



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NAKURU**

**PROPOSED RENOVATION OF NEW TOWN HALL CHAMBERS AT  
GOVERNORS OFFICES**

**CGN/ONT/FIN/120/RENV/2020-2021**

**Instruction to Tenderers  
Agreement**

**Annexes**

**CLOSING DATE: 6<sup>th</sup> JANUARY 2021**

**COUNTY SECRETARY**

**P.O BOX 2870**

**NAKURU**

**DEPARTMENT OF FINANCE  
AND ECONOMIC PLANNING.**

**P.O BOX 2870-20100**

**NAKURU**

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**SECTION I**

**INVITATION FOR TENDERS**

**DATE :30<sup>th</sup> December 2020**

**TENDER REF. NO CGN/ONT/FIN/120/RENV/2020-2021**

**TENDER NAME: PROPOSED RENOVATION OF NEW TOWN HALL CHAMBERS AT GOVERNORS OFFICES**

- 1.1 The COUNTY GOVERNMENT OF NAKURU (NCG) invites sealed tenders from eligible candidates for **proposed renovation of new town hall chambers at governors offices** details are provided in the schedule of requirements and special conditions of contract herein. Interested eligible candidates may obtain further information from and inspect the tender documents at the Website: [www.nakuru.go.ke](http://www.nakuru.go.ke)
- 1.2 A complete set of tender documents may be obtained by interested bidders upon payment of a non-refundable fee of Kshs. 1,000.00 (One thousand shillings). The documents can also be viewed and downloaded from the County Government of Nakuru Website [www.nakuru.go.ke](http://www.nakuru.go.ke) Or IFMIS supplier portal: [www.tenders.go.ke](http://www.tenders.go.ke) at no fee. Bidders who download the tender documents must forward their particulars immediately for records and communication of any further tender clarifications or addenda to [www.nakuru.go.ke](http://www.nakuru.go.ke)
- 1.3 Prices or rates quoted must be inclusive of all taxes and should remain valid for at least One Hundred and Fifty days (150) days after the deadline of submission of the tenders.
- 1.4 Bidders are required to provide a Bid Security of 2% of tender sum which must be from a reputable bank or from a PPRA accredited insurance company and shall be valid for one hundred and fifty days (150) from tender opening date.
- 1.5 Tenders to be deposited in the Tender Box on **6<sup>th</sup> JANUARY 2021** on or before 10.00 AM. Tenders will be opened immediately thereafter in the county boardroom in the presence of candidates or representatives who choose to attend. Completed tender documents should be submitted in plain sealed envelopes in both hard copy original and copy and also to be submitted through IFMIS SYSTEM will automatically lock out at the time and date of the tender closing and clearly marked “**NO CGN/ONT/FIN/120/RENV/2020-2021**” and addressed to:  

THE COUNTY SECRETARY,  
NAKURU COUNTY GOVERNMENT,  
P.O BOX 2780 - 20100  
NAKURU
- 1.6 A pre-bid briefing and a site visit will be held on 4<sup>th</sup> january, 2021 at 10:00 a.m. at the Site.
- 1.7 NCG reserves the right to accept or reject any tender without giving reasons thereof and does not bind itself to accept the lowest or any tender.
- 1.8 Any canvassing or giving of false information will lead to automatic disqualification.
- 1.9 The IFMIS system will automatically lock out at the time and date of tender closing. Completed tender documents are to be uploaded online vide negotiation number.....through the IFMIS supplier portal - **supplier.treasury.go.ke and also MUST SUBMIT an Original and a copy to the tender box located at the county headquarters** so as to be received on or before **Wednesday 6<sup>th</sup> JANUARY 2021**

**The County Secretary  
Nakuru County Government**

**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 said Appendix.
- 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 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 their tender a preliminary description of the proposed work method and work schedule, including drawings, if any 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 prequalification information remains essentially correct as of the date of the tender.
- 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 certificates of registration, legal status, place of registration, 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 underway 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, whether owned or leased;
  - (e) qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they will 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 last 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 tenderer 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 instructions for and on behalf of all partners of the joint venture; and

- (e) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- 1.7 To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria;
- (a) Annual volume of construction work of at least 2.5 times the estimated annual cashflow for the Contract;
  - (b) Experience as main contractor in the construction of at least two works of a similar nature and complexity equivalent to the Works over the last 5 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. Subcontractor's 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 alternatives that have been permitted or requested) will cause all the bids 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 procurement 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 not exceed Kshs. 1,000/=
- 1.14 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2. Tender Documents**

