



**ETHICS AND ANTI-CORRUPTION COMMISSION**

**TENDER DOCUMENT**

**FOR**

**PROPOSED OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, KISUMU  
P.O. BOX 61130-00200  
NAIROBI**

**TENDER NO EACC/33/2017-2018**

**IFMIS NO: 653696**

**CLOSING DATE: 7<sup>th</sup> May 2018 at 10.00 am**

**W.P. ITEM NO. QD 122/NY/KSM/1701 – JOB NO. 10307A**

**Project Manager**

Works Secretary  
M.o.T.I.H.&U.D.  
P.O.BOX30743-00100  
**NAIROBI**

**Architect**

Chief Architect  
M.o.T.I.H.&U.D.  
P.O.BOX30743-00100  
**NAIROBI**

**Quantity Surveyor**

Chief Quantity Surveyor  
M.o.T.I.H.&U.D.  
P.O.BOX30743-00100  
**NAIROBI**

**Electrical Engineer**

Chief Engineer(Electrical B.S.)  
M.o.T.I.H.&U.D.  
P.O.BOX30743-00100  
**NAIROBI**

**Structural/CivilEngineer**

Chief Engineer (Structural)  
M.o.T.I.H.&U.D.  
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**Mechanical Engineer**

Chief Engineer(Mechanical B.S.)  
M.o.T.I.H.&U.D.  
P.O.BOX30743-00100  
**NAIROBI**

**April 2018**

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## SECTION I

### INVITATION FOR TENDERS

Tender reference No: EACC/33/2017-2018

W.P. ITEM NO. QD 122/NY/KSM/1701 – JOB NO. 10307A

**DATE: 20<sup>TH</sup> APRIL 2018**

Tender Name: **PROPOSED OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, KISUMU**

1.1 The Ethics and Anti-Corruption Commission invites sealed tenders for **OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, KISUMU**

1.2 Interested and eligible contractors who must be duly registered under Category NCA 6 and above with the National Construction Authority may obtain further information from and inspect the tender documents at the Supply Chain Management office, Ethics and Anti-Corruption Commission, ground Floor, **Integrity Centre** during normal working hours.

1.3 A complete set of tender documents may be viewed and downloaded free of charge from the Commission's website [www.eacc.go.ke](http://www.eacc.go.ke) or IFMIS suppliers portal [supplier.treasury.go.ke](http://supplier.treasury.go.ke).

1.4 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.

1.5 Completed tender documents **MUST** be submitted through the IFMIS system so as to reach

The Secretary/Chief Executive Officer  
Ethics and Anti-Corruption Commission  
P. O. Box 61130-00200  
NAIROBI

On or before **the Date and Time indicated in IFMIS**.

1.6 Tenders must be accompanied by a tender Security of **Ksh.500, 000.00** in the form of a Bank guarantee from a reputable bank or Insurance guarantee from Insurance companies approved by the Public Procurement Regulatory Authority (PPRA).

The System will automatically lock out at the time and date of tender closing.

**THE SECRETARY/CEO,  
ETHICS AND ANTICORRUPTION COMMISSION**

## SECTION II

## INSTRUCTIONS TO TENDERERS

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## INSTRUCTIONS TO TENDERERS.

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

- 1.1 The Employer as defined in the Appendix to Conditions of Contract 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;**
  - (i) **information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount; and**
  - (j) **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, authorized 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 cash flow for the Contract;**
- (b) experience as main contractor in the construction of at least 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);**
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed as required for the Works;**
- (d) 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**
- (e) 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 charged for the tender document shall be NIL

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 tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will 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 here below.

### **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 one hundred and twenty (120) 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 invitation 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 Section G - 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 consisting 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
  - (a) 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;
  - (c) in the case of a successful tenderer, if the tenderer fails within the specified time limit to
    - (i) 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
  - (c) 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. However, 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 forfeiture 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 responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation 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. Errors will be corrected as follows:
  - (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
  - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
  - (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities, the amount as stated in the Form of Tender shall prevail.
  - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the corrected Builder's Work (i.e. Corrected tender sum less P.C. and Provisional Sums)
  - (e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
  - (f) the amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the tenderer, shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 3.11.

- 5.8 The Employer will evaluate and compare only the tenders determined to be substantially responsive in accordance with Clause 5.5.
- 5.9 In evaluating the tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
- (a) making any correction for errors pursuant to clause 5.7;
  - (b) excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities, but including Day works where priced competitively.
  - (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with clause 3.12; and
  - (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with clause 4.6
- 5.10 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.
- 5.11 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.
- 5.12 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 a 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 tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.
- 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 Conditions 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 6.5 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Tender Security.
- 6.7 Upon the furnishing by the successful tenderer 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 TENDERERS

The following appendix to instructions to tenderers shall complement or amend the provisions of the instructions to tenderers (Section II). Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

This contract targets the main contractor who will undertake the partitioning works and will be required to engage in a domestic sub-contract arrangement with duly qualified and registered/licenced specialist sub-contractors to undertake the electrical and mechanical works respectively

### CLAUSE

1.5 (a) For the requirement of this clause; add the following:

- i. Be registered with National Construction Authority, Category 5 and ABOVE (Evidence of current registration is required);
- ii. Submit Valid Tax Compliance Certificate;

1.5 (b) For the requirement of this clause;

- i. Omit the words “each of” appearing before ‘the last five years’
- ii. Attach copies of practical completion certificates for similar works undertaken in the last five years

1.5 (c) Delete the word ‘Major’ and substitute with the word ‘Relevant’ Key equipment required to carry out the works include:-

1.6 Add the following after the words ‘qualifying criteria;’ (attach the relevant supporting documents as evidence)

1.4 (e) Delete the figure ‘4’ and substitute with figure ‘2’

Introduce the following:-

1.6 (f) The following tenders shall also be considered non-responsive:- Incomplete **and/or unsigned form of tender;**

3.2 For the requirement of this clause; add the following

(g) Appendix to the Instruction to Bidders.

3.6: Amend the first sentence to read as follows:

‘Tenders shall remain valid for a period of 120 days from the date of submission’

3.7 & 3.18: Tender Security

Amount of Tender Security is: **KShs500,000.00 (Five Hundred Thousand Shillings) only**

Form: Guarantee from a Bank or an Insurance Company approved by Public Procurement Regulatory Authority (PPRA).

3.16: For clarification purposes only, the Employer’s address is: Attention:

Attention: CHIEF EXECUTIVE OFFICER, ETHICS AND ANTI-CORRUPTION  
COMMISSION,

Address: P. O. Box 61130-00200 Nairobi

Telephone: (020)2717318, 0729888881

E-mail: [eacc@integrity.go.ke](mailto:eacc@integrity.go.ke)

Clause 6.12 Delete figure '15%' and substitute with figure '25%'

## EVALUATION CRITERIA

		The following requirements must be met by the tenderer not withstanding other requirements in the tender documents.		
		<b>STAGE I- MANDATORY REQUIREMENTS</b>		
1.	5.5	NO	REQUIREMENTS	RESPONSIVE OR NON-RESPONSIVE
		MR 1	Must Submit a copy of certificate of Registration/Incorporation	
		MR 2	Must Submit a copy of a valid Tax Compliance certificate	
		MR 3	Must submit the priced bills of quantities in the format provided	
		MR 4	Must Fill and submit the Form of Tender in the Format provided	
		MR 5	Must submit a Tender Security of Kes. 500,000.00 in the form of bank guarantee or insurance guarantee from insurance companies approved by the Public Procurement Regulatory Authority (PPRA). The original tender security to be dropped in the tender box at Integrity Centre, Ground Floor while a scanned copy to be attached to the bid documents and submitted through IFMIS.	
		MR 6	Must submit a dully filled up self-declaration form in format provided	
		MR 7	Must submit a dully filled up Confidential Business Questionnaire in format provided	
		MR 8	Must Submit a copy of a valid registration certificate by the National Construction Authority in the relevant trade-Minimum category NCA 6 and above.	
		MR 9	Current class of Licenses with the relevant statutory bodies e.g Energy Regulatory Commission, County Governments, and water Management Boards etc.	
		MR 10	Must submit the tender through the IFMIS system	
		<p><b>(The domestic sub-contractors for specialized works i.e Electrical and Mechanical works must also submit their incorporation certificates and registration with relevant statutory/regulatory bodies such as NCA category 6 and above).</b></p> <p><b>At this stage, the tenderer's submission will either be responsive in the entire mandatory (MR) requirement above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered further.</b></p>		

**STAGE 2- TECHNICAL REQUIREMENTS**

Item	Description	Point Scored	Max. Point
1	<p><b>Tender Questionnaire Form</b></p> <ul style="list-style-type: none"> <li>• Completely filled ----- 5</li> <li>• Not filled ----- 0</li> </ul>		5
2	<p><b>Key Personnel (Attach evidence, C.V )</b></p> <p><b>Director of the firm</b></p> <ul style="list-style-type: none"> <li>• Holder of degree in relevant Engineering field ----- 6</li> <li>• Holder of diploma in relevant Engineering field ----- 5</li> <li>• Holder of certificate in relevant Engineering field----- 3</li> <li>• Holder of trade test certificate in relevant Engineering field --- 2</li> <li>• No relevant certificate ----- 1</li> </ul> <p><b>At least 1No. degree/diploma holder of key personnel in relevant field</b></p> <ul style="list-style-type: none"> <li>• With over 10 years relevant experience ----- 6</li> <li>• With over 5 years relevant experience----- 4</li> <li>• With under 5 years relevant experience ----- 2</li> </ul> <p><b>At least 1No certificate holder of key personnel in relevant field</b></p> <ul style="list-style-type: none"> <li>• With over 10 years relevant experience----- 4</li> <li>• With over 5 years relevant experience ----- 3</li> <li>• With under 5 years relevant experience ----- 1</li> </ul> <p><b>At least 2No artisan (trade test certificate in relevant field)</b></p> <ul style="list-style-type: none"> <li>• Artisan with over 10 years relevant experience ----- 2</li> <li>• Artisan with under 10 years relevant experience ---- 1</li> <li>• Non skilled worker with over 10 years relevant experience ---- 1</li> </ul>		20
3.	<p><b>Contract completed in the last five (5) years (Max of 5No. Projects)- Provide Evidence</b></p> <ul style="list-style-type: none"> <li>• Project of similar nature, complexity or magnitude ----- 4</li> <li>• Project of similar nature but of lower value than the one in consideration ----- 3</li> </ul>	20	28



