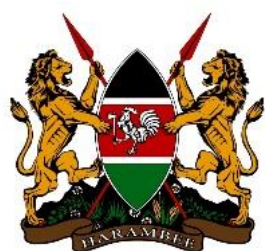


# REPUBLIC OF KENYA



REPUBLIC OF KENYA



LAKE BASIN DEVELOPMENT AUTHORITY

## MINISTRY OF EAST AFRICAN COMMUNITY (EAC), THE ASALs AND REGIONAL DEVELOPMENT

LAKE BASIN DEVELOPMENT AUTHORITY  
P. O. Box 1516 – 40100  
KISUMU, Kenya

### INTEGRATED DROUGHT MITIGATION PROGRAMME FOR WATER TO INSTITUTIONS AND COMMUNITIES IN THE LAKE VICTORIA BASIN REGION IN KENYA.

**Tender No. LBDA/RT - 12/2025-2026**  
**Lot 11**

THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M3 DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 3 No. WATER COLLECTION POINTS AT MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY

MANAGING DIRECTOR  
LAKE BASIN DEVELOPMENT AUTHORITY  
P.O. BOX 1516-40100  
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KISUMU.



ISO 9001:2015 Certified

S/N O	PROJECT NAME	LOCATION GEO-TAG CODE	SUB COUNTY/ CONSTITUENCY	COUNTY
1	MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT	<u>WG7W+544</u> <u>Migori</u>	KHWISERO SUB-COUNTY	KAKAMEGA

The following terms and expressions used in the contract document shall have the following meanings:

The Employer	Lake Basin Development Authority, Represented by: The Managing Director, Lake Basin Development Authority, P. O. Box 1516-40100,
Project Engineer	Director, Engineering Services & Infrastructure Development Lake Basin Development Authority, P. O. Box 1516-40100,
Represented by	DD Engineering Services Lake Basin Development Authority P. O. Box 1516-40100
Electrical Engineer	Director, Engineering Services & Infrastructure Development Lake Basin Development Authority P. O. Box 1516-40100
Represented by	Electrical Engineer Lake Basin Development Authority P. O. Box 1516-40100
Civil and Structural Engineer	Director, Engineering Services & Infrastructure Development Lake Basin Development Authority P. O. Box 1516-40100.
Represented by	Civil Engineer Lake Basin Development Authority P. O. Box 1516-40100
Employer's Representative	This shall mean the <b>Project Manager</b> and shall be: <b>Director, Engineering Services &amp; Infrastructure Development</b> Lake Basin Development Authority P. O. Box 1516-40100.
Contractor:	The firm appointed to carry out <b>Borehole Drilling, Equipping Construction of a Water Supply and Commissioning</b>



## TABLE OF CONTENTS

<b>INVITATION TO TENDER .....</b>	<b>1</b>
TENDER NO. LBDA/RT - 12/2025-2026 Lot 11; <b>THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M3 DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 3 No. WATER COLLECTION POINTS AT MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY</b>	
..... Error! Bookmark not defined.	
<b>PART 1 - TENDERING PROCEDURES.....</b>	<b>2</b>
<b>SECTION I - INSTRUCTIONS TO TENDERERS .....</b>	<b>3</b>
<b>A GENERALPROVISIONS.....</b>	<b>3</b>
1. Scope of Tender.....	3
2. Fraud and Corruption .....	3
3. EligibleTenderers .....	3
4. Eligible Goods, Equipment, and Services .....	6
5. Tenderer's Responsibilities .....	6
<b>B. CONTENTS OF TENDER DOCUMENTS .....</b>	<b>7</b>
6. Sections of Tender Document .....	7
7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting .....	7
8. Amendment of Tender Documents .....	8
<b>C. PREPARATION OF TENDERS .....</b>	<b>8</b>
9. Cost of Tendering .....	8
10. LanguageofTender .....	8
11. Documents Comprising the Tender .....	9
12. Form of Tender and Schedules .....	9
13. Alternative Tenders.....	9
14. Tender Prices and Discounts.....	10
15. Currencies of Tender and Payment.....	10
16. Documents Comprising the Technical Proposal .....	11
17. Documents Establishing the Eligibility and Qualifications of theTenderer .....	11
18. Period of Validity of Tenders .....	12
19. Tender Security .....	13
20. Format and Signing of Tender.....	14
<b>D. SUBMISSION AND OPENING OF TENDERS.....</b>	<b>14</b>
21. Sealing and Marking of Tenders .....	14
22. Deadline for Submission of Tenders.....	15
23. Late Tenders.....	15
24. Withdrawal, Substitution, and Modification of Tenders.....	15
25. Tender Opening.....	16
<b>E. EVALUATION AND COMPARISON OF TENDERS .....</b>	<b>17</b>
26. Confidentiality.....	17
27. Clarification of Tenders.....	17
28. Deviations, Reservations, and Omissions.....	17
29. Determination of Responsiveness .....	17
30. Non-material Non-conformities .....	18
31. Arithmetical Errors.....	18
32. Conversion to Single Currency .....	18
33. Margin of Preference and Reservations .....	19



34.	Nominated Subcontractors .....	19
35.	Evaluation of Tenders.....	19
36.	Comparison of Tenders .....	20
37.	Abnormally Low Tenders and Abnormally High Tenders Abnormally Low Tenders .....	20
38.	Abnormally High Tenders.....	20
39.	Unbalanced and/or Front-Loaded Tenders .....	21
40.	Qualifications of the Tenderer .....	21
41.	Lowest Evaluated Tender .....	22
42.	Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders. ....	22
<b>F.</b>	<b>AWARD OF CONTRACT.....</b>	<b>22</b>
43.	Award Criteria.....	22
44.	Notice of Intention to enter into a Contract .....	22
45.	Debriefing by the Procuring Entity .....	22
46.	Letter of Award.....	23
47.	Signing of Contract .....	23
48.	Performance Security .....	23
49.	Publication of Procurement Contract.....	23
50.	Procurement Related Complaint and Administrative Review.....	24
	<b>SECTION II - TENDER DATA SHEET (TDS).....</b>	<b>25</b>
	<b>SECTION III- EVALUATION AND QUALIFICATION CRITERIA .....</b>	<b>29</b>
	General Provisions .....	29
1.	General Provisions.....	29
2.	Preliminary Examination for Determination of Responsiveness .....	29
3.	Preliminary Examination.....	30
4.	Qualification Form Summary .....	31
5.	Tender Evaluation (ITT 35) .....	35
6.	Multiple Contracts.....	36
	OPTION 1.....	36
	OPTION 2.....	36
7.	Alternative Tenders (ITT 13.1) .....	36
8.	MARGIN OF PREFERENCE .....	36
9.	Post qualification and Contract award (ITT 39), more specifically,.....	37
a)	History of non-performing contracts: .....	37
b)	Pending Litigation .....	37
c)	Litigation History .....	37
	<b>SECTION IV - TENDERING FORMS .....</b>	<b>39</b>
	<b>QUALIFICATION FORMS .....</b>	<b>40</b>
1.	Foreign Tenderers 40% Rule .....	40
2.	Form EQU: Equipment.....	41
3.	Form Per-1: Contractor's Representative and Key Personnel Schedule .....	42
4.	Form Per-2: Resume and Declaration - Contractor's Representative and Key Personnel.....	43
5.	Declaration .....	44
<b>6.</b>	<b>TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION .....</b>	<b>45</b>
6.1	Form ELI-1.1: Tenderer Information Form.....	45