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below:-
- (a) These instructions to Tenderers
  - (b) Form of Tender and Qualification Information
  - (c) Conditions of Contract and Appendix to Conditions of Contract
  - (d) Specifications
  - (e) Drawings

- (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
  - (g) Other forms required to be filled and submitted in accordance with these Instructions and Conditions.
- 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 to the tendering documents in every aspect will be at the tenderer's risk and may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering 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 respond to any request for clarification received earlier than seven [7] 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 Specification;
  - (b) Tender Security;
  - (c) Priced Bill of Quantities and Addenda;
  - (d) Qualification Information Form and Documents;
  - (e) Alternative offers where invited; and
  - (f) Any other materials (or schedules) required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. 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/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under 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 not 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 aspects.
- 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 VI – 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 "Tenderers" 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 in the Drawings and Specifications. Alternatives will not be considered, unless specifically allowed in the invitation to tender. If so 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 they shall submit copies of the tender, in the manner specified in the invitation to tender, 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 authorized (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 at least 2 percent 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. Bulky tenders which will not fit the tender box shall be received as provided for in the appendix.

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

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 the tender.

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 3.12.

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. Tenderer’s 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 also be prepared by the Employer.

- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the 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 request [in writing] 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 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/Quotation, 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 forfeited in accordance with Clause 3.12.
- 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 Bills 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 3.13; and
  - (d) Making an appropriate adjustment 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.
- 5.13 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.14 Preference where allowed in the evaluation of tenders shall not exceed 15%.

## **6. Award of Contract**

- 6.1 Subject to Clause 6.2, the award of the Contract will be made to the Tenderer who has been determined to be the 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 Clause 1.2, and (b) qualified in accordance with the provisions of Clause 1.7 and 1.8.
- 6.2 Notwithstanding the provisions of 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.
- 6.4 The contract shall be formed on the parties signing the contract.
- 6.5 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 days of receipt, the successful Tenderer will sign the Agreement and return it to the Employer.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 Preference where allowed in the evaluation of tenders shall not be allowed for contracts not exceeding one year (12 months).
- 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 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.12 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.
- 6.13 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.
- 6.14 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 6.15 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 6.16 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **7. Corrupt and Fraudulent Practices**

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

- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

## 8. Appendix to Instructions to Tenderers

8.1 The following information for the procurement **RENOVATION OF RESIDENTIAL HOUSES IN BAHARINI 1 ESTATE, RESIDENTIAL HOUSES IN BAHARINI 2 ESTATE, RENOVATION OF RESIDENTIAL HOUSES IN BAHARINI I & II ESTATE IN NAKURU EAST SUB COUNTY**, supplement, or amend, the provisions on the instructions to tenderers. 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.

<i>Instruction to tender reference</i>	<i>Particulars of Appendix to instructions to tenderers</i>
1.13	Cost of tender document is <b>Ksh. 1,000.00</b> . The documents can also be viewed and downloaded from the VCG Website <a href="http://www.nakuru.go.ke">www.nakuru.go.ke</a> at no fee. Bidders who download the tender documents must forward their particulars immediately for records and communication of any further tender clarifications or addenda
1.8	A pre-bid briefing and a site visit survey will be held on 4 <sup>th</sup> January, <b>2021 at 10:00 a.m.</b>
2.22.4	Bids will be determined its responsiveness in regard to its response to instructions in the advert, instruction to tenderers, conditions of the contract, this appendices, special conditions, technical responsiveness and financial evaluation
3.3	Taxes: The Tenderer will pay for all the local taxes, duties, fees, levies and other charges applicable in Kenya. The financial proposal should therefore include any taxes payable in Kenya.
3.4	The prices quoted shall be <b>FIXED</b> during the period of the contract.
3.6	The tender validity period shall be <i>for 120 days</i>
3.18	<b>The Tender Security shall be 2% of bid price and must be valid for 150 days from the date the tender closes</b>
4.0	The project delivery period to commissioning shall be <b>8 calendar weeks</b>
4.1(a)	<b>THE COUNTY SECRETARY NAKURU COUNTY GOVERNMENT P.O BOX 2780 - 20100 NKURU Website: <a href="http://www.nakuru.go.ke">www.nakuru.go.ke</a> Email: <a href="mailto:info@nakuru.go.ke">info@nakuru.go.ke</a></b>
4.1(b)	The Tenderer should clearly indicate on top of the envelope the tender name and tender reference number.
4.1(c)	<i>Deadline for submission is 6<sup>th</sup> JANUARY 2021 at 10.00 a.m.</i>

4.2	<i>Bulky tender documents that cannot fit into the tender box to be received at The County Secretary's Office. Envelopes should be stamped and initialed at time of receipt.</i>
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## 8.1 Tender Evaluation Criteria

### A. Qualification Criteria

Qualification of bidders shall be carried out in three stages

**Stage 1:** Responsiveness of the bids will be assessed for conformity with the minimum requirements of the Instructions to Tenderers and the Tender Notice.

