall make the Site safe and stop Work as quickly as possible after receiving this certificate and shall be paid for all Work carried out before receiving it.

36. Corrupt gifts and payments of commission

The Contractor shall not;

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

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

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

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

37. Settlement Of Disputes

37.1 In case any dispute or difference shall arise between the Employer or the Project Manager on his behalf and the Contractor, either during the progress or after the completion or termination of the Works, such dispute shall be notified
final decision of a person to be agreed between the parties.

in writing by e Failing agreeme

(i) Architectural Association of Kenya
(ii) Institute of Quantity Surveyors of Kenya
(iii) Association of Consulting Engineers of Kenya

(iv) Chartered Institute of Arbitrators (Kenya Branch) (v) Institution of Engineers of Kenya

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

37.2 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising thereunder or in connection therewith, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

37.3 Provided that no arbitration proceedings shall be commenced on any dispute or difference where notice of a dispute or difference has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

37.4 Notwithstanding the issue of a notice as stated above, the arbitration of such a dispute or difference shall not commence unless an attempt has in the first instance

been made by the parties to settle such dispute or difference amicably with or without the assistance of third parties. Proof of such attempt shall be required.

37.5 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:

37.5.1 The appointment of a replacement Project Manager upon the said person ceasing to act.

37.5.2 Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.

37.5.3 Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.

37.5.4 Any dispute or difference arising in respect of war risks or war damage.

37.6 All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Employer and the Contractor agree otherwise in writing.

37.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or
valuations as may in hisopinion be desira

37.8 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

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

SECTION IV BILLS OF QUANTITIES

BILLS OF QUANTITIES ARE ATTACHED AS APPENDIX BELOW

SECTION V DRAWINGS

DRAWINGS SHALL BE PROVIDED ON SITE DURING PROJECT IMPLEMENTATION

SECTION VI STANDARD FORMS

- Form of tender
- Letter of acceptance
- Form of agreement
- Performance bank guarantee
- Bank guarantee for advance payment
- Qualification information Tender questionnaire
- Confidential business questionnaire Statement of foreign currency requirements
- Details of sub-contractors
- Letter of notification of award
- Form sd1
- Form sd2
- Tender Securing Declaration Form

FORM OF TENDER

TO:

_[Name of Employer)

_____[Date]_____[Name of Contract]

Dear Sir,

__

In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs._____[Amount in figures]Kenya Shillings_____ _____[Amount in words]

We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the w

We agree to abide by this tender until__[Insert date], and it shall remain binding upon us and may be accepted at any time before that date.

Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.

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 tenders for and on __[Name of of_____[Address of Employer] behalf of Employer]

Witness; Name _____

Address_

Signature_____

Date_____

LETTER OF ACCEPTANCE

_____[date]

To:

[name of the Contractor]

[address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated _____

for the execution of

[name of the Contract and identification number, as given in the Tender documents] for the Co ntract Price of Kshs. [amount in figures][Kenya

Shillings_____(amount in words)] in accordance with the Instructions to

Tenderers is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract

documents.

Authorized Signature ……

Name and Title of Signatory ……

FORM OF AGREEMENT

THIS AGREEMENT, made the_____day of 20 ____
between_____of [or whose registered office is situated at]
(hereinafter called "the Employer") of the one part AND
_____of[or whose registered office is situated at] (hereinafter
called "the Contractor") of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

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

NOW THIS AGREEMENT WITNESSETH as follows:

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.

Letter of Acceptance

Form of Tender

Conditions of Contract Part I

Conditions of Contract Part II and Appendix to Conditions of Contract

Specifications

Drawings

Priced Bills of Quantities

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby
covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

The common Seal of _____

Was hereunto affixed in the presence of

Signed Sealed, and Delivered by the said

Binding Signature of Employer_____

Binding Signature of Contractor_____

In the presence of (i) Name

Address_____

Signature____

[ii] Name_____

Address_____

Signature____

PERFORMANCE BANK GUARANTEE

To:___(Name of Employer)

_____(Date)_____(Address of Employer)

Dear Sir,

WHEREAS_____(hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No._____
_____dated__to execute____(hereinafter called “the Works”);

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

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs._(amount of Guarantee in figures) Kenya Shillings _____(amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings_____(amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

This guarantee shall be valid until the date of issue of the Certificate of Completion. SIGNATURE AND SEAL OF THE
GUARANTOR_____

Name of Bank

Address_____ _____

Date _____

BANK GUARANTEE FOR ADVANCE PAYMENT

To:_____[name of Employer]
_____(Date) [address of Employer]
Gentlemen,
Ref: _____[name of Contract]
In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract,
We,_____
_____[name and Address of Contractor] (hereinafter called "the Contractor") shall deposit
with_____
_____[name of Employer] a bank guarantee to
guarantee his proper and faithful performance under the said Contract in an amount
of Kshs.__[amount of Guarantee in
figurers] Kenya
Shillings____[amount of Guarantee in words].