62	Form ELI-1.2: Tenderer's JV Information Form .....	46
63	Form CON – 2: Historical Contract Non-Performance, Pending Litigation and Litigation History .....	47
64	Form FIN –3.1: Financial Situation and Performance .....	49
6.4.1.	Financial Data .....	49
6.4.2.	Sources of Finance.....	50
6.5	Financial documents .....	50
6.6	Form FIN – 3.2: Average Annual Construction Turnover .....	50
6.7	Form FIN –3.3: Financial Resources .....	51
6.8	Form FIN–3.4: Current Contract Commitments / Works in Progress.....	51
6.9	Form EXP -4.1: General Construction Experience .....	52
6.10	FORM EXP -4.2(a) .....	53
6.11	Form EXP -4.2(b): Construction Experience in Key Activities .....	54
	OTHER FORMS.....	55
7.	Form of Tender .....	55
	INSTRUCTIONS TO TENDERERS.....	55
<b>A.</b>	<b>TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE .....</b>	<b>58</b>
	Instruction to Tenderer .....	58
i)	Tenderer's details.....	58
(v)	DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.....	59
ii)	Conflict of Interest Disclosure.....	60
<b>B.</b>	<b>CERTIFICATE OF INDEPENDENT TENDER DETERMINATION .....</b>	<b>61</b>
<b>C.</b>	<b>SELF-DECLARATION FORMS.....</b>	<b>63</b>
	FORM SD1: Self Declaration that the Person/Tenderer is not Debarred in the Matter of the Public Procurement and Asset Disposal ACT 2015. ....	63
	FORM SD2: Self Declaration that the Tenderer will not Engage in any Corrupt or Fraudulent Practice.....	64
<b>D.</b>	<b>DECLARATION AND COMMITMENT TO THE CODE OF ETHICS.....</b>	<b>65</b>
<b>E.</b>	<b>APPENDIX 1-FRAUD AND CORRUPTION .....</b>	<b>66</b>
1.	Purpose.....	66
2.	Requirements .....	66
	Form of Tender Security-[Option 1–Demand Bank Guarantee] .....	69
	Format of Tender Security [Option 2–Insurance Guarantee] .....	70
	Form of Tender-Securing Declaration .....	71
	Appendix to Tender - Schedule of Currency Requirements.....	72
5.	TECHNICAL PROPOSAL.....	72
5.1	Site Organization .....	72
5.2	Method Statement.....	72
5.3	Mobilization Schedule.....	72
5.4	Construction Schedule.....	72
	<b>PART 2 - WORKS' REQUIREMENTS .....</b>	<b>73</b>
	<b>SECTION V: BILLS OF QUANTITY.....</b>	<b>74</b>
	GENERAL PRELIMINARIES .....	<b>Error! Bookmark not defined.</b>
	<b>SECTION VI - GENERAL CONDITIONS .....</b>	<b>92</b>
A.	Schedule of Daywork Rates [Note to the Procuring Entity: .....	93
1.	General .....	93
2.	Daywork Labor .....	93

3.	Daywork Materials .....	95
4.	Daywork Contractor's Equipment .....	95
	Schedule of Daywork Rates: 1. Labor .....	97
	Schedule of Daywork Rates: 2. Materials .....	97
	Schedule of Daywork Rates: 3. Contractor's Equipment .....	98
	Summary of Specified Provisional Sums in the Bills of Quantities .....	99
	Grand Summary .....	99
<b>SECTION VII: -SPECIFICATIONS .....</b>		<b>100</b>
	Technical Specification .....	101
	Drilling and Equipping .....	101
	Wiring Methods of Electrical Installations at Medium and Low Voltage .....	120
	Reinforcement .....	133
<b>SECTION VIII: DRAWINGS.....</b>		<b>136</b>
<b>PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS .....</b>		<b>138</b>
<b>SECTION IX - GENERAL CONDITIONS (GC) .....</b>		<b>139</b>
1.1.1	The Contract .....	140
1.1.2	Parties and Persons .....	140
1.1.3	Dates, Tests, Periods and Completion .....	141
1.1.4	Money and Payments .....	142
1.1.5	Works and Goods .....	142
1.1.6	Other Definitions .....	143
12	Interpretation .....	143
13	Communications .....	144
14	Law and Language.....	144
15	Priority of Documents .....	144
16	Contract Agreement .....	144
17	Assignment .....	144
18	Care and Supply of Documents .....	145
19	Delayed Drawings or Instructions .....	145
1.10	Procuring Entity's Use of Contractor's Documents .....	145
1.11	Contractor's Use of Procuring Entity's Documents .....	146
1.12	Confidential Details .....	146
1.13	Compliance with Laws .....	146
1.14	Joint and Several Liability .....	146
1.15	Inspections and Audit by the Procuring Entity .....	147
2.	THE PROCURING ENTITY .....	147
2.2	Permits, Licenses or Approvals .....	148
2.3	Procuring Entity's Personnel.....	148
2.4	Procuring Entity's Financial Arrangement.....	148
2.5	Procuring Entity's Claims .....	148
3.	THE ENGINEER .....	149
3.2	Delegation by the Engineer .....	150
3.3	Instructions of the Engineer .....	150
3.4	Replacement of the Engineer .....	151
3.5	Determinations .....	151
4.	THE CONTRACTOR .....	151
4.2	Performance Security .....	152