**Stage 2:** Responsive bids shall be checked for arithmetic errors and the evaluated tender price determined after correction of errors.

**Stage 3:** Responsive bids will be ranked starting with the lowest bidder based on the evaluated tender

Price.

### B. Preliminary Evaluation

Tenders shall be subjected to a preliminary evaluation to determine whether:-

- a) The tender has been submitted in the required format as per the advertisement and tender instructions
- b) Any tender security submitted is in the required format, amount and validity period (150 days); only from a Bank or an Insurance Company approved by the PPRA
- c) The tender has been signed by the persons lawfully authorized to do so (signed and stamped form of tender);
- d) The required number of copies of the tender has been submitted as per the advertisement and tender instructions;
- e) The tender is valid for the period required;
- f) Serialization of the tender document – all pages in the bid document must be serialized.

#### i. Mandatory/ Statutory requirements

- a) Certified copy of Certificate of Company/ Firm Registration;
- b) List of directors with respect to shareholding & details of citizenship;
- c) Certified copy of CR12 for limited companies;
- d) Valid tax compliance certificate;
- e) Valid registration certificate from the National Construction Authority category NCA 8.
- f) Duly filled, stamped and signed tender questionnaire;
- g) Duly filled, stamped and signed Confidential business questionnaire;
- h) Certificate of attendance of pretender site meeting.
- i) Bid document paginated and all supportive documents/attachment certified by commissioner for oaths.
- j) All bids must be submitted on IFMIS supplier portal **-supplier.treasury.go.ke and also MUST SUBMIT an Original and a copy to the tender box located at the county headquarters** so as to be received on or before **wednesday 6<sup>th</sup> JANUARY 2021**

**Tenders who do not satisfy any of the above requirements shall be considered NON-RESPONSIVE and their tenders will not be evaluated further.**

**C. Technical Evaluation**

**Table 1: Scores for the Technical Evaluation**

<b>PARAMETER</b>	<b>MAXIMUM POINTS</b>
(i) Tender Questionnaire.....	15
(ii) Key personnel.....	20
(iii) Contracts completed in the last five (5) years.....	15
(iv) Schedules of on-going projects.....	8
(v) Schedules of contractor's equipment.....	10
(vi) Audited financial reports for the last 3 years.....	10
(vii) Evidence of financial resources.....	15
(viii) Name, Address and Telephone of banks (Contractor) to provide credit facility.....	5
(ix) Litigation History.....	2
<b>TOTAL</b>	<b>100</b>

The detailed scoring plan shall be shown in table 1 below:-

**TABLE 1: Assessment for Eligibility**

<b>Item</b>	<b>Description</b>	<b>Point Scored</b>	<b>Max. Point</b>
<b>i.</b>	<b>Tender Questionnaire Form</b>		<b>15</b>
	<input type="checkbox"/> Completely filled..... <b>5 Marks</b> <input type="checkbox"/> Not filled..... <b>0 Marks</b>		
<b>ii.</b>	<b>Key Personnel (Attach evidence)</b>		<b>20</b>
	<b>Director of the firm</b>		
	<input type="checkbox"/> Holder of degree in relevant Engineering field..... <b>6 Marks</b> <input type="checkbox"/> Holder of diploma in relevant Engineering field..... <b>5 Marks</b> <input type="checkbox"/> Holder of certificate in relevant Engineering field.... <b>3 Marks</b> <input type="checkbox"/> Holder of trade test certificate in relevant Engineering field... <b>2 Marks</b> <input type="checkbox"/> No relevant certificate..... <b>1 Mark</b>	6	
	<b>At least 1 No. degree/diploma holder of key personnel in relevant field</b>		
	<input type="checkbox"/> With over 10 years relevant experience..... <b>6 Marks</b> <input type="checkbox"/> With over 5 years relevant experience..... <b>4 Marks</b> <input type="checkbox"/> With under 2 years relevant experience..... <b>2 Marks</b>	6	