We,___[bank or financial institution], as instructed by the Contractor, agree unconditionally and
irrevocably to guarantee as primary obligator and not as Surety merely, the payment to____[of
Guarantee in
figures]Kenya Shillings
_____[amount of Guarantee in words], such amount to be reduced periodically by
the amounts recovered by you from the proceeds of the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract
or of the Works to be performed thereunder or of any of the Contract documents which may be
made between
_____[name of Employer] and the Contractor, shall in any way release us from any
liability under this guarantee, and we hereby waive notice of any such change, addition
ormodification.
No drawing may be made by you under this guarantee until we have received notice in writing from
you that an advance payment of the amount listed above has been paid to the Contractor pursuant
to the Contract.
This guarantee shall remain valid and in full
effect from the date of the advance payment
under the Contract until
_____(name of Employer) receives full payment of the same amount from
the Contract. Yours faithfully,
Signature and Seal _
Name of the Bank or financial institution_____
Address_____

Date_____

Witness: Name:_____
Address:_____

Signature:_____

Date:_____

QUALIFICATION INFORMATION

Individual Tenderers or Individual
Members of Joint Ventures ____

Constitution or legal status of tenderer (attach copy or Incorporation Certificate); Place of registration:

Principal place of business Power of attorney of signatory of tender

Total annual volume of construction work performed in the last five years

Year	VOLUME	
	Currency	Value

Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

PROJECT NAME	NAME OF CLIENT AND CONTACT PERSON	TYPE OF WORK VALUE OF PERFORMED AND YEAR OF COMPLETION

Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

Item of Equipment	Description, Make and age (years)	Condition(new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(etc .)			

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

Position Name	Years of experience		Years of experience in proposed position
Project Manager			

TENDER QUESTIONNAIRE

Please fill in block letters. Full names of tenderer

……

Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

……

Telephone number (s) of tenderer

……

Telex address of tenderer

……

Name of tenderer"s representative to be contacted on matters of the tender during the tenderperiod ……

Details of tenderer"s nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex)

……

……

……

……

Signature of Tenderer

Make copy and deliver to: (Name of Employer)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General
Business Name ……

Location of business premises; Country/Town…….

Plot No…… Street/Road ……

Postal Address…… Tel No……..

Nature of Business……..

Current Trade Licence No…… Expiring date……

Maximum value of business which you can handle at any time: K. pound……..

Name of your bankers……

Branch……

Part 2 (a) – Sole Proprietor

Your name in full…… Age……

Nationality…… Country of Origin……

*Citizenship details ……

Part 2 (b) – Partnership

Give details of partners as follows:

Name in full Nationality Citizenship Details
Shares
1……
……
2……
……
3……
…… Part 2(c) – Registered Company:

Private or public……

State the nominal and issued capital of the Company-

Nominal Kshs……

Issued Kshs……

Give details of all directors as follows:

Name in full . Nationality. Citizenship Details*. Shares.

1. ……

2. ……

3. ……

4……

Part 2(d) – Interest in the Firm:

Is there any person / persons in (Name of Employer) who has interest in this firm? Yes/No (Delete as necessary)

I certify that the information given above is correct.

……	……	……
……	(Signature)	……
… (Title)		(Date)

Attach proof of citizenship

STATEMENT OF FOREIGN CURRENCY REQUIREMENTS

(See Clause 23] of the Conditions of Contract) In the event of our Tender for the execution of _____(name of Contract) being accepted, we would require in accordance with Clause 21 of the Conditions of Contract, which is attached hereto, the following percentage:

(Figures)…… (Words)……

of the Contract Sum, (Less Fluctuations) to be paid in foreign currency.

Currency in which foreign exchange element is required:

…… Date: The .....Day of …….. 20…….