4.3	Contractor's Representative .....	153
4.4	Subcontractors .....	153
4.5	Assignment of Benefit of Subcontract .....	154
4.6	Co-operation .....	154
4.7	Setting Out .....	154
4.8	Safety Procedures .....	155
4.9	Quality Assurance.....	155
4.10	Site Data.....	155
4.11	Sufficiency of the Accepted Contract Amount.....	156
4.12	Unforeseeable Physical Conditions.....	156
4.13	Rights of Way and Facilities .....	157
4.14	Avoidance of Interference .....	157
4.15	Access Route .....	157
4.16	Transport of Goods .....	158
4.17	Contractor's Equipment .....	158
4.18	Protection of the Environment.....	158
4.19	Electricity, Water and Gas .....	158
4.20	Procuring Entity's Equipment and Free-Issue Materials.....	159
4.21	Progress Reports .....	159
4.22	Security of the Site.....	160
4.23	Contractor's Operations on Site.....	160
4.24	Fossils .....	161
5.	NOMINATED SUB CONTRACTORS.....	161
5.2	Objection to Nomination .....	161
5.3	Payments to nominated Subcontractors .....	162
5.4	Evidence of Payments .....	162
6.	STAFF AND LABOR.....	162
6.2	Rates of Wages and Conditions of Labor.....	162
6.3	Persons in the Service of Procuring Entity .....	163
6.4	Labor Laws .....	163
6.5	Working Hours.....	163
6.6	Facilities for Staff and Labor .....	163
6.7	Health and Safety.....	163
6.8	Contractor's Superintendence.....	164
6.9	Contractor's Personnel .....	164
6.10	Records of Contractor's Personnel and Equipment .....	164
6.11	Disorderly Conduct .....	164
6.12	Foreign Personnel .....	165
6.13	Supply of Foodstuffs .....	165
6.14	Supply of Water .....	165
6.15	Measures against Insect and Pest Nuisance .....	165
6.16	Alcoholic Liquor or Drugs .....	165
6.17	Arms and Ammunition .....	165
6.18	Festivals and Religious Customs.....	165
6.19	Funeral Arrangements .....	165
6.20	Prohibition of Forced or Compulsory Labor .....	165
6.21	Prohibition of Harmful Child Labor .....	166
6.22	Employment Records of Workers .....	166

6.23	Workers' Organizations .....	166
6.24	Non-Discrimination and Equal Opportunity .....	166
7.	PLANT, MATERIALS AND WORKMANSHIP .....	166
7.2	Samples.....	166
7.3	Inspection.....	167
7.4	Testing .....	167
7.5	Rejection .....	168
7.6	Remedial Work.....	168
7.7	Ownership of Plant and Materials .....	168
7.8	Royalties .....	169
8.	COMMENCEMENT, DELAYS AND SUSPENSION .....	169
8.2	Time for Completion .....	169
8.3	Programme.....	169
8.4	Extension of Time for Completion.....	170
8.5	Delays Caused by Authorities.....	171
8.6	Rate of Progress .....	171
8.7	Delay Damages.....	171
8.8	Suspension of Work.....	172
8.9	Consequences of Suspension.....	172
8.10	Payment for Plant and Materials in Event of Suspension.....	172
8.11	Prolonged Suspension .....	172
8.12	Resumption of Work.....	172
9.	TESTS ON COMPLETION.....	173
9.2	Delayed Tests .....	173
9.3	Retesting .....	173
9.4	Failure to Pass Tests on Completion .....	173
10.	PROCURING ENTITY'S TAKING OVER .....	174
10.2	Taking Over of Parts of the Works .....	174
10.3	Interference with Tests on Completion.....	175
10.4	Surfaces Requiring Reinstatement .....	176
11.	DEFECTS LIABILITY .....	176
11.2	Cost of Remedying Defects .....	176
11.3	Extension of Defects Notification Period .....	176
11.4	Failure to Remedy Defects .....	177
11.5	Removal of Defective Work .....	177
11.6	Further Tests.....	177
11.7	Right of Access.....	177
11.8	Contractor to Search.....	178
11.9	Completion Certificate .....	178
11.10	Unfulfilled Obligations .....	178
11.11	Clearance of Site .....	178
12.	MEASUREMENT AND EVALUATION.....	178
14.	CONTRACT PRICE AND PAYMENT .....	185
14.2	Advance Payment .....	185
14.3	Application for Interim Payment Certificates .....	186
14.4	Schedule of Payments.....	187
14.6	Issue of Interim Payment Certificates .....	188
14.7	Payment.....	189

14.8	Delayed Payment .....	189
14.9	Payment of Retention Money.....	190
14.10	Statement at Completion .....	191
14.11	Application for Final Payment Certificate .....	191
14.12	Discharge.....	191
14.13	Issue of Final Payment Certificate.....	192
14.14	Cessation of Procuring Entity's Liability .....	192
14.15	Currencies of Payment .....	192
15.	TERMINATION BY PROCURING ENTITY .....	193
15.2	Termination by Procuring Entity.....	193
15.3	Valuation at Date of Termination .....	194
15.4	Payment after Termination .....	194
15.5	Procuring Entity's Entitlement to Termination for Convenience .....	195
15.6	Fraud and Corruption .....	195
16.	SUSPENSION AND TERMINATION BY CONTRACTOR.....	195
16.2	Termination by Contractor .....	196
16.3	Cessation of Work and Removal of Contractor's Equipment.....	197
16.4	Payment on Termination .....	197
17.	RISK AND RESPONSIBILITY .....	197
17.2	Contractor's Care of the Works .....	198
17.3	Procuring Entity's Risks .....	198
17.4	Consequences of Procuring Entity's Risks .....	199
17.5	Intellectual and Industrial Property Rights .....	199
17.6	Limitation of Liability .....	199
17.7	Use of Procuring Entity's Accommodation/Facilities.....	200
18.	INSURANCE .....	200
18.2	Insurance for Works and Contractor's Equipment.....	202
18.3	Insurance against Injury to Persons and Damage to Property.....	203
18.4	Insurance for Contractor's Personnel .....	203
19.	FORCE MAJEURE .....	204
19.2	Notice of Force Majeure.....	204
19.3	Duty to Minimize Delay .....	204
19.4	Consequences of Force Majeure .....	204
19.5	Force Majeure Affecting Subcontractor .....	205
19.6	Optional Termination, Payment and Release .....	205
19.7	Release from Performance .....	205
20.	CLAIMS, DISPUTES AND ARBITRATION .....	206
20.2	Amicable Settlement .....	207
20.3	Matters that may be referred to arbitration .....	207
20.4	Arbitration.....	208
20.5	Arbitration with National Contractors.....	208
20.6	Arbitration with Foreign Contractors.....	209
20.7	Alternative Arbitration Proceedings.....	209
20.8	Failure to Comply with Arbitrator's Decision .....	209
20.9	Contract operations continue .....	209
<b>SECTION X - SPECIAL CONDITIONS OF CONTRACT.....</b>		<b>210</b>
<b>Engineer's Authority to make variations. ....</b>		<b>210</b>
<b>Performance Security .....</b>		<b>210</b>