	<b>At least 1 No. Certificate holder of key personnel in relevant field</b> ) With over 10 years relevant experience..... <b>4 Marks</b> ) With over 5 years relevant experience..... <b>3 Marks</b> ) With under 2 years relevant experience..... <b>1 Mark</b>		4	
	<b>At least 2 No. artisan (trade test certificate in relevant field)</b> ) Artisan over 10 years relevant experience..... <b>2 Marks</b> ) Artisan with under 10 years relevant experience..... <b>1 Mark</b> ) Non skilled worker with over 10 years relevant experience. <b>1 Mark</b>		2	
<b>iii.</b>	<b>Contract completed in the last five (5) years (Max of 5No. Projects) – Provide Evidence</b> ) Project of similar nature, complexity or magnitude..... <b>15 Marks</b> ) Projects of similar nature but lower value than the one in consideration..... <b>7 Marks</b> ) No completed project of similar nature..... <b>0 Marks</b>			<b>15</b>
<b>iv.</b>	<b>On-going projects – Provide Evidence</b> ) No project of similar nature, complexity or magnitude.... <b>8 Marks</b> ) Three and below projects of similar nature, complexity and magnitude..... <b>6 Marks</b> ) Four and above projects of similar nature, complexity and magnitude..... <b>4 Marks</b>			<b>8</b>
<b>v.</b>	Schedule of contractor’s equipment and transport (proof of evidence of ownership/Lease) <b>a) Relevant Transport</b> ) Means of transport (Vehicle) ..... <b>10 Marks</b> ) No Means of transport ..... <b>0 Mark</b>		5	<b>10</b>
	<b>b) Relevant Equipment</b> ) Has relevant equipment for work being tendered... <b>10 Marks</b> ) Has no relevant equipment for work being tendered.. <b>0 Mark</b>		5	
<b>vi.</b>	<b>Financial reports</b> <b>a) Audited financial reports (last three (3) years)</b> ) Average Annual Turn-over equal to or greater than the cost of the project..... <b>10 Marks</b> ) Average Annual Turn-over above 50% but below 100% of the cost of the project..... <b>6 Marks</b> ) Average Annual Turn-over below 50% of the cost of the project..... <b>3 Marks</b>			<b>10</b>
	<b>b) Evidence of Financial Resources (cash in hand. Lines of credit, overdraft facility etc...)</b> ) Has financial resources to finance the projected <b>monthly cash flow*</b> for three months..... <b>15 Marks</b> ) Has financial resources equal to the projected <b>monthly cash flow*</b> ..... <b>10 Marks</b>			<b>15</b>



	) Has financial resources less than the projected <b>monthly cash flow*</b> ..... <b>5 Marks</b> ) Has not indicated sources of financial resources..... <b>0 Marks</b>		
<b>vii.</b>	Name, Address and Telephone of banks to provide credit facility ) Provided..... <b>5 Marks</b> ) Not provided ..... <b>0 Mark</b>		<b>5</b>
<b>viii.</b>	<b>Litigation History</b> ) Duly filled..... <b>2 Marks</b> ) Not filled..... <b>0 Mark</b>		<b>2</b>
	<b>TOTAL</b>		<b>100</b>

**Any bidder who scores 70% points and above shall be considered for further evaluation.**

\*Monthly Cash Flow = Tender Sum/Contract Period

**D. Financial Evaluation**

**a) Bids that pass the Technical Evaluation shall be subjected to the Financial Evaluation in two stages, as follows: -**

1. Tender Sums; and
2. Tender Rates and Arithmetic Errors.

**a. Tender Sums**

The average of the responsive tender sums will be worked out. The mean of this average and the Quantity Surveyor’s total cost estimate will form the basis for evaluating the extent of deviation of the tender sums, for further evaluation.

**b. Tender Rates**

Evaluation of the tender rates will constitute examination of (i) pricing consistency (same rates for similar items, price distribution amongst sections, etc); (ii) reasonableness of pricing (comparison with prevailing market levels, inclusion of taxes [VAT, etc] in the rates); and (iii) arithmetic errors.

The bidders who pass the test consistency and reasonableness, and accept their arithmetic errors (if any) shall finally be graded in terms of their submitted tender sums. The lowest bid in this group shall be the lowest evaluated price as per Section 86(1) (a) of the Public Procurement & Asset Disposal Act, 2015.