	<ul style="list-style-type: none"> <li>No completed project of similar nature ----- -----0</li> </ul>			
b)	<p><b>On-going projects – Provide Evidence</b></p> <ul style="list-style-type: none"> <li>No Project of similar nature, complexity and magnitude ----- ----- 0</li> <li>Three and below Projects of similar, nature complexity and magnitude ----- -----6</li> <li>Four and above Projects of similar nature, complexity and magnitude ----- ----- 8</li> </ul>	8		
4.	<b>Schedule of contractors equipment and transport (proof or evidence of ownership/Lease)</b>			
a)	<p><b>a) Relevant Transport</b></p> <ul style="list-style-type: none"> <li>Means of transport (Vehicle) ----- ----- 10</li> <li>No means of transport ----- ----- 0</li> </ul>		10	<b>20</b>
b)	<p><b>b) Relevant Equipment</b></p> <ul style="list-style-type: none"> <li>Has relevant equipment for work being tendered ----- -----10</li> <li>No relevant equipment for work being tendered ----- ----- 0</li> </ul>		10	
5.	<b>Financial report</b>			
a)	<p>Audited financial report (last three (3) years)</p> <ul style="list-style-type: none"> <li>Average Annual Turn-over equal to or greater than the cost of the project ----- ----- 10</li> <li>Average Annual Turn-over above 50% but below 100% of the cost of the project ----- ----- 6</li> <li>Average Annual Turn-over below 50% of the cost of the project ----- ----- 3</li> </ul>		10	<b>25</b>
b)	<p>Evidence of Financial Resources (cash in hand, lines of credit, over draft facility etc )</p> <ul style="list-style-type: none"> <li>Has financial resources to finance the projected <b>monthly cash flow*</b> for three months ----- -----15</li> <li>Has financial resources equal to the projected <b>monthly cash flow*</b>----- -----10</li> <li>Has financial resources less the projected <b>monthly cash flow*</b> --5</li> <li>Has not indicated sources of financial resources ---- ----- 0</li> </ul>		15	
6.	<b>Litigation History</b>			
	<ul style="list-style-type: none"> <li>Duly Filled ----- ----- 2</li> <li>Not filled -----</li> </ul>			<b>2</b>

		~~~~~ 0	
		<b>TOTAL</b>	<b>100</b>
<p>Any bidder who scores 70 points and above shall be considered for further evaluation those who score below 70 points will be eliminated at this stage from the entire evaluation process and will not be considered further.</p> <p><i>*Monthly Cash Flow =Tender Sum/Contract Period</i></p> <p><b>Award Criteria:</b>  <b>Award will be made to the lowest evaluated bidder.</b>  <b>Performance Bond required will be 10% of the contract sum</b></p>			

3.16: For clarification purposes only, the Employer's address is: Attention:

**Attention: CHIEF EXECUTIVE OFFICER,  
ETHICS AND ANTI-CORRUPTION COMMISSION,**

**Address: P. O. Box 61130-00200 Nairobi**

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**E-mail: eacc@integrity.go.ke**

**Note:**

The bid security shall be in accordance with clauses 13 and 23.2 of Instruction to Tenderers which states as follows:

- *Clause 13.1 of Instruction to Tenderers,"the tenderers shall furnish as part of his tenders a tender surety in the amount stated in the tender document in the Appendix to Instructions to Tenderers".*
- *Clause 13.2 of Instruction to Tenderers, "the unconditional Tender surety shall be in Kenya shillings and be in form of a certified cheque, bank draft, an irrevocable letter of credit or a guarantee from a reputable Bank/ Insurance approved by PPOA located in the Republic of Kenya. The format of the surety shall be in accordance with the sample form included in the tender documents and the tender surety shall be valid for 150 days from the date of tender opening".*
- *Clause 23.2 of Instruction to Tenderers: "For the purposes of this clause, a substantially responsive tender is one which conforms to all terms and condition and specifications of the tender document without material deviation or reservation and has a valid Bank/Insurance guarantee".*

The employer/procuring entity may seek further clarification/confirmation if necessary to confirm authenticity/compliance of any condition of the tender. Further, in case of a discrepancy between the amounts stated in the appendix to instruction to tenderers and the one stated in the advertisement or invitation letter, the bid security shall be taken as the amount in the advertisement/ letter of invitation. **The bidders' who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further**

**STAGE 3 - FINANCIAL EVALUATION**

Upon completion of the technical evaluation a detailed financial evaluation shall follow. The financial evaluation shall proceed in the manner described in the Public Procurement and Disposal Act (2005)

of the laws of Kenya (Section 66) and the Public Procurement and Disposal Regulations, 2006 specifically section 50 (1), (2), and (3).

The evaluation shall be in **three stages**;

- a) Determination of the Corrected Tender Sums;
- b) Comparison of Rates; and
- c) Consistency of the Rates.

#### **A) Determination of the corrected tender sums**

The Corrected Tender Sum for each bid shall be determined by-

- 1. Taking the bid price, as read out at the bid opening;**
- 2. Adjusting the tender sum by taking into account any corrections made relating to arithmetic errors;**

Arithmetic Errors will be corrected by the Procuring Entity as follows:

- i)** If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- ii)** If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;
- iii)** Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- iv)** The committee shall promptly write to the tenderer and if the tenderer rejects the correction, the tender shall be rejected and the tender security shall be forfeited. If the tenderer accepts the correction, the error shall be considered as to remain at the quoted tender sum.

- 3. Error also includes any discounts offered in the tender;**

#### **B) Comparison of rates-**

Items that are underpriced or overpriced may indicate potential for non-delivery and front loading respectively. The committee shall promptly write to the tenderer asking for detailed breakdown of costs for any of the quoted items, relationship between those prices, proposed construction/installation methods and schedules.

The evaluation committee shall evaluate the responses and make an appropriate recommendation to the procuring entity giving necessary evidence. Such recommendations may include but not limited to:

- a) Recommend no adverse action to the tenderer after a convincing response;
- b) Employer requiring that the amount of the performance bond be raised at the expense of the successful tenderer to a level sufficient to protect the employer against potential financial losses;
- c) Recommend non-award based on the response provided and the available demonstrable evidence that the scope, quality, completion timing, administration of works to be undertaken by the tenderer, would adversely be affected or the rights of the employer or the tenderers obligations would be limited in a substantial way.

#### **C) Consistency of the Rates**

The evaluation committee will compare the consistency of rates for similar items and note all inconsistencies of the rates for similar items.

#### **STAGE 4 - RECOMMENDATION FOR AWARD**

The successful bidder shall be the tenderer will be the most responsive bidder.



**SECTION III                    CONDITIONS OF CONTRACT**  
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**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**

- 2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning in English Language unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.
- 2.2 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).
- 2.3 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 Project Manager will decide contractual matters between the Employer and the Contractor in the role 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 authorised 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 of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 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. The Contractor will be paid for the quantity of the Work done at the rate in the Bills of Quantities for each item.
- 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<sup>1</sup> = 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<sup>11</sup> = 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.
- 25.3 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.
  - (ii) 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.
  - (iii) 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.
- 25.4 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.
- 25.5 Upon the J.B.C. determining that any of the said basic prices are increased or decreased then the Contract Price shall be increased or decreased by the amount to be assessed by the Project Manager based upon the difference between the price 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 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.

- 25.6 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. The 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;



- (i) 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
    - (ii) 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 of personal injury, death and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risk are 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 is due, the payment of the premiums shall be a debt due.
- 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**

33.1 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.

33.2 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.

33.3 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 in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator

shall be appointed by the Chairman or Vice Chairman of any of the following professional institutions;

- (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 his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 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 – APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS

Name: **ETHICS AND ANTI-CORRUPTION COMMISSION**

Address: **P.O. BOX 61130-00200 NAIROBI**

Name of Authorised Representative:

**THE CHIEF EXECUTIVE OFFICER**

**ETHICS AND ANTI-CORRUPTION COMMISSION**

Telephone: (020)2717318, 0729888881

Facsimile:

The Project Manager is

Name: **WORKS SECRETARY, MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN PLANNING -NAIROBI**

Address: **P.O BOX 30743-00200NAIROBI**

Telephone: **+254-20-2723101**

Facsimile: **+254-20-2716738**

The name (and identification number) of the Contract **PROPOSED OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, KISUMU (W.P. ITEM NO. QD 122/NY/KSM/1701 – JOB NO. 10307A)-EACC/33/2017-2018**

The Works consist of **PARTITIONING AND REFURBISHMENT OF OFFICES ON 1ST FLOOR AND ASSOCIATED ELECTRICAL AND MECHANICAL WORKS**

The Start Date shall be **AGREED WITH THE PROJECT MANAGER**

The Intended Completion Date for the whole of the Works shall be **12 WEEKS AFTER COMMENCEMENT DATE**

The following documents also form part of the Contract: Documents listed in **clause 2.1** conditions of contract

The Contractor shall submit a revised program for the Works within **7 days** of delivery of the Letter of Acceptance.

The Site Possession Date shall be **AGREED WITH THE PROJECT MANAGER**

The Site is located **ON 1ST FLOOR, CENTRAL SQUARE BUILDING-KISUMU**

The Defects Liability period is **180** days.

Other Contractors, utilities etc., to be engaged by the Employer on the Site  
Include those for the execution of;

**1. ELECTRICAL INSTALLATIONS**  
**2. MECHANICAL INSTALLATIONS**

The minimum insurance covers shall be;

1. The minimum cover for insurance of the Works and of Plant and Materials in respect of the Contractor's faulty design is **NIL**
2. The minimum cover for loss or damage to Equipment is **Kshs 2,000,000.00**
3. The minimum for insurance of other property is **Kshs 1,000,000.00**
4. The minimum cover for personal injury or death insurance
  - For the Contractor's employees is **AS PER APPLICABLE LAWS**
  - And for other people is **Kshs 2,000,000.00**

The following events shall also be Compensation Events:

**1. Those listed in the conditions of contract Clause 24**

The period between Program updates is 14days.

The amount to be withheld for late submission of an updated Program is **the entire certificate**

The proportion of payments retained is **10%** percent.

The Price Adjustment Clause **SHALL NOT** apply

The liquidated damages for the whole of the Works is **Kshs. 20,000** (per week or part thereof)

The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Price **5** percent (%)

The Completion Period for the Works is **12 Weeks**

The rate of exchange for calculation of foreign currency payments (**AS PER THE PREVAILING EXCHANGE RATE**)

The schedule of basic rates used in pricing by the Contractor is as attached [*Contractor to attach*].

Advance Payment **SHALL NOT BE GRANTED.**

**Period of final re-measurements** - 3Months from Practical Completion

**Defects Liability period** – 6 Months from Practical Completion

**Date for possession** – to be agreed with the Project Manager

**Date for Completion** – **24**weeks from Date for possession

**Liquidated and ascertained damages** – **Kshs. 20,000** (per week or part thereof)

**Period of interim certificates** – 30 days

**Period of honouring certificates** – 30 days

**Percentage value retained** – 10%

**Limit of amount certified retained – 5%**

Prime cost sums for which the contractor desires to tender

## **PREAMBLES AND PRICING NOTES**

### **A. GENERALLY**

All work to be carried out in accordance with the Ministry of Roads, Public Works and Housing General Specifications for Building Works issued in 1976 or as qualified or amended.