Commencement of Works.....	<b>210</b>
Delay Damages .....	<b>210</b>
Maximum amount of delay damages .....	<b>210</b>
<b>SECTION XI - CONTRACT FORMS .....</b>	<b>212</b>
Form No. 1 - Notification of Intention to Award .....	213
Form No. 2 - Request For Review .....	216
Form No. 3 - Letter of Award .....	217
Form No. 4 – Contract Agreement.....	218
Form No. 5 - Performance Security .....	219
Form No. 6 - Performance Security Option 2– .....	220
Form No. 7 - Advance Payment Security .....	222
Form No. 8 - Retention Money Security .....	223
Form No. 9 - Beneficial Ownership Disclosure Form.....	224
Pretender Site Conference Program .....	227
Site Visit Certificate .....	228



## INVITATION TO TENDER

**Date: 17<sup>th</sup> April 2026**

**THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF ONE 20M<sup>3</sup> DOUBLE-LAYERED PLASTIC TANK, AND CONSTRUCTION OF THREE WATER COLLECTION POINTS AT MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

1. The **LAKE BASIN DEVELOPMENT AUTHORITY** invites sealed tenders for the Drilling and equipping of boreholes in the site mentioned above
2. Tendering will be conducted under Restricted Tendering procurement method using a standardized tender document.
3. Tenderer may obtain further information and inspect the Tender Documents during office hours of **0800HRS to 1600HRS**.
4. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for **120 days** from the date of opening of tenders.
5. All Tenders must be accompanied by a tender security equivalent to **Kenya Shillings Three Hundred Fifty Thousand Only (Kes. 350,000.00 Only)**.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **1100HRS** on **5<sup>TH</sup> May, 2026**.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and times specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:
  - A. **Address for obtaining further information and for purchasing tender documents**

Supplies Chain Management Office

Lake Basin Development Authority, Kisumu

Along Kisumu – Kakamega Road, near Mamboleo Interchange.

P.O Box 1516 – 40100.

Email: [Info@lbda.go.ke](mailto:Info@lbda.go.ke) & [procurement@lbda.go.ke](mailto:procurement@lbda.go.ke)

# PART 1 - TENDERING PROCEDURES



## SECTION I - INSTRUCTIONS TO TENDERERS

### A GENERAL PROVISIONS

#### 1. *Scope of Tender*

- 1.1 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

#### 2. *Fraud and Corruption*

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 2.3 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.
- 2.4 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

#### 3. *Eligible Tenderers*

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.8, or an individual or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be

## Section I. Instructions to Bidders

specified in the **TDS**.

- 3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
- a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
  - b) Receives or has received any direct or indirect subsidy from another tenderer; or
  - c) Has the same legal representative as another tenderer; or
  - d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or
  - e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender; or
  - f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation; or
  - g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document; or
  - h) Has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and:
    - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
    - ii) may be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
- 3.4 A tenderer shall not be involved in corrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
- 3.5 A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender.



## Section I. Instructions to Bidders

- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.
- 3.7 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).
- 3.8 A Tenderer that is a state-owned enterprise or a public institution in Kenya may be eligible to tender and be awarded a Contract(s) only if it is determined by the Procuring Entity to meet the following conditions, i.e. if it is:
- i) A legal public entity of Government and/or public administration,
  - ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and
  - iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 3.9 Firms and individuals shall be ineligible if their countries of origin are:
- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, local subcontracts and labor) from citizen suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided for this purpose in *“SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”*.
- 3.11 Pursuant to the eligibility requirements of ITT4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration

## Section I. Instructions to Bidders

Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website [www.nca.go.ke](http://www.nca.go.ke).

- 3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance or valid tax certificate issued by the Kenya Revenue Authority.

### *4. Eligible Goods, Equipment, and Services*

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not ineligible under ITT3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

### *5. Tenderer's Responsibilities*

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine and inspect 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.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter up on its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the examination and inspection.
- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.



Section I. Instructions to Bidders

**B. CONTENTS OF TENDER DOCUMENTS**

**6 Sections of Tender Document**

6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT10.

**PART 1: Tendering Procedures**

Section I: Instructions to Tenderers

Section II: Tender Data Sheet (TDS)

Section III: Evaluation and Qualification Criteria

Section IV: Tendering Forms

**PART 2: Works' Requirements**

Section V: Bills of Quantities

Section VI: Specifications Section VII: Drawings

**PART3: Conditions of Contract and Contract Forms**

Section VIII: General Conditions (GCC)

Section IX: Particular Conditions of Contract

Section X: Contract Forms

6.2 The Invitation to Tender Notice issued by the Procuring Entity is not part of the Contract documents.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of a pre-arranged site visit and those of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.

**7 Clarification of Tender Document, Site Visit, Pre-Tender Meeting**

7.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address **specified in the TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified **in the TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.



## Section I. Instructions to Bidders

- 7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Site shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.
- 7.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

### *8. Amendment of Tender Documents*

- 8.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tender Documents by issuing addenda.
- 8.2 Any addendum issued shall be part of the Tender Documents and shall be communicated in writing to all who have obtained the Tender Documents from the Procuring Entity. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's website in accordance with ITT 7.5.
- 8.3 To give Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity should extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

## C. PREPARATION OF TENDERS

### *9. Cost of Tendering*

The Tenderer shall meet all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### *10. Language of Tender*

The Tender, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in the English



## Section I. Instructions to Bidders

Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate and notarized translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### *11. Documents Comprising the Tender*

11.1 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT 12;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITT 12 and ITT 14;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 19.1;
- d) Alternative Tender, if permissible, in accordance with ITT 13;
- e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 20.3;
- f) Qualifications: documentary evidence in accordance with ITT 17 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) Conformity: a technical proposal in accordance with ITT 16;
- h) Any other document required in the **TDS**.

11.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed JV Agreement. Change of membership and conditions of the JV prior to contract signature will render the tender liable for disqualification.