**b) Financial Score**

The financial score (Fs) will be determined by comparing tender sums from all responsive bidders using the formulae below. The financial score will be allocated a maximum of 30%.

$$F_s = 30 \times F_m / F$$

Where  $F_s$  is the financial score,  $F_m$  is the lowest priced responsive financial bid and  $F$  is the price of the bid under consideration.

**c) Final Score**

The total score will be the combined sums of technical and the financial marks as below:

Technical ( $T_s$ ) + Financial ( $F_s$ )

**d) Recommendation**

The lowest responsive bidder with the highest score may be recommended for award.

**SECTION III**

**CONDITIONS OF CONTRACT**

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## SECTION III - CONDITIONS OF CONTRACT

### 1. Definitions

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

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

“**Compensation Events**” are those defined in Clause 24 hereunder.

“**The Completion Date**” means the date of completion of the works as certified by the Project Manager, in accordance with Clause 31.

“**The Contract**” means the agreement entered into between the Employer and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by the 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 the 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, University, 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. The Project Manager may delegate some of his powers to others to supervise the Contract on his behalf after notifying the Contractor. The person(s) or firm(s) having the delegated authority must be competent for supervising the execution of the Works and administering the Contract as delegated and shall be an “Architect” or a “Quantity Surveyor” registered under the Architects and Quantity Surveyors Act Cap 525 or an “Engineer” registered under the Engineers Registration Act Cap 530.

“**Site**” is the area defined as such in the Appendix to Conditions of Contract.

“**Site Investigation Reports**” are those reports that may be included in the tendering documents which are factual and interpretive 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 Contractor**” 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 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 shall 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 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 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.
- 7.2 When subcontracting the contractor is encouraged to consider firms registered by the national treasury under the Access to Government Procurement Opportunity (AGPO).

## **8. Other Contractors**

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

## **9. Personnel**

- 9.1 The Contractor shall employ the key personnel named in the Qualification Information, to carry out the functions stated in the said Information or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Qualification Information. If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Work in the Contract.

## **10. Works**

- 10.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the intended Completion Date.

## **11. Safety and Temporary Works.**

- 11.1 The Contractor shall be responsible for the design of temporary works. However before erecting the same, he shall submit his designs including specifications and drawings to the Project Manager and to any other relevant third parties for their approval. No erection of temporary works shall be done until such approvals are obtained.
- 11.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary works and all drawings prepared by the contractor for the execution of the temporary

or permanent Works, shall be subject to prior approval by the Project Manager before they can be used.

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

## **12. Discoveries.**

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

## **13. Work Program**

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

The Contractor shall submit to the Project Manager for approval an updated program at intervals no longer than the period stated in the Appendix to Conditions of Contract. If the Contractor does not submit an updated program within this period, the Project Manager may withhold the amount stated in the said Appendix from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue program has been submitted. The Project Manager's approval of the program shall not alter the Contractor's obligations. The Contractor may revise the program and submit it to the Project Manager again at any time. A revised program shall show the effect of Variations and Compensation Events.

## **14. Possession of Site**

14.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Appendix to Conditions of Contract, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

## **15. Access to Site**

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

## **16. Instructions**

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

## **17. Extension or Acceleration of Completion Date**



- 17.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a variation is issued which makes it impossible for completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining Work, which would cause the Contractor to incur additional costs. 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 the 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 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 form 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 45 days of the date of issue of each certificate. If the Employer makes 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 Work 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 origin of such goods and services. The Employer and the Project Manager shall be notified promptly by the Contractor of any 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 sum 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 paid 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 be 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 rates 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 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 or damage to the Works, Plant, and Materials;
- (b) loss or damage to Equipment;
- (c) loss of a damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract, and 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 Alternative to the terms of insurances 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 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 authorized 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 reconstruction or amalgamation;
- (d) A payment certificate by the Project Manager is not paid by the Employer to the Contractor within 30 days (for interim Certificates) or 60 days (for Final Certificates) 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 payments 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, 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 the 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 payment 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 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.

#### **APPENDIX TO CONDITIONS OF CONTRACT**

The EMPLOYER is: - **NAKURU COUNTY GOVERNMENT**

The name of the authorized representative is: **THE COUNTY SECRETARY**

The PROJECT MANAGER IS: - **NAKURU COUNTY GOVERNMENT**

The name (and identification number) of the Contract:

**NAME: proposed renovation of new town hall chambers at governors office**

**TENDER NO. NO CGN/ONT/FIN/120/RENV/2020-2021**

The Works consist of **proposed renovation of new town hall chambers at governors office**

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

The Contractor shall submit a revised program for the Works within ...**14 DAYS**.... Of delivery of the Letter of Acceptance.