Enter 0% (zero percent) if no payment will be made in foreign currency.

Maximum foreign currency requirement shall be ____(percent) of the Contract Sum, less Fluctuations.

_____

_____(Signature of Tenderer)

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

Portion of Works to be sublet: ……

[i) Full name of Sub-contractor
and address of head office: ……

……

(ii) Sub-contractor's experience of similar works carried out in the
last 3 years with Contract value: ……

……

……

Portion of Works to sublet: ……

Full name of sub-contractor
and address of head office: ……

……

……

Sub-contractor"s experience of similar works carried out in the
last 3 years with contract value:……

……

[Signature of Date Tenderer)

LETTER OF NOTIFICATON 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.

Please acknowledge receipt of this letter of notification signifying your acceptance.

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.

You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)_____

SIGNED FOR ACCOUNTING OFFICER

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ...of P. O. Box being a resident of

do hereby make a statement as

…….. in the Republic of

follows:-

THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ……....
…….. (insert name of the Company) who is a Bidder in respect of Tender No. …….. for.....(insert tender title/description) for ……..(insert name of the Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

…….. …… (Title) (Signature)
(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ...of P. O. Box being a resident of

…….. in the Republic do hereby make a statement as of follows:-

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ……... …….. (insert name of the Company) who is a Bidder in respect of Tender No..... for(insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (insert name of the Procuring entity) which is the procuring entity.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)

THAT the aforesaid Bidder will not engage /has not engaged in anycorrosive practice with other bidders participating in the subject tender

THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

…….. ……
…. …… (Signature) (Date) Bidder's Official Stamp
(Title)

TENDER SECURING DECLARATION FORM

Whereas .....[name of the tenderer]

(hereinafter called "the tenderer")has submitted its tender dated.....[date of submission of tender] for the provision of .....

[name and/or description of the services]

(hereinafter called "the Tenderer").....

KNOW ALL PEOPLE by these presents that WE.....

Of… .....having registered office at

[name of procuring entity](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 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

PROPOSED RENOVATIONS FOR KAGURU HOSTEL

Having visited the site and examined the Tender Documents for the execution of the above works, we the undersigned are willing to Contract and perform fully, the whole of the said works in accordance with the said Bills of Quantities, Specifications and Conditions of Contract and to enter into a Contract and complete the whole of the works within the time stated in this Form of Tender.

Our Tender figure including all Preliminaries , P. C. Sums, Provisional Sums and Contingencies, VAT and based on a fixed price contract amounts to ;-

Kenya Shillings (Words) ……..
……
……
……

We the undersigned agree to be bound and submit to the said Articles of Agreement, Conditions of Contract and the Priced Bills of Quantities which shall form the basis for the valuation of interim certificates and any extra or omitted work which may from time to time be ordered by the Architect.
Kshs. (figure) **……**

Signature of

Tenderer..... Name

of

Tenderer.....

Address of

Tenderer.....

Date.....

TIME FOR COMPLETION
Further we the undersigned, agree to complete the whole of the works within the time stated below from the date of possession of the site as defined within the Conditions of Contract.

Words Eight {weeks)

Figures 8(weeks)

LIQUIDATED DAMAGES FOR DELAYS
KSHS 2,000.00 PER DAY

OTHER COVENANTS
And further, we the undersigned agree that:-
We have visited the site and familiarised ourselves with the current status of the works
In the event of your acceptance of this tender, we will provide a bond from a reputable bank for the due performance of the contract.
The employer shall neither be bound to accept the lowest tender or any Tender nor to reimburse any expenses incurred by the tenderer in the preparation of this Tender.

TENDER VALIDITY PERIOD
Further we, the undersigned, agree that unless and until a formal agreement is executed, this Tender together with your acceptance thereof, shall constitute a binding Contract between us, and this Tender shall remain a valid offer for Sixty (60) days.

EXAMINATION OF TENDER DOCUMENTS

Further we, the undersigned, have examined all the drawings detailed previously which will form part of this Contract, together with the instructions to Tenderers, and we have no further questions relating to them and we have personally signed each document as identification.

Further we, the undersigned understand that the lowest, or any portion of any tender will not necessarily be accepted nor will any expense incurred by the Tenderer in the preparation of this Tender be allowed. Further the Employer reserves the right to award whole or portion of the tenders and to supply only materials or equipment as may deem fit.