### *12. Form of Tender and Schedules*

12.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

12.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

### *13. Alternative Tenders*

13.1 Unless otherwise specified in the TDS, alternative Tenders shall not be considered.

13.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

13.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete

## Section I. Instructions to Bidders

evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

- 13.4 When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

### **14.** *Tender Prices and Discounts*

- 14.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.
- 14.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 14.3 The price to be quoted in the Form of Tender, in accordance with ITT 12, shall be the total price of the Tender, including any discounts offered.
- 14.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 12
- 14.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.
- 14.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 14.4, provided the Tenders for all lots (contracts) are opened at the same time.
- 14.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

### **15.** *Currencies of Tender and Payment*

- 15.1 The currency (ies) of the Tender and the currency (ies) of payments shall be the same.
- 15.2 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by

## Section I. Instructions to Bidders

the Tenderer in the Bill of Quantities, entirely in Kenya shillings

- a) A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya (referred to as “the foreign currency requirements”) shall (if so allowed in the **TDS**) indicate in the Appendix to Tender the percentage(s) of the Tender Price (excluding Provisional Sums), needed by the Tenderer for the payment of such foreign currency requirements, limited to no more than two foreign currencies.
  - b) The rates of exchange to be used by the Tenderer in arriving at the local currency equivalent and the percentage(s) mentioned in (a) above shall be specified by the Tenderer in the Appendix to Tender and shall be based on the exchange rate provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening. Such exchange rate shall apply for all foreign payments under the Contract.
- 15.3 Tenderers may be required by the Procuring Entity to justify, to the Procuring Entity's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Schedule of Adjustment Data in the Appendix to Tender are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Tenderers.

### **16. Documents Comprising the Technical Proposal**

The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

### **17. Documents Establishing the Eligibility and Qualifications of the Tenderer**

- 17.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.
- 17.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.
- 17.3 If a margin of preference applies as specified in accordance with ITT33. 1, national tenderers, individually or in joint ventures, applying for eligibility for national preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.
- 17.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contract or or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.
- 17.5 The purpose of the information described in **ITT 17.2** above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential



## Section I. Instructions to Bidders

where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

- 17.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.4. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 17.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 17.8 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 17.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
  - ii) If the contract has been awarded to that tenderer, the contract award will be set aside,
  - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 17.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 17.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

### **18** *Period of Validity of Tenders*

- 18.1. Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 22). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with

## Section I. Instructions to Bidders

ITT 19, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting their quest shall not be required or permitted to modify its Tender.

### **19. Tender Security**

- 19.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency **specified in the TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 19.2 If a Tender Security is specified pursuant to ITT19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya, from a reputable source, and an eligible country.
- 19.3 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.
- 19.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- 19.5 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 19.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.
- 19.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension there to be provided by the Tenderer; or
  - b) if the successful Tenderer fails to:
    - i) sign the Contract in accordance with ITT 47; or
    - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**.
- 19.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the

## Section I. Instructions to Bidders

PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

- 19.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 19.10 A tenderer shall not issue a tender security to guarantee itself.

### *20. Format and Signing of Tender*

- 20.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number **specified in the TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 20.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 20.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 20.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 20.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## D. SUBMISSION AND OPENING OF TENDERS

### *21. Sealing and Marking of Tenders*

- 21.1 The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
  - b) in an envelope or package or container marked "COPIES" all required copies of the Tender; and
  - c) if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i) in an envelope or package or container marked "ORIGINAL - ALTERNATIVE



## Section I. Instructions to Bidders

TENDER”, the alternative Tender; and

- ii) in the envelope or package or container marked “COPIES-ALTERNATIVETENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of the Procuring Entity.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

- 21.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will not be accepted.

### **22.** *Deadline for Submission of Tenders*

- 22.1 Tenders must be received by the Procuring Entity at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.
- 22.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **23.** *Late Tenders*

The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 22. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

### **24.** *Withdrawal, Substitution, and Modification of Tenders*

- 24.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 20 and ITT 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.
- 24.2 Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.
- 24.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline



## Section I. Instructions to Bidders

for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

### *25. Tender Opening*

- 25.1 Except in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified **in the TDS**, in the presence of Tenderers' designated representatives and anyone who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 22.1, shall be as specified in the **TDS**.
- 25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at tender opening.
- 25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 25.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 25.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bill of Quantities (to be decided on by the tender opening committee) are to be initialed by the members of the tender opening committee attending the opening.
- 25.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).
- 25.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) The Tender Price, per lot (contract) if applicable, including any discounts;
  - c) Any alternative Tenders;
  - d) The presence or absence of a Tender Security, if one was required.
  - e) Number of pages of each tender document submitted.
- 25.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The



## Section I. Instructions to Bidders

omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of tender opening register shall be issued to a tenderer upon request.

### E. EVALUATION AND COMPARISON OF TENDERS

#### **26.** *Confidentiality*

- 26.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 43.
- 26.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.
- 26.3 Notwithstanding ITT 26.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it shall do so in writing.

#### **27.** *Clarification of Tenders*

- 27.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 31.
- 27.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

#### **28.** *Deviations, Reservations, and Omissions*

- 28.1 During the evaluation of tenders, the following definitions apply:
- a) "Deviation" is a departure from the requirements specified in the tender document;
  - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
  - c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender document.

#### **29.** *Determination of Responsiveness*

- 29.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 11.
- 29.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:
- a) Affect in any substantial way the scope, quality, or performance of the Works specified in



## Section I. Instructions to Bidders

- the Contract; or
  - b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
  - c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.
- 29.3 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 16, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.
- 29.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

### **30.** *Non-material non-conformities*

- 30.1 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.
- 30.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities in the tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.
- 30.3 Provided that a tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the **TDS**.

### **31.** *Arithmetical Errors*

- 31.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.
- 31.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail
- 31.3 Tenderers shall be notified of any error detected in their bid during the notification of award.

### **32.** *Conversion to Single Currency*



## Section I. Instructions to Bidders

For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency **as specified in the TDS**.

### **33.** *Margin of Preference and Reservations*

- 33.1 A margin of preference may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.
- 33.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.
- 33.3 Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 33.4.
- 33.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

### **34.** *Nominated Subcontractors*

- 34.1 **Unless** otherwise stated **in the TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected/nominated by the Procuring Entity. In case the Procuring Entity nominates a subcontractor; the subcontract agreement shall be signed by the Subcontractor and the Procuring Entity. The main contract shall specify the working arrangements between the main contractor and the nominated subcontractor.
- 34.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified **in the TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.
- 34.3 Domestic subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated so by the Procuring Entity **in the TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

### **35.** *Evaluation of Tenders*

- 35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Lowest Evaluated Tender in accordance with ITT 40.
- 35.2 To evaluate a Tender, the Procuring Entity shall consider the following:
- a) Price adjustment in accordance with ITT 31.1(iii); excluding provisional sums and contingencies, if any, but including Day work items, where priced competitively;



## Section I. Instructions to Bidders

- b) Price adjustment due to discounts offered in accordance with ITT 14.4;
  - c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 32;
  - d) price adjustment due to quantifiable non material non-conformities in accordance with ITT 30.3; and
  - e) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered intender evaluation.
- 35.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

### **36.** *Comparison of Tenders*

The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

### **37.** *Abnormally Low Tenders and Abnormally High Tenders Abnormally Low Tenders*

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- 37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

### **38.** *Abnormally High Tenders*

- 38.1 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 38.2 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents



## Section I. Instructions to Bidders

to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
  - ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 38.3 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **39. Unbalanced and/or Front-Loaded Tenders**

- 39.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.
- 39.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:
- a) accept the Tender; or
  - b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 10% of the Contract Price; or
  - c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
  - d) reject the Tender,

### **40. Qualifications of the Tenderer**

- 40.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 40.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.
- 40.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the



## Section I. Instructions to Bidders

Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

### **41.** *Lowest Evaluated Tender*

Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) The lowest evaluated price.