### **B. MANUFACTURERS' NAMES**

Where manufacturers' name(s) and catalogue references are given, it is for guidance to quality and standard only. Alternative manufacturer of equal quality will be accepted at the discretion of the Project Manager.

### **C. WALLING**

All precast concrete blocks shall be manufactured by the methods and to the sizes specified in the Ministry of Roads, Public Works and Housing "Specification for Metric Sized Concrete Blocks for Building (1972)"

Walling of 100 mm thickness or under shall be reinforced with hoop iron at every alternate course.

Prices for walling must allow for all costs in preparing, packing and sending sample blocks for testing as and when required by the Project Manager.

### **D. CARPENTRY**

The grading rules for cypress shall be the same as for podocarpus and all timber used for structural work shall be select (second grade).

All structural timber must conform to the minimum requirements for moisture content and preservative treatment and timber prices must allow for preparing, packing and sending samples for testing when required.

Prices must also include for all nails and fasteners.

### **A. JOINERY**

Cypress for joinery shall be second grade in accordance with the latest grading rules of the Kenya Government.

Where Mahogany is specified, this refers to prime grade only. The Contractor may with the approval of the Project Manager, use either Msharagi or Mvuli in lieu of Mahogany but such approval will be given only in the case of shortages of the hardwoods specified.

Plugging shall be carried out by drilling walling or concrete with masonry drill and filling with propriety plugs of the correct sizes. Cutting with hammer and chisel will not be allowed.

Prices for joinery must include for pencil rounded arrises, protection against damage, nails, screws, framing and bedding in cement mortar as required.

Sizes given for joinery items are nominal sizes and exact dimensions of doors, etc, must be ascertained on site.

### **B. IRONMONGERY**

Ironmongery shall be as specified in the Bills of Quantities or equal and approved.

Prices must include for removing and re-fixing during and after painting, labeling all keys, and for fixing to hardwood, softwood, concrete or blockwork.



Catalogue references given for ironmongery are for purposes of indicating quality and size of item(s). Should the Contractor wish to substitute the specified item(s) with others of equal quality, he must inform the Project Manager and obtain approval in writing.

**C. STRUCTURAL STEELWORK**

All structural steelwork shall comply with the Ministry of Roads, Public Works and Housing "Structural Steelwork Specification (1973) and shall be executed by an approved Sub-contractor.

**A. PLASTERWORK AND OTHER FINISHES**

All finishings shall be as described in the general specifications and in these Bills of Quantities.

Prices for pavings are to include for brushing concrete clean, wetting and coating with cement and sand grout 1:1.

Rates for glazed wall tiling are to include for a 12 mm cement and sand (1:4) backing screed unless otherwise specified in these Bills of Quantities.

**B. GLAZING**

Where polished plate glass is specified, this refers to general glazing quality.

Prices for glazing shall include for priming of rebates before placing putty.

The Contractor will be responsible for replacing any broken or scratched glass and handing over in perfect condition.

**C. PAINTING**

Painting shall be applied in accordance with the manufacturers' instructions.

Prices for painting are to include for scaffolding, preparatory work, priming coats, protection of other works and for cleaning up on completion. Prices for painting on galvanized metal are to include for mordant solution as necessary.

em	Description	Amount KShs.
	<p><b><u>PARTICULAR PRELIMINARIES</u></b></p> <p><b>PRICING ITEMS OF PRELIMINARIES</b> Prices <b>SHALL BE INSERTED</b> against items of “preliminaries” in the tenderer’s priced Bills of Quantities. The contractor is advised to read and understand all preliminary items.</p> <p><b>DESCRIPTION OF THE WORKS</b> The works to be carried out under this contract is; OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, OFF OGINGA OGINGA STREET - KISUMU</p> <p><b>MEASUREMENTS</b> In the event of any discrepancies arising between the Bills of Quantities and the actual works, the site measurements shall generally take precedence. However, such discrepancies between any contract documents shall immediately be referred to the PROJECT MANAGER in accordance with Clause 22 of the Conditions of Contract. The discrepancies shall then be treated as a variation and be dealt with in accordance with Clause 22 of the said Conditions.</p> <p><b>LOCATION OF SITE</b> The site of the proposed works is on First (1ST) Floor, Central Square Building, Off Oginga Odinga Street, Kisumu. <b>The Contractor is advised to visit the site, to familiarize with the nature and position of the site. No claims arising from the Contractor’s failure to do so will be entertained.</b></p> <p><b>SIGNING OF THE TENDER DOCUMENTS</b> The bidder shall append his / her signature and / or company ‘s rubberstamp on each and every page of tender document.</p> <p><b>DEMOLITIONS AND ALTERATIONS</b> The Contractor is to allow for all temporary protection required during the works including ordinary and special dust screens, hoardings, barriers, warning signs, etc as directed by the Project Manager and as necessary for the adequate propping and protection of existing property, finishes, workmen employed on the site, employer's agents and the public. Any damage or loss incurred due to the insufficiency of such protection must be made good by the Contractor. All protective devices are to be removed on completion of the works and any necessary making good consequent upon this is to be executed to the satisfaction of the Project Manager</p> <p>The works shall be propped, strutted and supported as necessary before any alteration or demolition work commences. Prices shall include for all cleaning and preparatory work to structure and finishes and for making good to all finishes on completion whether or not specifically described.</p> <p>Unless described as set aside for re-use all arising debris and surplus materials shall be carefully removed from building and carted away from site. The Contractor shall be entirely responsible for any breakage or damage which may occur to materials required for re-use during their removal unless it is certified by the Project Manager that such damage or breakage was inevitable as a result of the condition of the item concerned</p>	
	<i>Carried to collection</i>	

em	Description	Amount KShs.
	<p><b>CLEARING AWAY</b> The Contractor shall remove all temporary works, rubbish, debris and surplus materials from the site as they accumulate and upon completion of the works, remove and clear away all plant, equipment, rubbish, unused materials and stains and leave in a clean and tidy state to the reasonable satisfaction of the Project Manager. The whole of the works shall be delivered up clean, complete and in perfect condition in every respect to the satisfaction of the Project Manager.</p> <p><b>CLAIMS</b> It shall be a condition of this contract that upon it becoming reasonably apparent to the Contractor that he has incurred losses and / or expenses due to any of the contract conditions, or by any other reason whatsoever, he shall present such a claim or intent to claim notice to the PROJECT MANAGER within the contract period. No claim shall be entertained upon the expiry of the said contact period.</p> <p><b>PAYMENTS</b> The tenderer's attention is drawn to the fact that the GOVERNMENT DOES NOT MAKE ADVANCE PAYMENTS but pays for work done and materials delivered to sit: all in accordance with Clause 23 of the Conditions of Contract Agreement. In order to facilitate this, a list of the general component elements for the works is given at the summary page of these specifications and the tenderer is requested to break down his tender sum commensurate to the said elements</p> <p><b>PREVENTION OF ACCIDENT, DAMAGE OR LOSS</b> The Contractor is notified that these works are to be carried out on a restricted site where the client is going on with other nomal activities. The Contractor is thus instructed to take reasonable care in the execution of the works as to prevent accidents, damage or loss and disruption of activities beeing carried out by the Client. The Contractor shall allow in his rates any expense he deemed necessary by taking such care within the site.</p> <p><b>WORKING CONDITIONS</b> The Contractor shall allow in his rates for any interferance that he may encounter in the course of the works for the Client may in some cases ask the Contractor not to proceed with the works until some activities within the site are completed, as the facility will be operating as usual during the course of the contract.</p> <p><b>SIGNBOARD</b> Allow for providing, erecting, maintaining throughout the course of the Contract and afterwards clearing away a signboard as designed, specified and approved by the Project Manager.</p> <p><b>LABOUR CAMPS</b> The Contractor shall not be allowed to house labour on site. Allow for transporting workers to and from the site during the tenure of the contract.</p> <p><b>MATERIALS FROM DEMOLITIONS</b> Any materials arising from demolitions and not re-used shall become the property of the Client</p>	
	<i>Carried to collection</i>	

em	Description	Amount KShs.
	<p><b>PRICING RATES</b> The tenderer shall include for all costs in executing the whole of the works, including transport, replacing damaged items, fixing, all to comply with the said Conditions of Contract.</p> <p><b>URGENCY OF THE WORKS</b> The Contractor is notified that these “ works are urgent” and should be completed within the period stated in these Particular Preliminaries. The Contractor shall allow in his rates for any costs he/ she deems that he/she may incur by having to complete these works within the stipulated contract period.</p> <p><b>PAYMENT FOR MATERIALS ON SITE</b> All materials for incorporation in the works must be stored on site before payment is effected, unless specifically exempted by the Project Manager. This is to include materials of the Contractor, nominated sub-Contractors and nominated suppliers.</p> <p><b>EXISTING SERVICES</b> Prior to the commencement of any work, the Contractor is to ascertain from the relevant authority the exact position, depth and level of all existing services in the area and he/she shall make whatever provisions may be required by the authorities concerned for the support, maintenance and protection of such services.</p> <p><b>CONTRACT COMPLETION PERIOD</b> The contract completion period in accordance with condition 31 of the Conditions of contract must be adhered to. The ‘PROJECT MANAGER’ shall strictly monitor the Contractors progress in relation to the progress chart and should it be found necessary the ‘PROJECT MANAGER’ shall inform the Contractor in writing that his actual performance on site is not satisfactory .In all such cases the Contractor shall accelerate his rate of performance production and progress by all means such as additional labour,plant, e.t.c and working overtime all at his cost.</p> <p><b>BID SECURITY</b> The tenderer shall provide a Bid Security not exceeding 2% in accordance with clause 3.7 of the Instructions to Tenderer’s.</p> <p><b>TENDER DOCUMENTS</b> Tender documents are as listed in Clause 2.1 of the Instruction to Tenderer’s Page STD/9</p> <p><b>DELIVERY OF TENDER</b> Tenders and all documents in connection therewith, as specified above must be delivered in the addressed envelope which should be properly sealed and deposited at the offices as specified in the letter accompanying these documents or as indicated in the advertisement.  Tenders will be opened at the time specified in the letter accompanying these Tender Documents or as indicated in the advertisement. Tenders delivered/received later than the above time will not be opened.</p>	
	<i>Carried to collection</i>	

Item	Description	Amount KShs.
A	<p><b>VALUE ADDED TAX</b> The Contractor's attention is drawn to the Legal Notice in Finance Act part 3 Section 21(b) operative from 1st September, 1993 which requires payment of VAT on all contracts. In accordance with Government public notice No. 35 &amp; 36 Dated 11th September 2003 operational from 1st October 2003, withholding VAT is to be levied against the contract sum by the Employer and remitted to the Commissioner of VAT through interim certificates. <b>The contractor's unit rates shall be inclusive of 16% V.A.T.</b></p> <p><b>PROJECT MANAGERS EXPENSES</b> <b><u>Airtime</u></b></p> <p>Allow PROVISIONAL SUM of Kenya Shillings FOURTY EIGHT THOUSAND (KShs. 48,000.00) only for Air time to be expended as directed by the Project Manager</p> <p>Allow for Contractor's profit and overheads (~~~~~~%)</p> <p><b><u>Stationery</u></b></p>	
B	<p>Allow PROVISIONAL SUM of Kenya Shillings ONE HUNDRED THOUSAND (100,000.00) only for Project Manager's Stationery</p>	
C		
	<i>Carried to collection</i>	

Item	Description	Amount KShs.
A	<p><b><u>PARTICULARS OF INSERTIONS TO BE MADE IN APPENDIX TO CONTRACT AGREEMENT</u></b>  The following are the insertions to be made in the appendix to the Contract Agreement: -</p> <p><b>Period of Final Measurement</b>            3 Months From Practical completion</p> <p><b>Defects Liability Period</b>                6 Months from Practical completion</p> <p><b>Date for Possession</b>                      To be agreed with the Project Manager</p> <p><b>Date for Completion</b>                      12 Weeks from date of Possession</p> <p><b>Liquidated and Ascertained</b>            At the rate of Kshs 20,000.00 per week or part thereof</p> <p><b>Prime cost</b> sums for which .....  The Contractor desires to tender .....</p> <p><b>Period of Interim Certificates</b>            Monthly</p> <p><b>Period of Honouring Certificates</b>        45 days</p> <p><b>Percentage of Certified Value Retained</b>    10%</p> <p><b>Limit of Retention Fund</b>                    5%</p>	