Signature of Tenderer.....…

Name of Tenderer..... Address of

Tenderer.....

SITE HANDED OVER TO CONTRACTOR	
ON..... CONTRACT PERIOD IS ... WEEKS	
COMPLETION DATE OF WORKS DATE.....	

The contractor is reminded that cost, quality and time is of greatest essence.

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	PROPOSED RENOVATIONS FOR KAGURU HOSTEL				
	HOSTEL 1				
	Demolitions				
A	Carefully demolish the existing ceiling and dispose as directed by the Project Manager.	1	Item		
B	Carefully Remove the worn out pvc tiles and Hack off the existing screed on the floor, cart away the debris and prepare the surface to receive tiles	1	Item		
C	Carefully Remove the existing water tank from the ceiling and install it on a support tower out side.	1	Item		
D	Carefully Remove the existing worn out timber doors from showers and toilet and dispose as directed by the Project Manager..	1	Item		
E	Carefully demolish the existing study tables and dispose as directed by the Project Manager.	1	Item		
F	Carefully Remove the existing worn out showers heads and water closet or cistern and dispose as directed by the Project Manager..	1	Item		
	FINISHES				
	Ceiling Finishes				
G	heavy gauge pvc panel ceiling board set out in symmetrical V-joints fixed to brandering (m.s)	175	sm		
H	Ditto Cornice	298	lm		
	Floors Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
I	330 x 330 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	175	sm		
J	Ditto to 100mm × 20 mm skirting	298	lm		
	Insitu concrete; reinforced; class 20/(20mm); vibrated				
K	Ramp	1	cm		
	Sanitary fitting				
	Shower Fittings				
L	Concealed shower stop corks, shower arm, swivel/ shower head, chrome plated bib tap and other necessary fittings. All to be as Cobra or equal and approved.	4	No		
	Water Closet (Cistern)				
M	Close-coupled water closet suite in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend and inlet connection. As "Tywfords" or approved equivalent.	4	No		
	Joinary Fittings				
N	Fabricate a M.D.F study table 1200 × 1000 mm high comprising of openable drawers, with the necessary ironmongary	12	No		
O	Fabricate a 1.8 m steel tower, comrising of 4 No. 100 × 100 mm SHS Column posts mortised into mass concrete, 75 × 50 mm RHS welded to column as beams and 50 × 50 mm SHS welded to beams as bottoms, primed with red oxide primer.	1	No		
	Flush door				
	45mm Thick semi-solid core flush doors to B.S 459: part 2 veneered both sides with first quality plywood and lipped on all edges in approved hardwood and laminated at one side ~~with a stainless steel kick plate~~				
P	Door overall size 900 x 2100 mm high	8	No		

Supply and fix the following ironmongery with screws to match (Reference is to "UNION" Catalogue or other equal and approved)			
Q	50 mm brass tower bolts	8	No
R	Brassware window stay/fastener	24	No
TOTAL CARRIED TO SUMMARY			

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	HOSTEL 2				
	Demolitions				
A	Carefully demolish the existing ceiling and dispose as directed by the Project Manager.	1	Item		
B	Carefully Remove the worn out pvc tiles and Hack off the existing screed on the floor, cart away the debris and prepare the surface to receive tiles	1	Item		
C	Carefully Remove the existing water tank from the ceiling and install it on a support tower out side.	1	Item		
D	Carefully Remove the existing worn out timber doors from showers and toilet and dispose as directed by the Project Manager..	1	Item		
E	Carefully demolish the existing study tables and dispose as directed by the Project Manager.	1	Item		
F	Carefully Remove the existing worn out showers heads and water closet or cistern and dispose as directed by the Project Manager..	1	Item		
	FINISHES				
	Ceiling Finishes				
G	heavy gauge pvc panel ceiling board set out in symmetrical V-joints fixed to brandering (m.s)	175	sm		
H	Ditto Cornice	298	lm		
	Floors Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
I	330 x 330 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	175	sm		
J	Ditto to 100mm × 20 mm skirting	298	lm		
	Insitu concrete; reinforced; class 20/(20mm); vibrated				
K	Ramp	1	cm		
	Sanitary fitting				
	Shower Fittings				
L	Concealed shower stop corks, shower arm, swivel/ shower head, chrome plated bib tap and other necessary fittings. All to be as Cobra or equal and approved.	3	No		
	Water Closet (Cistern)				
M	Close-coupled water closet suite in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend and inlet connection. As "Tywfords" or approved equivalent.	4	No		
	Joinary Fittings				
N	Fabricate a M.D.F study table 1200 × 1000 mm high comprising of openable drawers, with the necessary ironmongary	12	No		
O	Fabricate a 1.8 m steel tower, comrising of 4 No. 100 × 100 mm SHS Column posts mortised into mass concrete, 75 × 50 mm RHS welded to column as beams and 50 × 50 mm SHS welded to beams as bottoms, primed with red oxide primer.	1	No		
	Flush door				
	45mm Thick semi-solid core flush doors to B.S 459: part 2 veneered both sides with first quality plywood and lipped on all edges in approved hardwood and laminated at one side				
	with a stainless steel kick plate				