The Site Possession Date shall be: **SPECIFIED BY THE PROJECT MANAGER**

The Site is located at: **NAKURU COUNTY**

The Defects Liability period is: **6 MONTHS**

The minimum insurance covers shall be;

1. The minimum cover for insurance of the Works and of Plant and Materials in respect of Contractor's faulty design is: **KSHS. 2,000,000.00**
2. The minimum cover for loss or damage to Equipment is: **KSHS. NIL**
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: **KSHS. 1,500,000.00**
  - ) And for other people is: **KSHS. 1,500,000.00**

The following events shall also be Compensation Events: **NO OTHER THAN AS DEFINED IN THE CONDITIONS OF CONTRACT.**

The period between program updates is: **14 DAYS**

The amount to be withheld for late submission of an updated Program is: **FULL CERTIFICATE**

The proportion of payments retained is: **5 % of the CONTRACT SUM for 6 months**

The Price Adjustment Clause: **SHALL NOT APPLY. THIS IS A FIXED PRICE CONTRACT**

The Liquidated damages for the whole of the Works is: **Kshs.100, 000.00 PER WEEK OR PART THEREOF**

The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Price: **10%**

The rate of exchange for calculation of foreign currency payments is: **CBK RATE AT THE DATE OF OPENING.**

The schedule of basic rates used in pricing by the Contractor is: **JOINT BUILDING COUNCIL OF KENYA (JBC) PRICE LIST ISSUED 30 DAYS BEFORE DATE OF TENDER CLOSING**

Advance Payment: **THE TENDERER MAY BE GRANTED ADVANCE PAYMENT PERSUANT TO THE RELEVANT CLAUSE OF CONDITIONS OF CONTRACT**

CONTRACTOR  
(Authorised Signatory)

DATE

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EMPLOYER

#### **SECTION IV – SPECIAL CONDITIONS OF CONTRACT**

Special Conditions of Contract (Particular Preliminaries) shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.





## **SECTION VI- TECHNICAL SPECIFICATIONS**

### **6.1 General**

- 6.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply
- 6.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- 6.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
- 6.1.4 The tenderers are requested to present information along with their offers as follows:
- (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

**SECTION VI**  
**STANDARD FORMS**

**List of 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) Performance Bond
- (viii) Bank Guarantee for Advance Payment
- (ix) Qualification Information
- (x) Tender Questionnaire
- (xi) Confidential Business Questionnaire
- (xii) Details of Sub-Contractors
- (xiii) Letter of Notification of Award
- (xiv) Request for Review Form (Form RB 1)
- (xv) Tender-Securing Declaration
- (xvi) Form of Written Power of Attorney
- (xvii) Certificate of Bidder's Visit to Site
- (xviii) Key Personnel
- (xix) Schedule of Construction Works carried out by the Bidder in the last five years
- (xx) Non- Completed Works Beyond Completion Date
- (xxi) Schedule of Ongoing Projects
- (xxii) Litigation History
- (xxiii) Declaration Form (Debarment)
- (xxiv) Undertaking by Tenderer on Anti-Bribery policy/ Code of Conduct and Compliance Programme
- (xxv) Anti-Corruption Declaration Commitment/ Pledge.

**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 tender 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/Schedule of Rates and Addenda 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 Employer'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

Tenderer] of \_\_\_\_\_ [Address of Tenderer]

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 and Appendix to Conditions of Contract
  - (iv) Specifications
  - (v) Drawings
  - (vi) 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 civil or argument, any sum or sums within the limits of Kenya Shillings \_\_\_\_\_ (*amount of Guarantee in words*) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE BOND**

By this Bond, We \_\_\_\_\_ of (or whose registered office is situated at] \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_ of [or whose registered office is situated at] \_\_\_\_\_ as Surety (hereinafter called “the Surety”), are held and firmly bound unto \_\_\_\_\_ of [or whose registered office is situated at] \_\_\_\_\_ as Obligee (hereinafter called “the Employer”) in the amount of Kshs. \_\_\_\_\_ [*amount of Bond in figures*] Kenya Shillings \_\_\_\_\_ [*amount of Bond in words*], for the payment of which sum well and truly, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a Contract with the Employer dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ for the execution of

\_\_\_\_\_ [*name of Contract*] in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a tender or tenders from qualified tenderers for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive tenderer, arrange for a Contract between such tenderer and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.