	<i>Carried to collection</i>	
	<p><b><u>COLLECTION</u></b>  Brought forward from page STD/45  Brought forward from page STD/46  Brought forward from page STD/47  Brought forward from page STD/48  Brought forward from above</p>	
	<b>TOTAL FOR PARTICULAR PRELIMINARIES CARRIED TO GRAND SUMMARY</b>	

Item	Description	Amount
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		<b>KShs</b>
	<b>GENERAL PRELIMINARIES</b>	
A	<p><b>PRICING ITEMS OF PRELIMINARIES AND PREAMBLES</b></p> <p>Prices will be inserted against items of Preliminaries in the Contractor's priced Bills of Quantities and Specification.</p> <p>The Contractor shall be deemed to have included in his prices or rates for the various items in the Bills of Quantities or Specification for all costs involved in complying with all the requirements for the proper execution of the whole of the works in the Contract.</p>	
B	<p><b>ABBREVIATIONS</b></p> <p>Throughout these Bills, units of measurement and terms are abbreviated and shall be all the requirements for the proper execution of the whole of the works in the Contract.</p> <p><i>C.M.</i>                      Shall mean cubic metre</p> <p><i>S.M.</i>                      Shall mean square metre</p> <p><i>L.M.</i>                      Shall mean linear metre</p> <p><i>MM</i>                        Shall mean Millimetre</p> <p><i>Kg.</i>                        Shall mean Kilogramme</p> <p><i>No.</i>                        Shall mean Number</p> <p><i>Prs.</i>                        Shall mean Pairs</p> <p><i>B.S.</i> - Shall mean the British Standard Specification Published by the British Standards Institution, 2 Park Street, London W.I., England.</p> <p><i>Ditto</i> - Shall mean the whole of the preceding description except as qualified in the description in which it occurs.</p> <p><i>m.s.</i>                        Shall mean measured separately.</p> <p><i>a.b.d</i>                        Shall mean as before described.</p>	
	<b><i>Carried to collection</i></b>	
<b>Item</b>	<b>Description</b>	<b>Amount KShs</b>

Item	Description	Amount KShs
A	<p><b>EXCEPTION TO THE STANDARD METHOD OF MEASUREMENT</b>  <i>Attendance</i> ; Clause B19(a) of the Standard Method of Measurement is deleted and the following clause is substituted:-</p> <p>Attendance on nominated Sub-Contractors shall be given as an item in each case shall be deemed to include: allowing use of standing scaffolding, mess rooms, sanitary accommodation and welfare facilities; provision of special scaffolding where necessary; providing space for office accommodation and for storage of plant and materials; providing light and water for their work: clearing away rubbish; unloading checking and hoisting: providing electric power and removing and replacing duct covers, pipe casings and the like necessary for the execution and testing of Sub- Contractors' work and being responsible for the accuracy of the same.</p> <p><i>Fix Only</i>:-  "Fix Only" shall mean take delivery at nearest railway station (Unless otherwise stated),pay all demurrage charges, load and transport to site where necessary, unload, store,unpack, assemble as necessary, distribute to position, hoist and fix only.</p>	
B	<p><b>EMPLOYER</b>  The "Employer" is the <b>ETHICS AND ANTI-CORRUPTION COMMISSION (EACC)</b>  The term "Employer" and "EACC" wherever used in the contract document shall be synonymous</p>	
C	<p><b>PROJECT MANAGER</b>  The term "P.M." wherever used in these Bills of Quantities shall be deemed to imply the Project Manager as defined in Condition 1 of the Conditions of Contract. In this contract the project manager is the <b>WORKS SECRETARY, MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN PLANNING - NAIROBI P.O. Box 30743-00200, NAIROBI.</b></p>	
D	<p><b>ARCHITECT</b>  The term "Architect" shall be deemed to mean "The P.M." as defined above whose address unless otherwise notified is Works Secretary, P.O. Box 30743-00200, NAIROBI.</p>	
E	<p><b>QUANTITY SURVEYOR</b>  The term "Quantity Surveyor" shall be deemed to mean "The P.M." as defined above whose address unless otherwise notified is Works Secretary, P.O. Box 30743-00200, NAIROBI.</p>	
F	<p><b>ELECTRICAL ENGINEER</b>  The term "Electrical Engineer" shall be deemed to mean "The P.M." as defined above whose address unless otherwise notified is Works Secretary, P.O. Box 30743-00200, NAIROBI.</p>	
G	<p><b>MECHANICAL ENGINEER</b>  The term "Mechanical Engineer" shall be deemed to mean "The P.M." as defined above whose address unless otherwise notified is Works Secretary, P.O. Box 30743-00200, NAIROBI.</p>	
	<p><b><i>Carried to collection</i></b></p>	



Item	Description	Amount KShs
A	<p><b>STRUCTURAL ENGINEER</b></p> <p>The term "Structural Engineer" shall be deemed to mean "The P.M." as defined above whose address unless otherwise notified is Works Secretary, P.O. Box 30743-00200, NAIROBI.</p>	
B	<p><b>FORM OF CONTRACT</b></p> <p>The Form of Contract shall be as stipulated in the Republic of Kenya's Standard Tender Document for Procurement of Building Works(Revised 2006 Edition) included herein</p> <p>The Conditions of Contract are also included herein</p> <p><i>Conditions of Contract</i></p> <p>These are numbered from 1 to 37 as set out in pages 22 to 42 of these tender documents.</p> <p>Particulars of insertions to be made in the Appendix to the Contract Agreement will be found in the Particular Preliminaries part of these Bills of Quantities</p>	
C	<p><b>PERFORMANCE BOND.</b></p> <p>The Contractor shall find and submit on the Form of Tender an approved bank who will be willing to be bound to the Government in an amount equal to five per cent (5) of the Contract amount for the due performances of the Contract up to the date of completion as certified by the PROJECT MANAGER and who will, when and if called upon, sign a Bond to that effect on the relevant standard form included herein. (without the addition of any limitations) on the same day as the Contract Agreement is signed, by the Government, the Contractor shall furnish within seven days another Surety to the approval of the Government.</p>	
D	<p><b>PLANT, TOOLS AND VEHICLES</b></p> <p>Allow for providing all scaffolding, plant, tools and vehicles required for the works except in so far as may be stated otherwise herein and except for such items specifically and only required for the use of nominated Sub-Contractors as described herein. No timber used for scaffolding, formwork or temporary works of any kind shall be used afterwards in the permanent work.</p>	
E	<p><b>TRANSPORT.</b></p> <p>Allow for transport of workmen, materials, etc., to and from the site at such hours and by such routes as may be permitted by the competent authorities.</p>	
F	<p><b>MATERIALS AND WORKMANSHIP.</b></p> <p>All materials and workmanship used in the execution of the work shall be of the best quality and description unless otherwise stated. The Contractor shall order all materials to be obtained from overseas immediately after the Contract is signed and shall also ensure they are onsite when required for use in the works. The Bills of Quantities shall not be used for the purpose of ordering materials.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>SIGN FOR MATERIALS SUPPLIED.</b></p> <p>The Contractor will be required to sign a receipt for all articles and materials supplied by the PROJECT MANAGER at the time of taking deliver thereof, as having received them in good order and condition, and will thereafter be responsible for any loss or damage and for replacements of any such loss or damage with articles and/or materials which will be supplied by the PROJECT MANAGER at the current market prices including Customs Duty and V.A.T., all at the Contractor's own cost and expense, to the satisfaction of the PROJECT MANAGER</p>	
B	<p><b>STORAGE OF MATERIALS</b></p> <p>The Contractor shall provide at his own risk and cost where directed on the site weather proof lock-up sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the PROJECT MANAGER Nominated Sub-Contractors are to be made liable for the cost of any storage accommodation provided especially for their use.</p>	
C	<p><b>SAMPLES</b></p> <p>The Contractor shall furnish at his own cost any samples of materials or workmanship including concrete test cubes required for the works that may be called for by the PROJECT MANAGER for his approval until such samples are approved by the PROJECT MANAGER and the PROJECT MANAGER, may reject any materials or workmanship not in his opinion to be up to approved samples. The PROJECT MANAGER shall arrange for the testing of such materials as he may at his discretion deem desirable, but the testing shall be made at the expense of the Contractor and not at the expense of the PROJECT MANAGER. The Contractor shall pay for the testing in accordance with the current scale of testing charges laid down by the Ministry of Land, Housing and Urban Development</p> <p>The procedure for submitting samples of materials for testing and the method of marking for identification shall be as laid down by the PROJECT MANAGER The Contractor shall allow in his tender for such samples and tests except those in connection with nominated sub-contractors' work.</p>	
D	<p><b>GOVERNMENT ACTS REGARDING WORKPEOPLE ETC.</b></p> <p>Allow for complying with all Government Acts, Orders and Regulations in connection with the employment of Labour and other matters related to the execution of the works. In particular the Contractor's attention is drawn to the provisions of the Factory Act 1950 and his tender must include for all costs arising or resulting from compliance with any Act, Order or Regulation relating to Insurances, pensions and holidays for workpeople or so the safety, health and welfare of the workpeople.</p> <p>The Contractor must make himself fully acquainted with current Acts and Regulations, including Police Regulations regarding the movement, housing, security and control of labour, labour camps , passes for transport, etc. It is most important that the Contractor, before tendering, shall obtain from the relevant Authority the fullest information regarding all such regulations and/or restrictions which may affect the organisation of the works, supply and control of labour, etc., and allow accordingly in his tender. No claim in respect of want of knowledge in this connection will be entertained.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>SECURITY OF WORKS ETC.</b></p> <p>The Contractor shall be entirely responsible for the security of all the works stores, materials, plant, personnel, etc., both his own and sub-contractors' and must provide all necessary watching, lighting and other precautions as necessary to ensure security against theft, loss or damage and the protection of the public.</p>	
B	<p><b>PUBLIC AND PRIVATE ROADS.</b></p> <p>Maintain as required throughout the execution of the works and make good any damage to public or private roads arising from or consequent upon the execution of the works to the satisfaction of the local and other competent authority and the PROJECT MANAGER</p>	
C	<p><b>EXISTING PROPERTY.</b></p> <p>The Contractor shall take every precaution to avoid damage to all existing property including roads, cables, drains and other services and he will be held responsible for and shall make good all such damage arising from the execution of this contract at his own expense to the satisfaction of the PROJECT MANAGER</p>	
D	<p><b>VISIT SITE AND EXAMINE DRAWINGS.</b></p> <p>The Contractor is recommended to examine the drawings and visit the site the location of which is described in the Particular Preliminaries hereof. He shall be deemed to have acquainted himself therewith as to its nature, position, means of access or any other matter which, may affect his tender. No claim arising from his failure to comply with this recommendation will be considered.</p>	
E	<p><b>ACCESS TO SITE AND TEMPORARY ROADS.</b></p> <p>Means of access to the Site shall be agreed with the PROJECT MANAGER prior to commencement of the work and Contractor must allow for building any necessary temporary access roads for the transport of the materials, plant and workmen as may be required for the complete execution of the works including the provision of temporary culverts, crossings, bridges, or any other means of gaining access to the Site. Upon completion of the works, the Contractor shall remove such temporary access roads; temporary culverts, bridges, etc., and make good and reinstate all works and surfaces disturbed to the satisfaction of the PROJECT MANAGER The Contractor should also allow for relocating existing fence (approx. 30 metres long).</p>	
F	<p><b>AREA TO BE OCCUPIED BY THE CONTRACTOR</b></p> <p>The area of the site which may be occupied by the Contractor for use of storage and for the purpose of erecting workshops, etc., shall be defined on site by the PROJECT MANAGER</p>	
	<b><i>Carried to collection</i></b>	

Item	Description	Amount KShs
A	<p><b>OFFICE ETC. FOR THE PROJECT MANAGER</b></p> <p>The Contractor shall provide, erect and maintain where directed on site and afterwards dismantle the site office of the standard type, complete with furniture. He shall also provide a strong metal trunk complete with strong hasp and staple fastening and two keys. He shall provide, erect and maintain a lock-up type water or bucket closet for the sole use of the PROJECT MANAGER including making temporary connections to the drain where applicable to the satisfaction of Government and Medical Officer of Health and shall provide services of cleaner and pay all conservancy charges and keep both office and closet in a clean and sanitary condition from commencement to the completion of the works and dismantle and make good disturbed surfaces. The office and closet shall be completed before the Contractor is permitted to commence the works. The Contractor shall make available on the Site as and when required by the "PROJECT MANAGER" a modern and accurate level together with levelling staff, ranging rods and 50 metre metallic or linen tape.</p>	