### **42.** *Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.*

The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

## **F. AWARD OF CONTRACT**

### **43.** *Award Criteria*

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

### **44.** *Notice of Intention to enter into a Contract*

44.1 Upon award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and

44.2 instructions on how to request a debriefing and/or submit a complaint during the stand still period; Stand still Period

44.3 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

44.4 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

### **45.** *Debriefing by the Procuring Entity*



## Section I. Instructions to Bidders

45.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a concern regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

45.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

### *46. Letter of Award*

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

### *47. Signing of Contract*

47.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

47.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

47.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

### *48. Performance Security*

48.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

48.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

48.3 Performance security shall not be required for contract estimated to cost less than the amount specified in the Regulations.

### *49. Publication of Procurement Contract*

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and



## Section I. Instructions to Bidders

- the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

### **50.** *Procurement Related Complaint and Administrative Review*

50.1 The procedures for making Procurement-related Complaints shall be specified in the **TDS**.

50.2A request for administrative review shall be made in the form provided under contract forms.



Section II - Tender Data Sheet (TDS)

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITT 1.1	The name of the contract is <b>LBDA/RT - 12/2025-2026 Lot 11</b> <b>THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M3 DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 3 No. WATER COLLECTION POINTS AT MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY</b>
ITT 1.1	The Employer is; <b>THE MANAGING DIRECTOR, LAKE BASIN DEVELOPMENT AUTHORITY UNDER THE, MINISTRY OF EAST AFRICAN COMMUNITY, THE ASALS &amp; REGIONAL DEVELOPMENT</b>
ITT 1.1	<b>LBDA/RT - 12/2025-2026 Lot 11</b> The number and identification of comprising this bidding process are: 1
ITT 2.4	The Information made available on competing firms is as follows: <hr/>
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: <b><i>NOT APPLICABLE</i></b> <hr/>
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be <b><i>NOT APPLICABLE</i></b>
<b>B. Contents of Tender Document</b>	
ITT 7.1	(i) The Tenderer will submit any request for clarifications in writing to the Address and shall; Attention: <b>THE MANAGING DIRECTOR;</b> Street Address: - <b>KISUMU OFF KAKAMEGA ROAD, LAKE BASIN DEVELOPMENT AUTHORITY HEADQUATERS P. O. BOX 1516 City: KISUMU ZIP Code: 40100 Country: KENYA.</b> to reach the Procuring Entity not later than <b>7 DAYS BEFORE SUBMISSION OF THE TENDERS</b>  (ii) The Procuring Entity will publish its response at the website <a href="http://www.lbda.go.ke">www.lbda.go.ke</a>
ITT 7.2	(A) A pre-arranged pretender site visit " <i>shall</i> " take place at the sites after a;  (B) Pre-Tender CONFERENCE meeting which " <i>shall</i> " take place at the on <b>27<sup>th</sup> APRIL 2026 at 1000HRS:</b> at <b>LAKE BASIN DEVELOPMENT AUTHORITY HEADQUARTERS OFFICES in KISUMU, KENYA along Kisumu Kakamega Road,</b>
ITT 7.3	The Tenderer will submit any questions in writing, to reach the Procuring Entity before the meeting.
ITT 7.5	The Procuring Entity's website where Minutes of the Pre-Tender meeting and the pre-arranged pretender will be published is <a href="http://www.lbda.go.ke">www.lbda.go.ke</a>

## Section II - Tender Data Sheet (TDS)

Reference to ITC Clause	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
	the prices quoted by the tenderer <b>shall</b> include all <b>levies</b> and <b>taxes</b> including <b>Capacity Building Levy</b> as required by Legal Notice No. 205 on the Public Procurement Capacity Building Levy Order 2023.
<b>C. Preparation of Tenders</b>	
<b>ITT 10.1</b>	The language of the bid is: <b>ENGLISH</b>
<b>ITT 11.1 (h)</b>	The Tenderer shall submit the following additional documents in its Tender: <i>[list any additional document not already listed in ITT 11.1 that must be submitted with the Tender. The list of additional documents should include the following:]</i> <ol style="list-style-type: none"> <li>i. Certificate of registration/incorporation</li> <li>ii. NCA (Water class NCA 6, Mechanical class NCA 6) and above</li> <li>iii. Schedule of materials, which is professionally filled, and each material cost <b>MUST</b> be commensurate.</li> <li>iv. Evidence of similar works undertaken in the past two years</li> <li>v. List of equipment proposed for the works (provide proof of ownership, lease or hire)</li> <li>vi. List of proposed personnel signed CV's and clear proposed positions/tasks for each</li> <li>vii. Audited financial statements for the last three years</li> <li>viii. Clear work program/plan</li> <li>ix. Methodology</li> <li>x. Safety Policy</li> </ol>
<b>ITT 11.1 (j)</b>	The Bidder shall submit with its bid the following additional documents: <ol style="list-style-type: none"> <li>i. Copy of the Bidder's VAT registration certificate or equivalent</li> <li>ii. A Valid tax compliance certificate</li> <li>iii. Valid annual Practicing license and active email address for commissioner of oaths.</li> <li>iv. Written authorization for the person signing the documents from the company/Power of Attorney</li> <li>v. Joint venture agreement, in the required format, for those submitting bids as joint ventures</li> <li>vi. A bid guarantee from a Bank in the format given/attached and shall be valid for twenty-eight days (28) beyond the original validity period of the bid</li> <li>vii. Duly filled and signed a letter of bid on the company letterhead and in the format attached.</li> </ol>
<b>ITT 13.1</b>	Alternative Tenders <i>"shall not be"</i> considered.
<b>ITT 13.2</b>	Alternatives to the Times for Completion <i>"shall not be"</i> permitted.
<b>ITT 13.4</b>	Alternative technical solutions shall <b>NOT</b> be permitted for the following parts of the Works:
<b>ITT 14.5</b>	The prices quoted by the Tenderer shall be <b>fixed</b>
<b>ITT 14.7</b>	The prices quoted shall be exclusive of all taxes and shall be inclusive of all attendant cost to deliver the works. All Taxes shall be filled appropriately in relevant Provisions within the document.
<b>ITT 15.2(a)</b>	The currency of the bid and payment shall be <b>Kenya Shilling (KES)</b> , foreign currency shall <b>not be allowed</b> .
<b>ITT 18.2</b>	The Tender validity period shall be <b>120</b> days from the date of tender submission.
<b>ITT 18.3</b>	a) The Number of days beyond the expiry of the initial tender validity period will be <b>30</b> days.
<b>ITT 19.1</b>	A Tender Security equivalent to <b>Kenya Shillings Three Hundred Fifty Thousand Only (Kes. 350,000.00 Only)</b> . <i>From A Reputable Bank Or Insurance Firm Recognized By PPR</i> Shall Be required.
<b>ITT 19.5</b>	Other documents required are <b>site visit certificate</b> signed and stamped by the <b>3 institutions</b> in this category specifically. For avoidance of doubt <b>pre- tender conference meeting</b> as stated above is <b>mandatory</b>