The term “Balance of the Contract Price”, as used in this paragraph, shall mean the total amount payable by the Employer to the Contractor under the

Contract, less the amount properly paid by the Employer to the Contractor; or

- (3) pay the Employer the amount required by the Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of issuance of the Certificate of Completion.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNED ON \_\_\_\_\_ SIGNED ON \_\_\_\_\_

On behalf of \_\_\_\_\_ On behalf of \_\_\_\_\_  
*[name of Contractor]* *[name of Surety]*

By \_\_\_\_\_ By \_\_\_\_\_

In the capacity of \_\_\_\_\_ In the capacity of \_\_\_\_\_

In the presence of;Name \_\_\_\_\_ In the presence of;Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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 \_\_\_\_\_

Power of attorney of signatory of tender \_\_\_\_\_

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

Year	Volume	
	Currency	Value

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

Project Name	Name of client and contact person	Type of work performed and year if completion	Value of contract
Project Manager _____ _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

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

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

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

Position	Name	Years of experience (general)	Years of experience in proposed position
Project Manager			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(etc.)			

- 1.6 Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

\_\_\_\_\_

\_\_\_\_\_

- 1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 1.8 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**2 Joint Ventures**

- 2.0 The information listed in 1.1 – 1.10 above shall be provided for each partner of the joint venture.

- 2.1 The information required in 1.11 above shall be provided for the joint venture.

- 2.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture

- 2.3 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 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 whichever applies to your type of business.

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

***Part 1 – General***

Business Name .....

Location of business premises; Country/Town.....

Plot No..... Street/Road .....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

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

Name of your bankers.....

Branch.....

***Part 2 (a) – Sole Proprietor***

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

***Part 2 (b) – Partnership***

*Give details of partners as follows:*

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....

***Part 2 (c) – Registered Company***

*Private of public*.....

*State the nominal and issued capital of the Company:-*



Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

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

**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

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- etc.

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

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary

**Tender-Securing Declaration**

Date:.....[insert **date** (as day, month and year)]

Tender No.:.....[insert **number of Tendering process**]

Alternative No.: /.....[insert **identification No. if this is a Tender for an alternative**]

To:.....[insert **complete name of Procuring Entity**]

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended for being eligible for Tendering in any contract with the Procuring Entity for the period of time of .....[insert **number of months or years**] starting on.....[insert **date**], if we are in breach of our obligation(s) under the Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
  - i. Fail of refuse to execute the Contract, if required, or
  - ii. Fail or refuse to furnish the Performance Security, in accordance with the ITT
  - iii. We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;
    - 1) Our receipt of your notification to us of the name of the successful Tenderer; or
    - 2) Thirty days after the expiration of our Tender.

Signed:.....[insert signature of person whose name and capacity are shown] In the capacity are shown] In the capacity of..... [insert legal capacity of person signing the Tender Securing Declaration]

Name:.....[insert **complete name of person signing the Tender Securing Declaration**]

Duly authorized to sign the Tender for and on behalf of: [insert **complete name of Tenderer**]

Dated on ..... day of ....., .....[insert **date of signing**]

Corporate Seal (where appropriate)

**FORM OF WRITTEN POWER OF ATTORNEY**

The Bidder shall state here below the name(s) and address of his representative(s) who is /are authorized to sign the document and receive on his behalf correspondence in connection with the Bid.

.....  
(Name of Bidder's Representative in block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

Alternate:

.....  
(Name of Bidder's Representative in block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

**Note:**

*To be filled by all Bidders*

*Both representative and alternate **must** attach copy of National Identification card or Passport.*

**CERTIFICATE OF BIDDER'S VISIT TO SITE**

This is to certify that

[Name/s].....

.....

Being the authorized representative /Agent of [Name of bidder]

.....

.....

Participated in the organized inspection visit of the site of the works for the

Held on ..... day of  
.....20.....

Signed.....

.

(Employer's Representative)

.....

...

.....

...

.....

(Name of Employer's Representative)

.....

(Designation)

*NOTE: This form is to be completed at the time of the organized site visit.*

**KEY PERSONNEL**

DESIGNATION	NAME	NATIONALITY	SUMMARY OF QUALIFICATIONS AND EXPERIENCE		
			Qualifications	General Experience (Yrs)	Specific Experience (Yrs)
<b>Headquarters</b>  Partner/Director or other key staff (give designation)					
<b>Site Office</b>  Site Agent					
Foreman					

**Note:**

The Bidder shall list in this section the key personnel he will employ from the Contractor's headquarters and from the Contractor's site office to direct and execute the work together with their qualifications, experience, position held and nationality in accordance with Clause 10 of the Conditions of Contract. Where required, use separate sheets to add data for column 4). Bidders shall attach certified copies of academic certificates, and CVs of all key staff.