B	<p><b>WATER AND ELECTRICITY SUPPLY FOR THE WORKS</b></p> <p>The Contractor shall provide at his own risk and cost all necessary water, electric light and power required for use in the works. The Contractor must make his own arrangements for connection to the nearest suitable water main and for metering the water used. He must also provide temporary tanks and meters as required at his own cost and clear away when no longer required and make good on completion to the entire satisfaction of the PROJECT MANAGER . The Contractor shall pay all charges in connection herewith. No guarantee is given or implied that sufficient water will be available from mains and the Contractor must make his own arrangements for augmenting this supply at his own cost. Nominated Sub--contractors are to be made liable for the cost of any water or electric current used and for any installation provided especially for their own use.</p>	
C	<p><b>SANITATION OF THE WORKS</b></p> <p>The Sanitation of the works shall be arranged and maintained by the Contractor to the satisfaction of the Government and/or Local Authorities, Labour Department and the PROJECT MANAGER</p>	
D	<p><b>SUPERVISION AND WORKING HOURS</b></p> <p>The works shall be executed under the direction and to the entire satisfaction in all respects of the PROJECT MANAGER who shall at all times during normal working hours have access to the works and to the yards and workshops of the Contractor and sub-Contractors or other places where work is being prepared for the contract.</p>	
E	<p><b>PROVISIONAL SUMS.</b></p> <p>The term "Provisional Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7(i) of the Standard Method of Measurement. Such sums are net and no addition shall be made to them for profit.</p>	
F	<p><b>PRIME COST (OR P.C.) SUMS.</b></p> <p>The term "Prime Cost Sum" or "P.C. Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7 (ii) of the Standard Method of Measurement. Persons or firms nominated by the PROJECT MANAGER to execute work or to provide and fix materials or goods are described herein as Nominated Sub-Contractors. Persons or firms so nominated to supply goods or materials are described herein as Nominated Suppliers.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>PROGRESS CHART.</b></p> <p>The Contractor shall provide within two weeks of Possession of Site and in agreement with the PROJECT MANAGER a Progress Chart for the whole of the works including the works of Nominated Sub-Contractors ; one copy to be handed to the PROJECT MANAGER and a further copy to be retained on Site. Progress to be recorded and chart to be amended as necessary as the work proceeds.</p>	
B	<p><b>ADJUSTMENT OF P.C. SUMS.</b></p> <p>In the final account all P.C. Sums shall be deducted and the amount properly expended upon the PROJECT MANAGER'S order in respect of each of them added to the Contract sum. The Contractor shall produce to the PROJECT MANAGER such quotations, invoices or bills, properly receipted, as may be necessary to show the actual details of the sums paid by the Contractor. Items of profit upon P.C. Sums shall be adjusted in the final account pro-rata to the amount paid. Items of "attendance"</p> <p>Should the Contractor be permitted to tender and his tender be accepted of any work for which a P.C. Sum is included in these Bill of Quantities profit and attendance will be allowed at the same rate as it would be if the work were executed by a Nominated Sub-Contractor.</p>	
D	<p><b>ADJUSTMENT OF PROVISIONAL SUMS.</b></p> <p>In the final account all Provisional Sums shall be deducted and the value of the work properly executed in respect of them upon the PROJECT MANAGER's order added to the Contract Sum. Such work shall be valued as described for Variations, but should any part of the work be executed by a Nominated Sub-Contractor, the value of such work or articles for the work to be supplied by a Nominated Supplier, the value of such work or articles shall be treated as a P.C. Sum and profit and attendance comparable to that contained in the priced Bills of Quantities for similar items added.</p>	
E	<p><b>NOMINATED SUB-CONTRACTORS</b></p> <p>When any work is ordered by the PROJECT MANAGER to be executed by nominated sub-contractors, the Contractor shall enter into sub-contracts and shall thereafter be responsible for such sub-contractors in every respect. Unless otherwise described the Contractor is to provide for such Sub-Contractors any or all of the facilities described in these Preliminaries. The Contractor should price for these with the nominated Sub-contract Contractor's work concerned in the P.C. Sums under the description "add for Attendance".</p>	
F	<p><b>DIRECT CONTRACTS</b></p> <p>Notwithstanding the foregoing conditions, the Government reserves the right to place a "Direct Contract" for any goods or services required in the works which are covered by a P.C. Sum in the Bills of Quantities and to pay for the same direct. In any such instances, profit relative to the P.C. Sum the priced Bills of Quantities will be adjusted as described for P.C. Sums and allowed.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>ATTENDANCE UPON OTHER TRADESMEN, ETC.</b></p> <p>The Contractor shall allow for the attendance of trade upon trade and shall afford any tradesmen or other persons employed for the execution of any work not included in this Contract every facility for carrying out their work and also for use of his ordinary scaffolding. The Contractor, however, shall not be required to erect any special scaffolding for them. The Contractor shall perform such cutting away for and making good after the work of such tradesmen or persons as may be ordered by the PROJECT MANAGER and the work will be measured and paid for to the extent executed at rates provided in these Bills.</p>	
B	<p><b>INSURANCE</b></p> <p>The Contractor shall insure as required in Clause 30 of the Conditions of Contract. No payment on account of the work executed will be made to the Contractor until he has satisfied the PROJECT MANAGER either by production of an Insurance Policy or and Insurance Certificate that the provision of the foregoing Insurance Clauses have been complied with in all respects. Thereafter the PROJECT MANAGER shall from time to time ascertain that premiums are duly paid up by the Contractor who shall if called upon to do so, produce the receipted premium renewals for the PROJECT MANAGER's inspection.</p>	
C	<p><b>PROVISIONAL WORK</b></p> <p>All work described as "Provisional" in these Bills of Quantities is subject to remeasurement in order to ascertain the actual quantity executed for which payment will be made. All "Provisional" and other work liable to adjustment under this Contract shall left uncovered for a reasonable time to allow all measurements needed for such adjustment to be taken by the PROJECT MANAGER Immediately the work is ready for measuring, the Contractor shall give notice to the PROJECT MANAGER. If the Contractor makes default in these respects he shall if the PROJECT MANAGER so directs uncover the work to enable all measurements to be taken and afterwards reinstate at his own expense.</p>	
D	<p><b>ALTERATIONS TO BILLS, PRICING, ETC.</b></p> <p>Any unauthorised alteration or qualification made to the text of the Bills of Quantities may cause the Tender to be disqualified and will in any case be ignored. The Contractor shall be deemed to have made allowance in his prices generally to cover any items against which no price has been inserted in the priced Bills of Quantities. All items of measured work shall be priced in detail and the Tenders containing Lump Sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.</p>	
E	<p><b>BLASTING OPERATIONS</b></p> <p>Blasting will only be allowed with the express permission of the PROJECT MANAGER in writing. All blasting operations shall be carried out at the Contractor's sole risk and cost in accordance with any Government regulations in force for the time being, and any special regulations laid down by the PROJECT MANAGER governing the use and storage of explosives.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>MATERIALS ARISING FROM EXCAVATIONS</b></p> <p>Materials of any kind obtained from the excavations shall be the property of the Government. Unless the PROJECT MANAGER directs otherwise such materials shall be dealt with as provided in the Contract. Such materials shall only be used in the works, in substitution of materials which the Contractor would otherwise have had to supply with the written permission of the PROJECT MANAGER Should such permission be given, the Contractor shall make due allowance for the value of the materials so used at a price to be agreed.</p>	
B	<p><b>PROTECTION OF THE WORKS.</b></p> <p>Provide protection of the whole of the works contained in the Bills of Quantities, including casing , casing up, covering or such other means as may be necessary to avoid damage to the satisfaction of the PROJECT MANAGER and remove such protection when no longer required and make good any damage which may nevertheless have been done at completion free of cost to the Government.</p>	
C	<p><b>REMOVAL OF RUBBISH ETC.</b></p> <p>Removal of rubbish and debris from the Buildings and site as it accumulates and at the completion of the works and remove all plant, scaffolding and unused materials at completion.</p>	
D	<p><b>WORKS TO BE DELIVERED UP CLEAN</b></p> <p>Clean and flush all gutters, rainwater and waste pipes, manholes and drains, wash (except where such treatment might cause damage) and clean all floors, sanitary fittings, glass inside and outside and any other parts of the works and remove all marks, blemishes, stains and defects from joinery, fittings and decorated surfaces generally, polish door furniture and bright parts of metalwork and leave the whole of the buildings watertight, clean, perfect and fit for occupation to the approval of the PROJECT MANAGER</p>	
E	<p><b>GENERAL SPECIFICATION.</b></p> <p>For the full description of materials and workmanship, method of execution of the work and notes for pricing, the Contractor is referred to the Ministry of Roads, Public Works and Housing General Specification dated 1976 or any subsequent revision thereof which is issued as a separate document, and which shall be allowed in all respects unless it conflicts with the General Preliminaries, Trade Preambles or other items in these Bills of Quantities.</p>	
F	<p><b>TRAINING LEVY</b></p> <p>The Contractor's attention is drawn to legal notice No. 237 of October, 1971, which requires payment by the Contractor of a Training Levy at the rate of 1/4 % of the Contract sum on all contracts of more than Kshs. 50,000.00 in value.</p>	
G	<p><b>MATERIALS ON SITE</b></p> <p>All materials for incorporation in the works must be stored on or adjacent to the site before payment is effected unless specifically exempted by the PROJECT MANAGER. This includes the materials of the Main Contractor, Nominated Sub-Contractors and Nominated Suppliers.</p>	
	<p><b><i>Carried to collection</i></b></p>	

Item	Description	Amount KShs
A	<p><b>HOARDING</b> The Contractor shall enclose all the areas under construction with approved material to the satisfaction of the PROJECT MANAGER</p>	
B	<p><b>CONTRACTOR'S SUPERINTENDENCE/SITE AGENT</b> The Contractor shall constantly keep on the works a literate English speaking Agent or Representative, competent and experienced in the kind of work involved who shall give his whole experience in the kind of work involved and shall give his whole time to the superintendence of the works. Such Agent or Representative shall receive on behalf of the Contractor all directions and instructions from the Project Manager and such directions shall be deemed to have been given to the Contractor in accordance with the Conditions of Contract.</p>	
	<b><i>Carried to collection below</i></b>	
	<p style="text-align: center;"><b><u>COLLECTION</u></b></p> <p>Brought Forward From Page STD/50</p> <p>Brought Forward From Page STD/51</p> <p>Brought Forward From Page STD/52</p> <p>Brought Forward From Page STD/53</p> <p>Brought Forward From Page STD/54</p> <p>Brought Forward From Page STD/55</p> <p>Brought Forward From Page STD/56</p> <p>Brought Forward From Page STD/57</p> <p>Brought Forward From Page STD/58</p> <p>Brought Forward From Above</p>	
	<b>TOTAL FOR GENERAL PRELIMINARIES CARRIED TO GRAND SUMMARY</b>	



SECTION V – SPECIFICATIONS

BILL OF QUANTITIES FOR BUILDER’S WORKS

Item	Description	Qty	Unit	Rate	Amount
	<p><b><u>PROPOSED OFFICE PARTITIONING AND REFURBISHMENT TO ETHICS AND ANTI-CORRUPTION COMMISSION OFFICES ON 1ST FLOOR, CENTRAL SQUARE BUILDING, KISUMU</u></b></p> <p><b><u>ELEMENT NO. 1: PARTITIONS, JOINERY AND DEMOUNTABLE PARTITIONS</u></b></p> <p><u>Birch laminated Medium Density Fibreboards (MDF), both sides with lamination; fixing with aluminium connecting members (m/s)</u></p>				
A	12mm thick plain linings; fixed to aluminium framing (m/s)	195	sm		
B	<p><u>Approved sawn softwood</u></p> <p>150 x 50mm timber bearer; plugging to floor</p>	130	lm		
	<p><b><u>METAL WORK</u></b></p> <p><u>Coloured powder coated aluminium frames to approval</u></p>				
C	76 x 44 x 1.6mm thick base piece, screwed to timber bearer (m/s) at bottom and top grooved to receive MDF boarding	130	lm		
D	76 x 44 x 1.6mm thick horizontal middle piece grooved to approval at both top and bottom to receive glazing and MDF boarding respectively (m/s)	130	lm		
E	Ditto grooved to approval at both top and bottom to receive glazing (m/s)	130	lm		
F	76 x 44 x 1.6mm thick horizontal top piece grooved to approval at bottom to receive glazing (m/s) plugged and screwed to concrete backgrounds	130	lm		