P	Door overall size 900 x 2100 mm high	8	No
Supply and fix the following ironmongery with screws to match (Reference is to "UNION" Catalogue or other equal and approved)			
Q	50 mm brass tower bolts	8	No
R	Brassware window stay/fastener	24	No
TOTAL CARRIED TO SUMMARY			

ITEM	DESCRIPTION	QTY	UNIT	RATE	
	AMOUNT HOSTEL 3				
	Demolitions				
A	Carefully demolish the existing ceiling and dispose as directed by the Project Manager.	1	Item		
B	Carefully Remove the worn out pvc tiles and Hack off the existing screed on the floor, cart away the debris and prepare the surface to receive tiles	1	Item		
C	Carefully Remove the existing water tank from the ceiling and install it on a support tower out side.	1	Item		
D	Carefully Remove the existing worn out timber doors from showers and toilet and dispose as directed by the Project Manager..	1	Item		
E	Carefully demolish the existing study tables and dispose as directed by the Project Manager.	1	Item		
F	Carefully Remove the existing worn out showers heads and water closet or cistern and dispose as directed by the Project Manager..	1	Item		
	FINISHES				
	Ceiling Finishes				
G	heavy gauge pvc panel ceiling board set out in symmetrical V-joints fixed to brandering (m.s)	87	sm		
H	Ditto Cornice	223	lm		
	Floors Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
I	330 x 330 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	87	sm		
J	Ditto to 100mm × 20 mm skirting	223	lm		
	Insitu concrete; reinforced; class 20/(20mm); vibrated				
K	Ramp	1	cm		
	Sanitary fitting				
	Shower Fittings				
L	Concealed shower stop corks, shower arm, swivel/ shower head, chrome plated bib tap and other necessary fittings. All to be as Cobra or equal and approved.	2	No		
	Water Closet (Cistern)				
M	Close-coupled water closet suite in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend and inlet connection. As "Tywfords" or approved equivalent.	2	No		
	Joinary Fittings				
N	Fabricate a M.D.F study table 1200 × 1000 mm high comprising of openable drawers, with the necessary ironmongary	8	No		
O	Fabricate a 1.8 m steel tower, comrising of 4 No. 100 × 100 mm SHS Column posts mortised into mass concrete, 75 × 50 mm RHS welded to column as beams and 50 × 50 mm SHS welded to beams as bottoms, primed with red oxide primer.	1	No		
	Flush door				
	45mm Thick semi-solid core flush doors to B.S 459: part 2 veneered both sides with first quality plywood and lipped on all edges in approved hardwood and laminated at one side with a stainless steel kick plate				
P	Door overall size 900 x 2100 mm high	4	No		

Supply and fix the following ironmongery with screws to match (Reference is to "UNION" Catalogue or other equal and approved)			
Q	50 mm brass tower bolts	4	No
R	Brassware window stay/fastener	16	No
TOTAL CARRIED TO SUMMARY			