I certify that the above information is correct.

.....  
(Signature of Bidder)

.....  
(Date)

**SCHEDULE OF CONSTRUCTION WORKS CARRIED OUT BY THE BIDDER IN THE LAST FIVE YEARS**

**COMPLETED WORKS**

<b>DESCRIPTION OF WORKS</b>	<b>NAME OF CLIENT</b>	<b>VALUE OF WORKS (KSHS)*</b>	<b>YEAR COMPLETED/REMARKS</b>

**Note:** Bidders shall attach certified copies of letters of award (for each listed projects), certified copies of completion certificates.

I certify that the above works were successfully carried out by the bidder.

.....  
(Signature of Bidder)

.....  
(Date)

**\*Value in Kshs using Central Bank of Kenya mean exchange rate at a reference date 7 days before date of BID opening.**

**NON-COMPLETED WORKS BEYOND COMPLETION DATE**

DESCRIPTION OF WORKS	NAME OF CLIENT	VALUE OF WORKS (KSHS)*	YEAR COMPLETED/REMARKS

**Note:** Bidders shall attach certified copies of letters of award (for each listed project), certified evidence for executed works for non-completed projects e.g copy of recent payment certificate.

I certify that the above works were successfully carried out by this Bidder.

.....  
.....  
(Signature of Bidder)

(Date)

**\*Value in Kshs using Central Bank of Kenya mean exchange rate at a reference date 7 days before date of BID opening.**

**SCHEDULE OF ONGOING PROJECTS**

<b>DESCRIPTION OF WORKS</b>	<b>NAME OF CLIENT</b>	<b>DATE OF COMMENCEMENT</b>	<b>DATE OF COMPLETION</b>	<b>VALUE OF WORKS (KSHS)</b>	<b>VALUE COMPLETED UP TO DATE %</b>	<b>PHYSICALLY COMPLETED UP TO DATE %</b>

**Note:**

1. Bidders shall attach certified copies of letters of award (for each listed projects) and any certified evidence for executed works e.g copy of recent payment certificate.
2. Bidders must indicate all their on-going works as at the time of bidding. (Any non-disclosure shall constitute non-responsiveness)

I certify that the above works are being carried out by me and that the above information is correct.

.....  
.....

(Signature of Bidder)

(Date)

**LITIGATION HISTORY**

Information on litigation history in which the Bidder was involved.

OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....  
.....

(Date)

(Signature of Bidder)

**DECLARATION FORM**

Date.....

To

.....  
.....  
.....  
.....  
.....

We (name and address)

.....  
...

..... declare the following:

That we;

- a)** Have not been debarred from participating in public procurement.
- b)** Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

.....  
Name of Bidder

.....  
Signature

.....  
Date

(To be signed by authorized representative and officially stamped)

**UNDERTAKING BY THE TENDERER ON ANTI-BRIBERY POLICY/CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

1. Each tenderer must submit a statement, as part of the Tender Documents, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by the Chief Executive Officer or other appropriate senior corporate officer.
2. Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners, the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.
3. a) Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.  
b) Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tenderer and, if successful, the implementation of the contract.  
c) The successful Tenderer will also make full disclosure [quarterly or semi-annually] of all payments to agents and other third parties during the execution of the contract.  
d) Within six months of the completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.  
e) Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer.
4. Tenders which do not conform to these requirements shall not be considered.
5. If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:
  - a) Cancellation of the contract;
  - b) Liability for damages to the public authority and/or the unsuccessful competitors in the Tendering possibly in the form of a lump sum representing a pre-set percentage of the contract value (liquidated)
6. Tenderers shall make available, as part of their tender, copies of their anti- Bribery Policy/Code of Conduct, if any, and of their-general or Project-Specific-Compliance Program.
7. The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited Construction society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract., and to which in turn all Tenderers

and other parties involved or affected by the project have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public)

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

**(Sections 39, 40, 41, 42, 43 & of the PPD Act, 2005)**

I/We/Messrs.....  
...

Of Street, Building, P.O  
Box.....

.....  
...

Contact/Phone/E-  
mail.....

declare that Public Procurement is based on a free and fair competitive Tendering Process which should not be open to abuse.

I/We.....  
...

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender  
No.....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....