G	76 x 44 x 1.6mm thick Verticle piece grooved to approval at both sides to receive MDF or glazing (m/s) fixed to skirting and middle piece (m/s)	328	lm		
H	76 x 44 x 1.6mm thick verticle corner and entrance piece to approval	90	lm		
	<b>Carried to collection</b>				

Item	Description	Qty	Unit	Rate	Amount
A	<u>Aluminium skirtings</u> 3mm Thick x 75mm high skirtings screwed to 75x50mm thick base member (m.s) with and including screws	260	lm		
B	<u>Aluminium beading</u> 43 x 19 x 1.6mm thick biding member riveted to aluminium hollow section frames (m/s)	1,616	lm		
C	27.5 x 17.25 x 1.5mm thick bidding to glass or MDF boards (m/s)	1,616	lm		
D	38 x 38 x 3.5mm thick angle section bidding to MDF boards (m/s)	324	lm		
E	<u>Rubber gasket</u> 25 x 12mm thick approved rubber lining to aluminium framing	938	lm		
	<b><u>Supply and fix composite extruded powder-coated aluminium permanent louvred ventilations; comprising aluminium blades at 45 degrees to horizontal; 65mm wide at 60mm centres fixed to stiles; all ground to smooth finish</u></b> <i>Fixing with screws; plugging or fixing to timber or aluminium background</i>				
F	2400mm high	59	sm		
	<u>GLAZING</u> <b><u>6mm thick clear sheet glass fixed to aluminium frames with rubber gaskets (m/s) complete with "Ilumar film" to approval</u></b>				
G	0.5 to 1.0 square meters	195	sm		
H	<u>Gypsum boards</u> 12mm thick gypsum boards	408	sm		
I	50mm thick styroform	204	sm		
J	<u>Sundries</u> 45 x 25mm silikon filler applied as directed and to the approval of the Project Manager at the joints between existing concrete ceiling and aluminium top rail.	938	lm		
	<b>Carried to collection</b>				

BW / 2

STD/58

Item	Description	Qty	Unit	Rate	Amount
	<u>COLLECTION</u> From page BW / 1 From page BW / 2				
	<b>TOTAL FOR PARTITIONS CARRIED TO SUMMARY</b>				

BW/3

Item	Description	Qty	Unit	Rate	Amount
	<b><u>ELEMENT NO. 2: OPENINGS</u></b>				
	<b><u>WINDOWS</u></b>				
A	<u>Curtain rods;</u> 20mm diameter chrome coated twin rods complete accessories to approval	64	lm		
B	<u>Curtains</u> Supply and fit approved polyester fabric curtains including all necessary tacking and joining materials	192	sm		
C	Supply and fit approved polyester fabric sheers including all necessary tacking and joining materials	192	sm		
	<b><u>DOORS</u></b>				
	<b><u>METAL WORK</u></b>				
	<u>Coloured powder coated aluminium frames to approval</u>				
D	76 x 44 x 2.1mm thick door frame fixed to aluminium frames (m/s)	188	lm		
	<b><u>PURPOSE MADE UNITS</u></b>				
	<b><u>Supply and fix composite extruded coloured anodized aluminium doors; standard hollow or angle sections; frames mitred at corners including reinforcing cleats, glazing beads, sealing strips and all necessary ironmongery</u></b>				
	<i>Fixing with aluminium screws; plugging or fixing to aluminium background, sealing with mastic, oiling and adjusting on completion</i>				
E	Door overall size 900 x 2100mm high comprising single leaf side hang, fixed top and bottom lights infilled with approved glazing (m/s)	24	No		
F	Double door overall size 1200 x 2100mm high comprising 2no. 600 x 2100 single leaf side hang, fixed top and bottom lights infilled with approved glazing (m/s)	4	No		
	<b>Carried to collection</b>				

BW/4

STD/60

Item	Description	Qty	Unit	Rate	Amount
	<b><u>DOORS AND GATES</u></b>				
A	<b><u>Mild steel grill doors; 50 x 50 x 2mm thick angle frame plugged to concrete or blockwork with 100mm long fishtailed 25 x 25 x 2mm thick angle section, 50 x 25 x 2mm thick RHS frames at 200mm centres both sides, angles cut, mitred and welded; panels infilled with glazing (m/s), one coat manufacturer's primer, complete with all necessary ironmongery; all welding ground to smooth finish</u></b> Double door; 1800 x 2400mm high, including 6 pairs 150mm long purpose made hinges; 4 lever rebated steel lock and 1No. 300mm aluminium D handle; all welded	3	No.		
B	<b><u>GLAZING</u></b> <b><u>6mm thick clear sheet glass fixed to aluminium frames with rubber gaskets (m/s) complete with "Ilumar film" to approval</u></b> 0.5 to 1.0 square meters	31	sm		
C	<b><u>Birch laminated Medium Density Fibreboards (MDF), both sides with lamination; fixing with aluminium connecting members (m/s)</u></b> 18mm thick plain linings; fixed to aluminium framing (m/s)	31	sm		
D	<b><u>Iron mongery</u></b> <b><u>Supply and fix the following to UNION catalogue or other equal and approved</u></b> <b><i>To metal surfaces or the like fixing with rivets or screws as necessary</i></b> 100 x 35mm heavy Duty polished solid brass hinges	48	prs		
E	3-Lever door mortice lock as 'Union' Catalogue No.2277 complete with 'Ashtead' polished brass door handles	24	No.		
F	Delayed action door closer as 'Briton' Catalogue No.2003E'	24	No.		
G	<b><i>To Concrete or blockwork backgrounds; fixing with screws</i></b> Rubber door stop with 38mm screw	24	No.		
	<b>Carried to collection</b>				

BW/5

STD/61

Item	Description	Qty	Unit	Rate	Amount
	<u>COLLECTION</u> From page BW / 4  From page BW / 5 -				
	<b>TOTAL FOR OPENINGS CARRIED TO SUMMARY</b>				

BW/6

Item	Description	Qty	Unit	Rate	Amount
	<b><u>ELEMENT NO. 3: FINISHES</u></b>				
	<b><u>WALL FINISHES</u></b>				
	<u>Wall panelling</u>				
	<b><u>Birch laminated Medium Density Fibreboards (MDF), both sides with lamination; with and including fixing to 50 x 50mm wrot cypress at 600mm centres connecting members and 6mm thick plywood underlay</u></b>				
A	12mm Thick mahogany boards	70	sm		
	<u>Painting and decorations</u>				
	<b><u>Prepare and apply one undercoat and three coats of first quality silk emulsion paint in approved colours</u></b>				
B	Gypsum boards	408	sm		
	<b><u>Prepare and apply one undercoat two coats of first quality silk emulsion paint in approved E.A.C.C brand colours</u></b>				
C	Plastered walls	609	sm		
	<b><u>Prepare and apply one priming coat and finishing coat of special effect/ textured paint to Architect's approval</u></b>				
D	Plastered walls	122	sm		
	<b><u>CEILING FINISHES</u></b>				
	<u>Acoustic ceiling board</u>				
	<b><u>Armstrong' or equal and approved Fibre Acoustic ceiling on approval suspension system comprising 25 x 20mm galvanised mild steel channels and studs on grid to Manufacturer's instructions</u></b>				
E	- 8mm thick ceiling board comprising 600 x 600mm panels; ground floor	255	sm		
	<b>Carried to collection</b>				
	<b>BW/7</b>				

Item	Description	Qty	Unit	Rate	Amount
	<b><u>GYPSUM BOARD</u></b>				
	<b><u>Drop down Decorative gypsum ceiling on approved suspension system comprising 25mm x 20mm galvanised mild steel channels and studs on grid to Manufacturer's instructions</u></b>				
A	12mm gypsum ceiling board	138	sm		
B	Labour and material cutting gypsum for 300 x 300mm light fittings (provisional)	50	no		
C	100mm wide gypsum cornice; fixed to walls and gypsum board ceiling surfaces; with profiles to architects approval	118	lm		
	<b><u>Prepare and apply one undercoat and two coats of matt finish emulsion paint or equal and approved to:</u></b>				
D	Gypsum ceiling boards	68	sm		
E	Gypsum Cornice surfaces exceeding 100mm but not exceeding 200mm girth	118	lm		
	<b>Carried to collection below</b>				
	<b><u>COLLECTION</u></b> From page BW / 7  From above				
	<b>TOTAL FOR FINISHES CARRIED TO SUMMARY</b>				
	<b>BW/8</b>				



Item	Description	Qty	Unit	Rate	Amount
	<b>ELEMENT NO. 4: ROOFING</b>				
A	<u>Roof cover</u> Provide and fix 12mm thick pvc polycarbon in approved colour, but translucent roof cover complete with all fixing materials as per "steel structure company ltd" or any other equal and approved to Architects designs	49	Sm		
B	<u>The follwing in structural steel fabrication and hoisting to a height of 10m above ground level</u> 50 x 50 x 2mm RHS rafters curved steel truss to S.E details	57	Lm		
C	50 x 50 x 2mm RHS joists	57	Lm		
D	40 x 40 x 2mm RHS struts	63	Lm		
E	40 x 40 x 2mm RHS purlins	82	Lm		
F	150mm long x 12mm diameter threaded, with nuts/washers cast into ringbeam	252	No.		
G	100 x 100 x 6mm thick cleat plates welded to trusses	63	No.		
<b>TOTAL FOR ROOFING CARRIED TO SUMMARY</b>					
<b>BW/9</b>					

Item	Description	Qty	Unit	Rate	Amount
	<b><u>ELEMENT NO. 5: FITTINGS AND FIXTURES</u></b>				
	<b><u>KITCHEN WORKTOPS</u></b>				
	<b><u>Blockwork</u></b>				
A	100 mm thick reinforced with hoop iron at alternate courses approved local natural stone walling; chisel dressed both sides; bedding, jointing and pointing in cement sand (1:3) mortar	6	sm		
B	<u>Plain concrete class 20/20 as described in: -</u> 100mm thick plinth	5	sm		
C	100mm thick suspended worktop	5	sm		
	<b><u>Fabric; B.S. 4483</u></b>				
D	Reference A142 mesh 200 x 200 mm , weight 2.22 kgs per square meter ( measured net - no allowance made for laps( including bends, tying wire and distance blocks	5	sm		
	<b><u>Sawn formwork to insitu concrete as described:-</u></b>				
E	To soffits of suspended worktop	5	sm		
F	Edges of suspended worktop, 75 to 150mm wide	12	lm		
G	Edges of plinth	12	lm		
	<b><u>12mm thick cement sand (1:3) screed, steel trowelled as described in; -</u></b>				
H	Concrete or blockwork base to walls; internal	36	sm		
	<b><u>Granito top</u></b>				
I	18mm thick approved granito tile fixed to worktop with and including approved adhesive	5	sm		
J	Extra; grounded edges to a smooth finish	12	lm		
	<b><u>In wrought Mahogany</u></b>				
K	50 x 50mm door frame; plugged	23	lm		
L	25 x 25mm rounded quadrant.	23	lm		
	<b>Carried to collection</b>				
	<b>BW/10</b>				

Item	Description	Qty	Unit	Rate	Amount
	<b><u>In mahogany veneered block-boards</u></b>				
A	18mm thick flap door size 600 x 1200mm high, lipped on all sides in hardwood	6	No.		
B	Ditto; 600 x 1200mm shelves	6	No.		
	<u>Ironmongery as before described</u>				
C	Marpler hinges	12	lm		
D	100mm 'D' Pull handle	6	No.		
E	100mm Alluminium flush bolt	6	No.		
	<u>Painting and decorations</u>				
	<u>Prepare and apply one undercoat and three coats of first quality plastic emulsion paint to: -</u>				
F	Plastered surfaces; internal	36	sm		
	<u>Knot, prime and stop, prepare and apply three coats of polyurethane clear varnish on: -</u>				
G	Frames; 100 to 200mm girth	46	lm		
	<b>Carried to collection below</b>				
	<b><u>COLLECTION</u></b>				
	From page BW / 9				
	From page BW / 10				
	From above				
	<b>TOTAL FOR FITTINGS AND FIXTURES CARRIED TO SUMMARY</b>				
	<b>BW/11</b>				

Item	Description	Qty	Unit	Rate	Amount
	<p><b><u>ELEMENT NO. 6: BRANDING AND SIGNAGE</u></b></p> <p>The whole of the following is to be executed by an approved Specialist</p> <p><b><u>Prepare and apply one undercoat and three coats of first quality silk emulsion paint in EACC corporate colours</u></b></p>				
A	1500 x 1500mm high EACC logo (2NO)		Item		
B	Allow the provisional sum for door signage and general signage by a specialist		Item		
<b>TOTAL FOR BRANDING AND SIGNAGE CARRIED TO SUMMARY</b>					
<b>BW/12</b>					

Item	ELEMENT NO AND TITLE	PAGE NO		Amount KSh
	<b><u>SUMMARY</u></b>			
A	ELEMENT NO 1: PARTITIONS	BW / 3		
B	ELEMENT NO 2: OPENINGS	BW / 6		
C	ELEMENT NO 3: FINISHES	BW / 8		
D	ELEMENT NO 4: ROOFING	BW / 9		
E	ELEMENT NO 5: FITTINGS AND FIXTURES	BW / 11		
F	ELEMENT NO 6: BRANDING AND SIGNAGE	BW / 12		
<b>TOTAL FOR BUILDERS WORK CARRIED TO GRAND SUMMARY</b>				

BW/13

## BILLS OF QUANTITIES FOR ELECTRICAL AND ASSOCIATED WORKS

STD/69

**TO BE FILLED BY CONTRACTORS REGISTERED UNDER  
CATEGORY 6 AND ABOVE WITH NATIONAL  
CONSTRUCTION AUTHORITY**

**PROOF OF REGISTRATION BY WAY OF CURRENT  
CERTIFICATE IS REQUIRED**

**BILL NIO 1: ELECTRICAL INSTALLATION**

Item	Description	Qty	Unit	Rate	Amount
	<b>Supply, install, test and commission the following items</b>				
A	<b>Lighting Installation</b> Final circuits for the lighting points from consumer unit comprising wiring in 3.0 x 1.5sqmm. SC PVC Cu cables in 20mm diameter. heavy gauge PVC conduits concealed in concrete slab excluding other accessories.	40	No.		
B	<b>Switches</b> 10A Architrave switch plates as clipsal as follows: one gang one way	22	No.		
C	<b>Lighting fittings</b> 1200mm 2x36w flourescent light fitting with lourves and diffusers for surface mounting.	40	No.		
D	<b>Power Sockets</b> Final circuits for socket points from consumer unit comprising wiring in 3 x 2.5sqmm. SC PVC Cu cables in 25mm diameter heavy gauge PVC conduits concealed in concrete slab excluding other accessories.	35	No.		
E	<b>Spur Sockets</b> Cooker unit points from distribution board comprising wiring in 3 x 4sqmm. SC PVC Cu cables in 25mm diameter heavy gauge PVC conduits concealed in concrete slab excluding other accessories.	1	No.		
F	<b>Sockets</b> 13A sockets plates as clipsal as follows: twin sockets	35	No.		
G	<b>Hand drier unit</b> Final circuits for hand drier points comprising wiring in 3 x 2.5sqmm. SC PVC Cu cables in 20mm diameter heavy gauge PVC conduits concealed in wall/ concrete slab excluding other accessories.	4	No.		
	<b>Total carried forward to collection</b>				

EW/1

STD/71

Item	Description	Qty	Unit	Rate	Amount
A	20A DP Switch with a neon light ON indicator as Clipsal/MK/Crabtree for hand drier and other spur sockets <b>Distribution board</b>	4	No		
B	12 Way TPN Distribution board complete with 125A integral isolator as manufactured by Chint/mem/hager/SPS/Havels.	1	No.		
C	8 Way SPN Consumer Unit complete with 100A integral isolator as manufactured by Chint/mem/hager/SPS/Havels.	1	No.		
D	MCBs for the item above as follows:				
i)	10A	4	No.		
ii)	20A	11	No.		
iii)	30A	2	No.		
iv)	Blanked Spareway	3	No.		
E	<b>Three Phase Meter</b>				
i)	A three phase power meter with current rating of 100A.	1	Item		
ii)	100A SPN - outgoing	1	No		
iii)	63A TPN Spare capacity	1	No		
F	<b>Sub mains cables</b>				
iv)	6mmsq. 4C PVC/SWA/PVC Cu cables	50	lm		
v)	16mmsq. 4C PVC/SWA/PVC Cu cables	50	lm		
G	<b>Fire alarm system</b>				
i)	2-Zone addressable Fire alarm panel as Menvier complete with manual and operational guide.	1	No.		