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	HOSTEL 4				
	Demolitions				
A	Carefully demolish the existing ceiling and dispose as directed by the Project Manager.	1	Item		
B	Carefully Remove the worn out pvc tiles and Hack off the existing screed on the floor, cart away the debris and prepare the surface to receive tiles	1	Item		
C	Carefully Remove the old precast concrete slabs and cart away the debris and prepare the surface to receive cabros	1	Item		
D	Carefully Hack off the existing terrazzo wall finish on the wall and cart away the debris and prepare the surface to receive tiles	1	Item		
E	Carefully Remove the existing water tank from the ceiling and install it on a support tower out side.	1	Item		
F	Carefully Remove the existing worn out timber doors from showers and toilet and dispose as directed by the Project Manager..	1	Item		
G	Carefully demolish the existing study tables and dispose as directed by the Project Manager.	1	Item		
H	Carefully Remove the existing worn out showers heads, water closet or cistern and urinals and dispose as directed by the Project Manager..	1	Item		
	FINISHES				
	Ceiling Finishes				
I	heavy gauge pvc panel ceiling board set out in symmetrical V-joints fixed to brandering (m.s)	183	sm		
J	Ditto Cornice	223	lm		
	Floors Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
K	330 x 330 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	183	sm		
L	Ditto to 100mm × 20 mm skirting	223	lm		
	Filling				
	Approved Gravel Sub - Base / Hand Packed Stone Base and Interlocking Concrete Block Surfacing				
	Approved Gravel Sub - Base				
M	Provide, lay and compact Approved Gravel Sub - base to a thickness in accordance with the Specification and in conformity with the Supervisor's instructions	30	sm		
	Hand Packed Stone Base				
N	Provide and hand - pack Hardcore filling in making up levels depositing and compacting in layers of 150mm maximum thickness. Spread Quarry Dust to fill the voids and compact in accordance to specifications	30	sm		
	Interlocking Concrete Block Paving				
O	Supply and install 60mm Interlocking Concrete Blocks to Parking Areas Spread Quarry Dust or River Sand to fill the voids and plate compact to refusal	30	sm		
	Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Wall Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
A	200 x 250 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	5	sm		
	Sanitary fitting				
	Shower Fittings				
B	Concealed shower stop corks, shower arm, swivel/ shower head, chrome plated bib tap and other necessary fittings. All to be as Cobra or equal and approved.	3	No		
	Water Closet (Cistern)				
C	Close-coupled water closet suite in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend and inlet connection. As "Tywfords" or approved equivalent.	3	No		
	Urinal Bowl				
D	Duravit' Urinal bowl in white vitreous china complete with exposed flush valve as 'cobra', connector pipe and spray rose and to have wall hangers or an approved equivalent and chrome plated bottle trap (P trap) with 75mm seal	3	No		
	Joinary Fittings				
E	Fabricate a M.D.F study table 1200 × 1000 mm high comprising of openable drawers, with the necessary ironmongary	8	No		
F	Fabricate a 1.8 m steel tower, comrising of 4 No. 100 × 100 mm SHS Column posts mortised into mass concrete, 75 × 50 mm RHS welded to column as beams and 50 × 50 mm SHS welded to beams as bottoms, primed with red oxide primer.	1	No		
	Flush door				
	45mm Thick semi-solid core flush doors to B.S 459: part 2 veneered both sides with first quality plywood and lipped on all edges in approved hardwood and laminated at one side with a stainless steel kick plate				
G	Door overall size 900 x 2100 mm high	6	No		
	Supply and fix the following ironmongery with screws to match (Reference is to "UNION" Catalogue or other equal and approved)				
H	50 mm brass tower bolts	6	No		
I	Brassware window stay/fastener	24	No		
	Carried to collection				
	COLLECTION				
	From page BW/6				

From Above

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	GUEST HOUSE				
	Demolitions				
A	Carefully demolish the existing ceiling and dispose as directed by the Project Manager.	1	Item		
B	Carefully Remove the worn out pvc tiles and Hack off the existing screed on the floor, cart away the debris and prepare the surface to receive tiles	1	Item		
C	Carefully Remove the existing water tank from the ceiling and install it on a support tower out side.	1	Item		
D	Carefully Remove the existing worn out timber doors from showers and toilet and dispose as directed by the Project Manager..	1	Item		
E	Carefully demolish the existing study tables and dispose as directed by the Project Manager.	1	Item		
F	Carefully Remove the existing worn out showers heads and water closet suite and dispose as directed by the Project Manager..	1	Item		
	FINISHES				
	Ceiling Finishes				
G	heavy gauge pvc panel ceiling board set out in symmetrical V-joints fixed to brandering (m.s)	124	sm		
H	Ditto Cornice	185	lm		
	Painting and decoration				
	Prepare and apply two undercoats and one finishing coat gloss oil paint to:-				
I	General surfaces; Roof cover	158	sm		
	CFloors Finishes				
	Approved non slip ceramic wall tiles to B.S. 1281; local; coloured glazed wall tiles to regular or approved other pattern; bedding and jointing in cement sand (1:4) mortar, grouting with white cement				
J	330 x 330 x 6mm thick; butt joints both ways; to cement sand base (m/s); to floors level; internal	124	sm		
K	Ditto to 100mm × 20 mm skirting	185	lm		
	Sanitary fitting				
	Shower Fittings				
L	Concealed shower stop corks, shower arm, swivel/ shower head, chrome plated bib tap and other necessary fittings. All to be as Cobra or equal and approved.	6	No		
	Water Closet				
M	Close-coupled water closet suite in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless ceramic cistern and fittings including siphon, 15mm diameter bottom inlet ball valve, 20mm diameter side overflow, plastic flush bend, inlet connection, dual-flush system with push button and heavy plastic seat and cover with chrome plated hinges. As "Tywfords" or approved equivalent.	6	No		
	Carried to collection				

TEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Joinary Fittings				
A	Fabricate a M.D.F study table 1200 × 1000 mm high comprising of openable drawers, with the necessary ironmongary	6	No		
B	Fabricate a 1.8 m steel tower, comrising of 4 No. 100 × 100 mm SHS Column posts mortised into mass concrete, 75 × 50 mm RHS welded to column as beams and 50 × 50 mm SHS welded to beams as bottoms, primed with red oxide primer.	1	No		
	Flush door				
	45mm Thick semi-solid core flush doors to B.S 459: part 2 veneered both sides with first quality plywood and lipped on all edges in approved hardwood and laminated at one side				
	with a stainless steel kick plate				
C	Door overall size 900 x 2100 mm high	6	No		
	Wrot celcured cypress framed frames and framings				
D	150 x 50 mm; 2 No. labours; plugged door frame	32	lm		
E	40 x 25 mm weathered architrave	32	lm		
F	25mm rounded quardrant	32	lm		
	Supply and fix the following ironmongery with screws to match (Reference is to "UNION" Catalogue or other equal and approved)				
G	50 mm brass tower bolts	6	No		
H	Brassware window stay/fastener	12	No		
	Carried to collection				
	COLLECTION				
	From page BW/8				
	From Above				
	TOTAL CARRIED TO SUMMARY				

ELEMENT NO.	SUMMARY TITLE		PAGE NO.		K.SHS.
1	HOSTEL 1				
2	HOSTEL 2				
3	HOSTEL 3				
4	HOSTEL 4				
5	GUEST HOUSE				
	TOTAL CARRIED TO GRAND SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	SHS.
	PROPOSED RENOVATIONS FOR KAGURU HOSTEL P.C. AND PROVISIONAL SUMS The following provisional items are to be measured on completion of the works and priced in accordance with rates contained in these Bills of Quantities or pro-rata thereto or deducted in whole if not required.				
A	Contingency Allow for Contigency Sum of Kenya Shillings Two Hundred and Sixty Thousand only.		SUM		260,000.00
	P R O J E C T M A N A G E R ' S E X P E N S E S NOTES ON DISBURSEMENT OF FUNDS The funds referred to in items hereinafter shall be paid to the P.M.'s account in two equal installments; The first in demand and reimbursable in the subsequent interim payment upon his claim and second one in the second month reimbursable in the following Interim payment upon claim.				
B	A provisional sum of Kenya Shillings Two Hundred and Sixty Thousand only.		SUM		260,000.00
C	Mechanical works Repair Allow a prime cost of Sum of Kenya Shillings Fifty Thousand only for Mechanical works.		SUM		50,000.00
	TOTAL FOR P.C. AND PROVISIONAL SUMS CARRIED TO GRAND SUMMARY PCPS/1				570,000.00

PROPOSED RENOVATIONS FOR KAGURU HOSTEL

GRAND SUMMARY

ITEM	DESCRIPTION	TENDERER 'S AMOUNT	OFFICIAL USE ONLY
1 PRELIMINARIES	Particular Preliminaries		
	General Preliminaries		

2 CIVIL WORKS

- Renovation works

Sub Total

RATES INCLUSIVE 16% VAT

	Total		
3	PC and Provisional Sums from page PC/1 TOTAL CARRIED TO FORM OF TENDER		

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

……..…… Tenderer's signature and stamp……
Address……..
Date…….. Witness: Name and signature……..
Description……
Address……..
Date……