ii)	Fire alarm outlet point comprising wiring in 2x1.5mm <sup>2</sup> PVC-SC-Cu fire resistant cables in concealed in 20mm diameter HG conduits.	10	No.		
iii)	Smoke detector	6	No.		
iv)	Break glass point	2	No.		
v)	Alarm sounder	2	No.		
H	Meter Separation	1	item		
	<b>Total for Electrical Works taken to collection</b>				

### COLLECTION

Brought forward from page EW/1.....

Brought forward from above .....

**Total for electrical installation carried to summary .....**

EW/2

STD/72



**BILL NO 2: STRUCTURED CABLING**

Item	Description	Qty	Unit	Rate	Amount
	<b>Supply, Install, test and Commission the following</b>				
	<b>Horizontal Cabling</b>				
A	RJ45 cat 6 UTP Dual Data outlets complete with faceplates and labelling system as Siemons/Teldor or its equal and approved equivalent	16	No.		
B	1m, RJ45- RJ45 cat 6 UTP factory terminated patch cord as Teldor/Siemons to be used in cabinet.	32	No.		
C	3m, RJ45- RJ45 cat 6 UTP 4-pair factory terminated patch cord as Teldor/Siemons between cabinet and Outlet plates	32	No		
D	Cat 6-E, 4 pair STP terminated in RJ 45 as appropriate and drawn in PVC trunking.	3	Roll		
	<b>Cabinets</b>				
E	18 HU Wall/ground Mounted cabinet with low noise (low Db) fans and power outlet sockets.	1	No.		
F	24 port Data /Voice Patch panel as Teldor/Siemon.	2	No.		
G	Cable Manager	2	No.		
H	240V, 50Hz 3000VA, APC smart un-interupted power supply unit (UPS) with USB and Serial Port or an approved equivalent	1	No		
	<b>Active Components</b>				
I	48 Port Edge Switch as Cisco Catalyst 2900 Series with PoE/UPoE, VoIP	1	No		
J	Wifi Hotspot router as Cisco Aironet 2800 Series	2	No		
K	Backbone Cabling for the Switch				
	a) 1000 Base-X8 Core fibre optic cable	30	1m		
	d) Dual Fibre optic patch leads	1	item		
L	50mm x 25mm Dust coated Metallic trunking .	100	No.		
M	50mm x 150mm Dust coated Metallic trunking (double compartment)	200	No.		
	<b>BOARD ROOM</b>				
	<b>Interactive Smart Board</b>				
N	Interactive Smart Board of minimum size 77 Inch, USB cable connection, touch screen functions, 600 Series with all power connection accessories and the software for operation	1	No.		
O	Automatic Voltage Switcher 13A (AVS 13)	2	No.		
	<b>Total for Electrical Works taken to collection</b>				

EW/3

**BILL NO 2: STRUCTURED CABLING CONTD**

STD/73

Item	Description	Qty	Unit	Rate	Amount
A	Ultra Short Throw Projector as Epson/Hitachi and the mounting arm. HD/HDMI/VGA for connectivity with laptops and desktops	1	No.		
	<b>Panic Alarm</b>				
B	Panic alarm panel	1	No.		
C	Automatic Voltage Switcher 13A (AVS 13)	1	No.		
D	Panic button	1	No.		
E	Siren	1	No.		
F	Strobe Light	1	No.		
G	Power and signal connection cables (100m)	100	lm		
	<b>Total carried forward to Summary Page</b>				

**COLLECTION**

Brought forward from page EW/3.....

Brought down from above .....

**Total for structured cabling carried forward to summary.....**

EW/4

**BILL NO 3: CCTV**

Item	Description	Qty	Unit	Rate	Amount
	<b>Supply, install, test and commission the following</b>				
<b>A</b>	High resolution, colour IP Network cameras as follows:				
i)	Dome Camera 4MP, 120dB WDR	5	No		
ii)	Mini Dome Camera 4MP, 120dB WDR	5	No		
iii)	Bullet Camera 4MP, 120dB WDR	5	No		
<b>B</b>	Network Video Recorder (DS-7716 NI-14/16P)	1	No		
<b>C</b>	Storage 4TB HDD	1	No		
<b>D</b>	Mini trunking PVC	100	lm		
<b>E</b>	Cat 6-E, 4 pair STP terminated in RJ 45 as appropriate and drawn in PVC trunking.	200	lm		
<b>F</b>	Power 3.0 x 1.5sqmm. SC PVC Cu cables in metallic mini trunking	100	lm		
<b>G</b>	240V, 50Hz 1000A,APC smart un-interrupted power supply unit (UPS) with USB and Serial Port or an approved equivalent	1	No.		
<b>H</b>	Automatic Voltage Switcher 13A (AVS 13)	1	No.		
<b>I</b>	Dedicated computer with a minimum of core i3processor and 64-bit operating systemv with 40 inchTFT monitor	1	No.		
<b>J</b>	Addition display screen 40 inch LED full HD sony/samsung	2	No.		
<b>K</b>	Allow for training of two personnel on how to operate the system.	1	item		
<b>L</b>	Any other items required to complete the installations (SPECIFY). i) ii) iii)	1	item		
<b>Total for CCTV carried to summary</b>					

**BILL NO 4: ACCESS CONTROL SYSTEM**

Item	Description	Qty	Unit	Rate	Amount
	<b>Supply, install, test and commission the following items : Access Control System</b>				
A	IP based F18 Master Access Control reader with IN and OUT status, storage capacity 1,500 fingerprint templates and 50,000 transaction records.	8	No.		
B	F18 Access control Slave Exit Reader	8	No.		
C	Intelligent Power Supply Unit for the system	8	No.		
D	Magnetic power lock of 300kg Force installed on each door	8	No.		
E	1KVA UPS for the system	1	No.		
F	proximity cards (100 is a provisional figure)	100	No.		
G	Door Exit switch	3	No.		
H	Cat 6 cable for access control system (approximately 500m). This is provisional length.	200	lm		
I	Alarm cable (approximately 200m). This is a provisional length.	200	lm		
J	Power point wired in 3.0 x 2.5sqmm. SC PVC Cu cables in 40 by 25 mm metallic mini trunking (provisional length)	200	lm		
K	Un-switched spur power point complete with socket plate.	8	No.		
L	50mm x 20mm metal trunking for concealing the power cables	100	lm		
M	Programming, testing and commissioning	1	lot		
N	Emergency Break glass	8	No.		
O	Override Key switch	8	No.		
P	Desktop computer corei3/2TB Hard disk/ latest OS	1	No.		
	<b>Total for Access Control carried to summary</b>				

EW/6

**SUMMARY PAGE**

)	Bill No 1: Electrical Installations	
)	Bill No 2: Structured Cabling	
)	Bill No 3: CCTV	
)	Bill No 4: Access Control	
	<b>Total for all Electrical Related Works carried to Grand Summary</b>	

EW/7

**BILLS OF QUANTITIES  
FOR  
MECHANICAL AND ASSOCIATED WORKS**

**TO BE FILLED BY CONTRACTORS REGISTERED UNDER CATEGORY 6 AND ABOVE  
WITH NATIONAL CONSTRUCTION AUTHORITY  
PROOF OF REGISTRATION BY WAY OF CURRENT CERTIFICATE IS REQUIRED**

**PLUMBING, DRAINAGE AND SANITARY FITTINGS**

Item	Description	Qty	Unit	Rate	Amount
A	<p><b>Close-Coupled Water Closet (WC)</b> 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, Chrome plated lever and heavy plastic seat and cover with chrome plated hinges. As ideal standard, pan model or approved equivalent.</p>	1	No		
B	<p><b>Pedestal Wash Hand Basin (WHB)</b> Pedestal wash hand basin size 460 x 350mm with one tap hole, 32mm diameter chrome plated chain waste, chain stay hole, pedestal, chrome plated mixer tap as Cobra model and heavy duty plastic bottle trap (32mm 'P' trap) with 75mm seal. All to be as ideal standard or equal and approved.</p>	1	No		
C	<p><b>Shower Cubicle</b> High quality shower cubicle of size 900 x 900mm complete with 900 x 1850mm pivot door in chrome plated frame with frosted glass, side panels, 900 x 900 corner shower tray, 40mm diameter grid waste fitting, frame to be screwed to the wall and sealed to shower using silicon sealant and fixing pack. The enclosure to be as Ideal Standard "Tipica-R" (Corner Type) model 109.003.14 or an approved equivalent.</p>	1	No		
D	<p><b>Shower Tray</b> Ceramic non-slip 900 x 900mm corner shower tray complete with chrome plated waste outlet, trap and all other accessories. All to be as Ideal Standard "Corner 900 x 900 mm shower tray model 109.003.16 or an approved equivalent.</p>	1			
E	<p><b>Shower Fittings</b> Concealed shower fitting consisting of 15mm chrome plated riser pipe to connect the concealed three way diverter single lever shower mixer as of Cobra Model "Trini TR 856" or approved equivalent for hot and cold water to a 100mm diameter swivel/ adjustable shower rose as Cobra model P-0681 CAT No. 101.001.78 or approved equivalent, shower arm and other necessary fittings and accessories. All to be as Cobra or equal and approved.</p>	1			
<b>Total Carried to collection Page</b>					

MW/1

**PLUMBING, DRAINAGE AND SANITARY FITTINGS CONTD**

Item	Description	Qty	Unit	Rate	Amount
A	<b>Toilet Roll Holder</b> Chrome plated wall mounted toilet roll holder as ideal standard or equal and approved	1	No		
	Chrome plated robe hook mounted with concealed screws. To be as Ideal Standard or equal and approved.	1	No		
	6mm thick polished plate glass silver backed mirror with bevelled edges, size 450 x 450mm, plugged and screwed to wall with 4No. chrome plated dome capped screws. The mirror shall rest against a layer of 5mm thick foam.	1	No		
B	<b>Flexible Tubing</b> 15mm diameter x 300mm long flexible connectors complete with integral chrome plated angle valve for connecting the sanitary fitting to water supply. To be as Cobra or equal and approved.	2	No		
	Single bowl single drainer stainless steel kitchen sink of size 1000 x 500mm as manufactured by ASL or equal and approved. The bowl size to be 430 x 420 x 150mm deep complete with chrome plated 40mm waste fittings, plugs, chain stays, overflow, 1No. 15mm diameter chrome plated sink bibtap as ideal standard, Cobra model, heavy duty plastic bottle trap with 75mm deep seal and chain waste fitting.	1	No		
<b>Internal Plumbing Works (All Provisional)</b>					
<b>PP-R pipes</b>					
D	20mm diameter pipework	6	Lm		
E	25mm diameter pipework	6	Lm		
<b>Bends</b>					
F	20mm diameter bend	4	No.		
G	25mm diameter bend	4	No.		
<b>Tees</b>					
H	20mm equal tee	4	No.		
I	25mm equal tee	4	No.		
<b>Valves</b>					
J	25mm diameter approved medium pressure screw down full way non-rising stem wedge gate valve to BS 5154 PN 20 for series B rating, with wheel and head joints to steel tubing and complete with round male threaded transition fittings. The gate valve to be as PEGLER or approved equivalent.	4	No.		
<b>Total carried forward to collection</b>					

MW/2



**PLUMBING, DRAINAGE AND SANITARY FITTINGS CONTD**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
	<b>MuPVC and uPVC Waste and Soil pipework (All Provisional)</b>				
<b>A</b>	100mm diameter heavy gauge grey UPVC pipe	10	Lm		
<b>B</b>	100mm diameter WC connector	6	No.		
<b>C</b>	100 x 50mm diameter floor trap and grating	6	No.		
<b>D</b>	50mm diameter waste pipe	6	Lm		
<b>E</b>	40mm diameter waste pipe	6	Lm		
<b>F</b>	32mm diameter waste pipe	6	Lm		
<b>G</b>	50mm diameter sweep bend	2	No.		
<b>H</b>	40mm diameter sweep bend	2	No.		
<b>I</b>	32mm diameter sweep bend	2	No.		
<b>J</b>	50mm diameter sweep tee	2	No.		
<b>K</b>	40mm diameter sweep tee	2	No.		
<b>L</b>	32mm diameter sweep tee	2	No.		

**Total carried forward to collection**

**COLLECTION**

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1	Total carried forward from page MW/1.....	
2	Total carried forward from page MW/2.....;	
3	Total carried forward from above.....	
	Total carried forward to Main summary page.....	

**BILL NO 2: AIR CONDITIONING**

Item	Description	Qty	Unit	Rate	Amount
A	<p><b>VRF AIR CONDITIONING SYSTEM</b></p> <p>Supply and install the following air conditioning installations complete with the associated accessories.</p> <p><b>VRF AIR CONDITIONING SYSTEM</b> The system shall comprise of one outdoor unit connected to 9No. Indoor units with cooling capacities as indicated below;</p> <p><b>4- Way Ceiling Cassette Units</b> The indoor unit shall be ceiling and floor type air-cooling unit with the following:-                      . Cooling capacity:5.6 kW (20000 Btu/hr) x2No.                      . Cooling capacity:8.1 kW (28000 Btu/hr) x7No.                      . A wired and wireless remote controller                      . A refrigerant (R410A) initial charge                      . Thermostat to control room temperature                      . condensate drain pump                      . 5m long insulated drain hose of 25mm diameter                      . Auto restart function                      . Sound pressure level of 35 db (A)                      The indoor unit to be mounted on the ceiling/floor with prefabricated hanging supports comprising of hanging bolts, nuts, spring washer and plate washer on the position shown on the approved working drawings. The indoor unit to be as 'Toshiba VRF Series indoor unit' or approved equivalent.</p> <p><b>Outdoor Unit</b> 1No. roof mounted inverter controlled outdoor unit connected to 9No. indoor units as described above. It shall have a nominal cooling load of 56kW (192,000 Btu/hr) and capacity control in the range of 10 - 130% according to the indoor cooling load. The unit will operate with R410A refrigerant or any other non-ozone depleting refrigerant. It shall be provided with anchoring accessories including rawl bolts complete with anti-vibration rubber mountings. To be complete with 9No. wall mounted simple controllers to be mounted in each room and the control cable. The outdoor unit to be as 'Toshiba VRF Series outdoor unit model MMY-MAP2001HT8' or approved equivalent.</p>	1	Set		
<b>Total carried forward to collection</b>					

MW/4

**BILL NO 2: AIR CONDITIONING CONTD**

Item	Description	Qty	Unit	Rate	Amount
A	<p><b>Control Cable Installation Works</b>                      Allow for wiring and conduit works including but not limited to interconnecting cable between the outdoor unit, indoor units, wired remote control and control system. The transmission cable to be CVV-SB 1.25mm<sup>2</sup> x 2C</p>	184	Lm		
B	<p>Supply, deliver and instal copper tubing to BS 2871: part 1 and capillary and compression fittings to BS 864: part 2. Tubing must be solid drawn round, clean, smooth and free from defects and from deleterious films in the bore. The fittings must be free from internal fins or other irregularities. Compression fittings shall be Type A (non-manipulative). Allow in pipework prices for pipe support, clips and cradles, bends, tees, insulation, branches, joining fixing and any other accessories for proper and satisfactory functioning of the system.</p>				
	<p><b>Copper Pipework and Insulation</b></p>				
A	28.575mm diameter insulated copper pipe	42	Lm		
B	22.225mm diameter insulated copper pipe	46	Lm		
C	15.875mm diameter insulated copper pipe	120	Lm		
D	12.70mm diameter insulated copper pipe	60	Lm		
E	9.525mm diameter insulated copper pipe	78	Lm		
F	6.35mm diameter insulated copper pipe	22	Lm		
	<p><b>Y-Branches</b></p>				
G	<p>Copper Y-branches complete with reducers and tees to connect indoor units from/to both gas and liquid main refrigerant pipe. The Y-branches to be as Toshiba RBM-series or approved equivalent.</p>	10	No		
	<p><b>Bend</b></p>				
H	28.575mm diameter copper bend	6	No		
I	22.225mm diameter copper bend	10	No		
J	15.875mm diameter copper bend	16	No		
K	12.7mm diameter copper bend	14	No		
L	9.525mm diameter copper bend	14	No		
M	6.35mm diameter copper bend	4	No		
<p><b>Total carried forward to collection</b></p>					

MW/5

**BILL NO 2: AIR CONDITIONING CONTD**

Item	Description	Qty	Unit	Rate	Amount
	<p><b>PVC Drain Pipework</b> Supply and instal uPVC pipes for drainage of the indoor units. The pipes are to B.S 5235 with fittings fixed as per the manufacturer's instructions and BS 5572. Tenderer must allow in their prices for all sizes of connectors, adapters, socket, reducers, holderbats, clips e.t.c. required for the satisfactory running of the system.</p>				
A	32mm diameter grey uPVC pipework	154	LM		
B	32mm diameter tee	10	No		
C	32mm diameter bend/elbow	36	No		
D	32mm diameter bend and U-trap	11	No		
	<p><b>Trunking</b> 75x50mm approved PVC trunking for concealing the refrigerant pipework.</p>	120	LM		
F	<p><b>Electrical Works</b> Allow for associated electrical works including but not limited to wiring from local isolators provided by others within one meter to all indoor units, outdoor units and control system. Allow for labelling all the circuits and equipment.</p> <p>Central controller unit complete with operational switches shall be installed in the reception area or any other convenient place. The unit shall be capable of controlling 4 indoor units. The unit shall incorporate pilot lamps to enable operating conditions to be checked. The system casing shall be of mild steel and anodized and shall be complete with all other accessories necessary to automatic operations of the air conditioning system. The controls system functions shall be:-</p> <ul style="list-style-type: none"> <li>. Controlling indoor units in each floor (9No. maximum)</li> <li>. Individual operation and monitoring</li> <li>. Group Management</li> <li>. set lock/lock release for remote control of each indoor unit at place where its installed.</li> <li>. Schedule automatic operation management/energy saving</li> <li>. Self diagnosing function (display system errors)</li> </ul> <p>The controls system shall be complete with:-</p> <ul style="list-style-type: none"> <li>. Central control network interface unit (CNU)</li> <li>. 5No. product interface unit (PI485),</li> <li>. Independent built-in battery (minimum 2 hours)</li> <li>. Ethernet (Cross UTP Cable)</li> <li>. 30 meters long 0.75mm<sup>2</sup> x 2C (shield) cable</li> </ul>	1	Item		
<p><b>Total carried forward to collection</b></p>					

MW/6

Item	Description	Qty	Unit	Rate	Amount
A	The controls system shall be Simple Central Controller Unit BMS compatible as manufactured by Toshiba or equal and approved.	1	No.		
B	<b>Refrigerant</b> Allow R410A extra refrigerant for charging all the VRF air conditioning systems described above.	1	Item		
C	<b>Cleaning and Flushing the Installation</b> Allow for cleaning and flushing the whole installation with appropriate medium before charging the system with refrigerant.	1	Item		
D	<b>Training of maintenance staff and operators</b> Allow for training of three personnel on the operation and maintenance of the air conditioning installation. The training to be structured such that the personnel will undergo a course on the working of the machines, operations, settings, trouble shooting and maintenance of the machines.	1	Item		
E	<b>As-built Drawings and Maintenance Manuals</b> Allow for preparation of as-built drawings and maintenance manuals. All these will be handed to project Engineer in three hard copies and soft copy in 8Gb flash disk and compact disk.	1	Item		
F	Allow for testing and commissioning of the air conditioning installations to the satisfaction of the Engineer.	1	Item		
<b>Total Carried Forward to collection</b>					

**COLLECTION FOR VRF AIR CONDITIONING**

Item	Description	Amount (Kshs)
1	Total carried forward from page MW/4	
2	Total carried forward from page MW/5	
3	Total carried forward from page MW/6	
4	Total carried forward from page above	
<b>Total for Air-conditioning carried to Summary</b>		

MW/7

**SUMMARY FOR MECHANICAL WORKS**

Item	Description	Amount
1	Total for Plumbing and Drainage Brought Down from Page MW/3.....	
2	Total for Air Conditioning Brought Down from Page MW/7	
<b>TOTAL AMOUNT CARRIED TO GRAND SUMMARY PAGE</b>		

MW/8

Item	Description	Qty	Unit	Rate	Amount
	<p><b><u>PROVISIONAL SUMS</u></b></p> <p><u>The following provisional sums are to be expended only as directed by the Project Manager upon written approval by the Employer and are subject of remeasurement upon</u></p>				

A	<p><u>completion of the works and will be priced in accordance with the rates contained in these bills of quantities or prorata thereto or deducted in whole if not required</u></p> <p>Allow a provisional sum of Kenya shillings One Million (1,000,000.00) only for Contingencies</p>		SUM		1,000,000.00
<b>TOTAL PROVISIONAL SUMS CARRIED TO GRAND SUMMARY</b>					1,000,000.00

PS/1

ITEM	DESCRIPTION	Page No.	FOR TENDERER USE ONLY	FOR OFFICIAL USE ONLY
			K.SHS.	K.SHS.
	<b><u>GRAND SUMMARY</u></b>			
A	PARTICULAR PRELIMINARIES	STD/50		
B	GENERAL PRELIMINARIES	STD/60		

STD/87

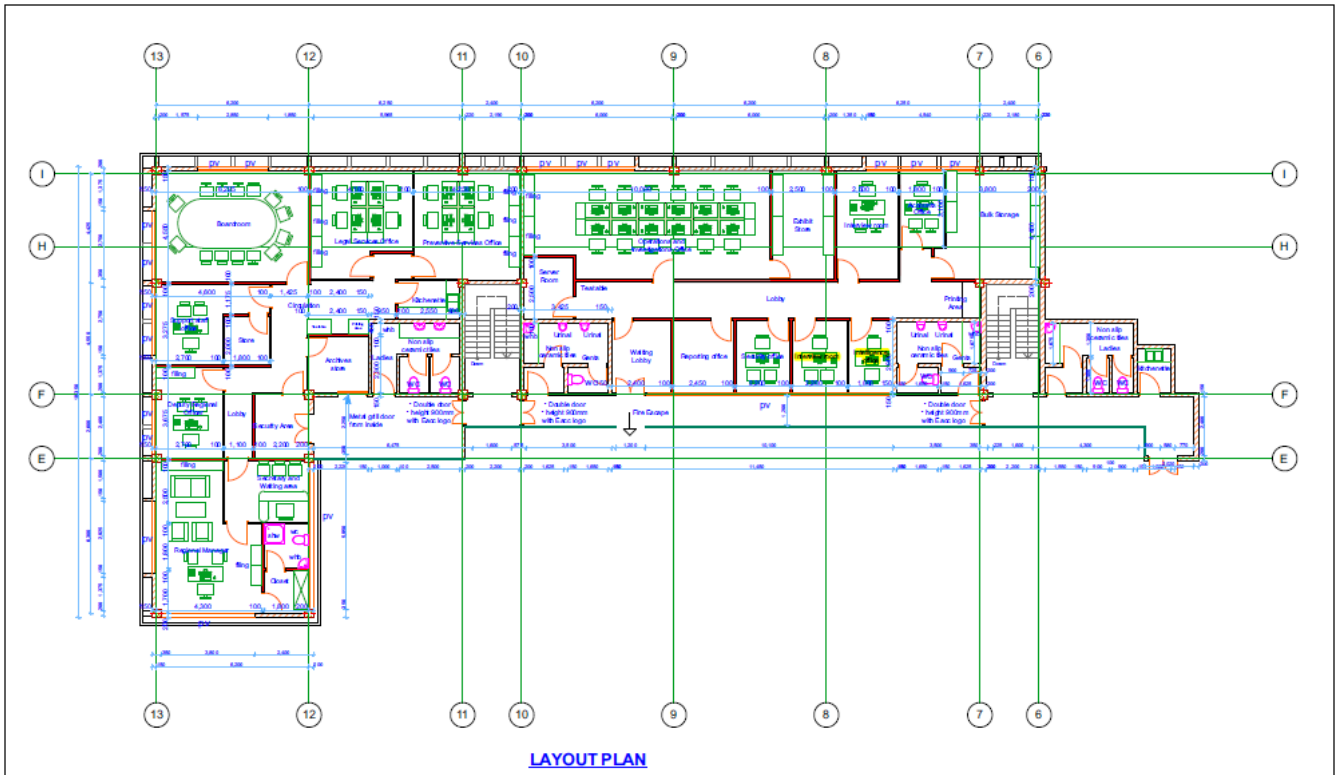
C	BUILDERS WORK	STD/72		
D	ELECTRICAL INSTALLATIONS	STD/80		
E	MECHANICAL INSTALLATIONS	STD/89		
F	PROVISIONAL SUMS	STD/90	1,000,000.00	1,000,000.00
<b>TOTAL CARRIED TO FORM OF TENDER (16% V.A.T INCL.)</b>				
<p><b>AMOUNT IN WORDS : KENYA SHILLINGS</b>  .....  .....</p> <p><b>TENDERER'S NAME, ADDRESS AND STAMP:</b></p> <p><b>TENDERER'S SIGNATURE AND DATE</b>  .....</p> <p><b>WITNESS'S NAME AND ADDRESS</b>  .....</p> <p><b>WITNESS SIGNATURE AND DATE</b>  .....</p>				

GS/1

**NB: THE TENDER SUM AS GIVEN ON THIS PAGE SHOULD MATCH AS GIVEN ON FORM OF TENDER AND THE SAME SHOULD BE FED ON THE IFMIS LINE AS THE QUOTE PRICE.**



# SECTION VI: DRAWINGS



# SECTION VII – STANDARD FORMS

- i. Form of Invitation for Tenders
- ii. Form of Tender
- iii. Letter of Acceptance
- iv. Form of Agreement
- v. Form of Tender Security
- vi. Performance Bank Guarantee
- vii. Bank Guarantee for Advance Payment
- viii. Qualification Information
- ix. Tender Questionnaire
- x. Confidential Business Questionnaire
- xi. Statement of Foreign Currency Requirement
- xii. Details of Sub-Contractors
- xiii. Request for Review Form

**FORM OF INVITATION FOR TENDERS**

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

To: \_\_\_\_\_ *[name of Contractor]*  
\_\_\_\_\_ *[address]*  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

*Reference:* \_\_\_\_\_ *[Contract Name]*

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from \_\_\_\_\_

\_\_\_\_\_ *[mailing address, cable/telex/facsimile numbers].*

Upon payment of a non-refundable fee of Kshs \_\_\_\_\_

All tenders must be accompanied by \_\_\_\_\_ number of copies of the same and a security in the form and amount specified in the tendering documents, and must be delivered to

\_\_\_\_\_ *[address and location]*

at or before \_\_\_\_\_ *(time and date)*. Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Please confirm receipt of this letter immediately in writing by cable/facsimile or telex.

Yours faithfully,

\_\_\_\_\_ Authorised Signature

\_\_\_\_\_ *Name and Title*

**FORM OF TENDER**

TO: .....[Name of Employer]  
.....[Date].....  
..... [Name of Contract]

Dear Sir,

1. 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]
2. 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 whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. 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.
4. 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.
5. 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 behalf of  
.....[Name of Employer]  
of.....[Address of Employer]

Witness; Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

LETTER OF ACCEPTANCE

[letterhead paper of the Employer]

\_\_\_\_\_ [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 Contract  
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 .....

Attachment : Agreement

## 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:

1. 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.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
  - (i) Letter of Acceptance
  - (ii) Form of Tender
  - (iii) Conditions of Contract Part I
  - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
  - (v) Specifications
  - (vi) Drawings
  - (vii) Priced Bills of Quantities
3. 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.
4. 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 \_\_\_\_\_

**FORM OF TENDER SECURITY**

WHEREAS ..... (hereinafter called "the Tenderer") has submitted his tender dated ..... for the construction of .....  
..... (Name of Contract)

KNOW ALL PEOPLE by these presents that WE ..... having our registered office at ..... (hereinafter called "the Bank"), are bound unto ..... (hereinafter called "the Employer") in the sum of Kshs..... for which payment well and truly to be made to the said Employer, 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 after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers  
Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
  - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, 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 Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, 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 said date.

\_\_\_\_\_

[Date]

\_\_\_\_\_

[signature of the Bank]

\_\_\_\_\_

[Witness]

\_\_\_\_\_

[Seal]

### 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

STD/96



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 figures] 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 \_\_\_\_\_ [name of Employer] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs \_\_\_\_\_ [amount 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 or modification.

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**

**1. Individual Tenderers or Individual Members of Joint Ventures**

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

Principal place of business \_\_\_\_\_



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1.9 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

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1.10 Proposed program (work method and schedule) for the whole of the Works.

## 2 Joint Ventures

- 2.4 The information listed in 1.1 – 1.10 above shall be provided for each partner of the joint venture.
- 2.5 The information required in 1.11 above shall be provided for the joint venture.
- 2.6 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture
- 2.7 Attach the Agreement among all partners of the joint venture ( and which is legally binding on all partners), which shows that:
- a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
  - b) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
  - c) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

### TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer  
.....
2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)  
.....
3. Telephone number (s) of tenderer  
.....
4. Telex address of tenderer  
.....
5. Name of tenderer's representative to be contacted on matters of the tender during the tender period

.....  
6. 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 (d) 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 License 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:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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.

.....  
(Title) (Signature) (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.

- (1) 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: .....  
.....
  
- (2) Portion of Works to 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: .....  
.....

\_\_\_\_\_  
[Signature of Tenderer]

\_\_\_\_\_  
Date

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

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



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

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

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

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

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

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

STD/105

.....RESPONDENT (procuring entity)

Request for review of the decision of the ..... (Name of procuring entity) of.....dated the .....20.....in the matter of tender no. ....of .....20.....

### REQUEST FOR REVIEW

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

- 1.
  - 2.
  - 3.
- Etc.

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

- 1.
  - 2.
- Etc.

Signed..... (Applicant)

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

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### FOR OFFICIAL USE ONLY

Lodged with the secretary public procurement administrative review board on.....day of .....20.....

Signed  
Board secretary

## SELF-DECLARATION FORM

### ANTI-CORRUPTION DECLARATION

We (*insert the name of the company / supplier*)..... declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name .....Signature.....Date .....

Company Seal / Business Stamp

**ANTI-FRAUDULENT PRACTICE DECLARATION**

We (*insert the name of the company / supplier*) -----declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name .....Signature.....Date .....

Company Seal / Business Stamp

**NON - DEBARMENT DECLARATION**

We (*insert the name of the company / supplier*) -----declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name .....Signature.....Date .....

Company Seal / Business Stamp