## Section II - Tender Data Sheet (TDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 20.1	In addition to the original of the Tender, the number of copies to be submitted with the tender <b>1 copy</b>
ITT 20.3	The written confirmation of authorization to sign on behalf of the Tenderer shall indicate: The name and description of the documentation required to demonstrate the authority of the signatory to sign the Tender such as a Power of Attorney, authorization letter in company stationery; and In the case of tenders submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable if so, required in accordance with ITT 3.1(a), and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.”
<b>D. Submission and Opening of Tenders</b>	
ITT 21.2	A tender package or container that cannot fit in the tender box shall be received at  <b>MANAGING DIRECTOR’S OFFICE LAKE BASIN DEVELOPMENT AUTHORITY, HEADQUARTERS, ALONG KISUMU – KAKAMEGA ROAD, P.O BOX 1516 – 40100 KISUMU, KENYA</b>
ITT 22.1	(A) For <u>Tender submission purposes only</u> , the Employer’s address is:  Attention: <b>MANAGING DIRECTOR</b> Street Address: <b>KISUMU KAKAMEGA ROAD LAKE BASIN DEVELOPMENT AUTHORITY, HEADQUARTERS P.O BOX 1516 City: KISUMU ZIP Code: 40100 Country: KENYA</b> <b>The deadline for bid submission is:</b> Date: <b>5<sup>TH</sup> MAY, 2026</b> Time: <b>11.00AM</b> Tenders <b>shall not be submitted</b> electronically.
ITT 25.1	The Tender opening shall take place at: Street Address: <b>LAKE BASIN DEVELOPMENT AUTHORITY HEADQUARTERS, Room number: BOARDROOM City: KISUMU Country: KENYA</b> Date: <b>5<sup>TH</sup> MAY, 2026</b> Time: <b>11.05AM.</b>
ITT 25.1	Electronic tender Submission <b>shall not be</b> allowed. Electronic Tender Opening <b>shall not apply.</b>
<b>E. Evaluation, and Comparison of Tenders</b>	
ITT 30.3	The adjustment shall be based on the _____ [insert “average” or “highest”] price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its Lowest estimate.
ITT 31.2	The error shall be considered a major deviation that leads to disqualification of the tender if the percentage of the error (error over the tender price quoted) is: <b>more than 10%.</b>
ITT 32.1	The currency that shall be used for Tender evaluation and comparison purposes to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: Kenyan shilling The source of exchange rate shall be: <b>The Central Bank of Kenya</b> The date for the exchange rate shall be: <b>the deadline date for Submission of the Tenders.</b>
ITT 33.2	A margin of preference <b>“shall not”</b> apply.



## Section II - Tender Data Sheet (TDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 33.4	The invitation to tender is extended to the following groups that qualify for Reservations ( <i>These groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be; describe precisely which groups qualify</i> ).
ITT 34.1	At this time, the Procuring Entity <b>“intends”</b> to execute certain specific parts of the Works by subcontractors selected in advance.
ITT 34.2	Contractor’s may propose subcontracting: Maximum percentage of subcontracting permitted is: <i>10% of the total contract amount</i> . Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity/(ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience.
ITT 34.3	The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: <b>Not applicable</b> For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Tenderer for the purpose of evaluation.
ITT 35.2 (e)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.
ITT 48.2	Additional requirements are:
ITT 50.1	The procedures for making a Procurement-related Complaint are available from the PPRA website <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a> . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:  For the attention:  <b>MANAGING DIRECTOR LAKE BASIN DEVELOPMENT AUTHORITY</b> Street Address: <b>KISUMU – KAKAMEGA ROAD, P. O. BOX 1516 City: KISUMU ZIP Code: 40100 Country: KENYA.</b>  In summary, a Procurement-related Complaint may challenge any of the following:  (i) the terms of the Tender Documents; and  (ii) the Procuring Entity’s decision to award the contract.

## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

#### SECTION III- EVALUATION AND QUALIFICATION CRITERIA

##### *General Provisions*

##### **1. General Provisions**

- 1.1 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity shall use **the Standard Tender Evaluation Document for Goods and Works** for evaluating Tenders.
- 1.2 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
  - a) For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
  - b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
  - c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 1.3 **Evaluation and contract award Criteria**

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. **The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.**

##### **2. Preliminary Examination for Determination of Responsiveness**

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the **eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part 2 – Procuring Entity's Works Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded.** The **Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. **Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.**

## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

#### 3. Preliminary Examination

S/NO	MANDATORY ELIGIBILITY CRITERIA	ITT CLAUSE/ REQUIREMENT	For Employer's Use (Met/Not Met) M/NM
MR1.	DULY SIGNED TENDER BY THE AUTHORIZED REPRESENTATIVE	Form of Tender	
MR2.	LETTER OF AUTHORIZATION FOR NOMINATED REPRESENTATIVE (POWER OF ATTORNEY) TO SIGN THE TENDER	ITT 11	
MR3.	CERTIFIED COPY OF INCORPORATION/ COMPANY REGISTRATION CERTIFICATE	ITT Clause 11	
MR4.	CERTIFIED COPY OF CR12 DETAILS OF DIRECTORSHIP/ OWNERSHIP, SHAREHOLDING & CITIZENSHIP ( <i>Tenderer is a commercially autonomous Kenyan State-owned Enterprise.</i> )	ITT Clause 11	
MR5.	COPIES OF DIRECTORS IDENTIFICATION		
MR6.	CERTIFIED COPY OF VALID TAX COMPLIANCE CERTIFICATE	ITT Clause 3.14	
MR7.	COPY OF COMPANY PIN CERTIFICATE	ITT Clause 11	
MR8.	COPY OF CURRENT BUSINESS PERMIT	ITT Clause 11	
MR9.	PROVEN PHYSICAL LOCATION AND ADDRESS OF THE FIRM ( <i>See CBQ</i> )		
MR10.	TENDER GUARANTEE/SECURITY (BANK OR INSURANCE) <b>Kenya Shillings Three Hundred Fifty Thousand Only (Kes. 350,000.00 Only)</b> . E IN THE CORRECT FORMAT AND VALID FOR 28 DAYS BEYOND ORIGINAL VALIDITY PERIOD.	ITT Clause 19	
MR11.	NON- DEBARMENT VERIFICATION STATEMENT THAT THE FIRM IS NOT BY THE PPRA UNDER THE PPADA ACT 2015 OR ANY OTHER RECOGNIZED INSTITUTION.	Form SD1	
MR12.	TENDERER HAS NO CONFLICTS OF INTEREST DECLARATION	FORM SD 2	
MR13.	REGISTRATION & LICENSING BY NATIONAL CONSTRUCTION AUTHORITY NCA (WATER CLASS NCA 6 AND ABOVE, MECHANICAL CLASS NCA 6 AND ABOVE)	ITT Clause 11	
MR14.	DULLY FILLED AND SIGNED FORM OF TENDER	ITT Clause 12/ Form of Tender	
MR15.	VALID ANNUAL PRACTISING LICENSE AND ACTIVE EMAIL ADDRESS FOR THE COMMISSIONER OF OATHS		
MR16.	NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP		
MR17.	NOT GUILTY OF ANY SERIOUS VIOLATION OF FAIR EMPLOYMENT LAWS AND PRACTICES (CERTIFIED SELF DECLARATION)	Form SD2	
MR18.	NOT CONVICTED OF CORRUPT OR FRAUDULENT PRACTICES	Form SD2	
MR19.	CONFLICT OF INTEREST DECLARATION (IF ANY)	Form SD1	
MR20.	SIGNED AND STAMPED PRETENDER SITE VISIT CERTIFICATE	ITT Clause 6 &7	
MR21.	DULY FILLED AND SIGNED A LETTER OF TENDER/CERTIFICATE OF INDEPENDENT TENDER DETERMINATION		
MR22.	SEQUENTIALLY SERIALIZED DOCUMENT AND PERMANENTLY TAPE BOUND DOCUMENT <i>Submissions of tender documents in spiral binding or a box file <b>SHALL NOT BE</b> accepted</i>		
MR23.	FOREIGN TENDERER MEETS THE MINIMUM FORTY (40%) PERCENT RULE OF LOCAL CONTRIBUTIONS. ( <i>In Case of Foreign Tenderers</i> )		
MR24.	A TENDERER HAS NOT PARTICIPATED IN MORE THAN ONE TENDER,		
MR25.	DULLY AND PROFESSIONALLY FILLED SCHEDULE OF MATERIALS WITH EACH MATERIAL COST BEING COMMENSURATE		
	<b>NB: Bidders who do not meet all of the above requirements shall be considered non-responsive and their tenders will not be evaluated further. In case of Joint Ventures (JVs), Parties must provide the documents. Joint Ventures to provide Power of Attorney and intent letter to enter Joint Venture. For copies of Original Documents to be accepted as valid, they MUST be certified by a Commissioner of Oaths</b>		
	<b>DETERMINATION OF RESPONSIVENESS (R/NR)</b>		

Tenders that do not pass the Preliminary Examination will be considered unresponsive and will not be considered further.

Note:

1. Tenders that pass Preliminary examination will go technical examination, Table 6 (b).
2. For explanations of Reason for NR, include a footnote and an explanation. E.g. Tender No. 1 item 1 may be NR, so the explanation will be as below.



## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

#### PRELIMINARY EXAMINATION TECHNICAL RESPONSIVENESS (Only for those tenders which pass as Responsive on Preliminaries Examination)

#### 4. Qualification Form Summary

1	2	3	4	5	For Procuring Entity's Use	
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	Maximum score	Tenderer's Score	(Qualification met or Not Met)
	<b>Legality of Business</b>					
1.	Nationality (2mks)	Nationality in accordance with ITT 3.6 (National ID/ Passport)	Forms ELI – 1.1 and 1.2, with attachments	2		
2.	Tax Obligations for Kenyan Tenderers (2mks)	A Current Tax Clearance Certificate (TCC) or tax exemption certificate issued by Kenya Revenue Authority in accordance with ITT 3.14. (Document Validity to be Verified)	Attachment	2		
3.	Conflict of Interest(1Mk)	No Conflicts of interest in accordance with ITT 3.3	Form of Tender	1		
4.	PPRA Eligibility(1Mk)	Not Having been declared ineligible by the PPRA as described in ITT 3.7	Form of Tender	1		
5.	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity (1Mk)	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9	Form of Tender	1		
<b>Machinery and Equipment</b>						
6.	Equipment (8Mks)	(Attach evidence of ownership or lease agreement of Relevant equipment)	Form EQU: Equipment			
		Drilling rig		3		
		Support Truck		1		
		Air Compressor		2		
		Hoists and Lifts		1		
		Lorries and transport		1		
<b>Key Personnel and Representatives</b>						
7.	Key Personnel (5Mks)	<b>Contractor's Representative or Key Personnel Schedule with relevant Experience</b>				
		Director (Degree in relevant Engineering field 2mks) (Diploma in relevant Engineering field 1.5mks) (Certificate in relevant Engineering field 1 mk)	(Form PER-1)	2		
		Engineer/Project Manager-Registered by relevant professional body		0.5		
		Driller		0.5		
		Hydrogeologist		0.5		
		Foreman		0.5		
		Steel fixer		0.5		
		Carpenter and Masons		0.5		
8.	Resume and Declaration- Contractor's	(Provide Evidence of academic and Relevant professional qualification) for each of the	(Form PER-2)			

## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

1	2	3	4	5	For Procuring Entity's Use	
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	Maximum score	Tenderer's Score	(Qualification met or Not Met)
	Representative and Key Personnel (9mks)	above.)				
		Director(s)		2		
		Engineer/Project Manager		2		
		Driller		1		
		Hydrogeologist		1		
		Foreman		1		
		Steel fixer		1		
	Carpenter and Masons	1				
9.	State- owned Enterprise (1mk)	Meets conditions of ITT 3.8 (Information Form filled)	Forms ELI – 1.1 and 1.2, with attachments	1		
10.	Goods, Equipment and services to be supplied under the contract (20Mks) (SEE PART A&B)	To have their origin in any country that is not determined ineligible under ITT 4.1 (Compliance of good to requirement and specs)	Forms ELI – 1.1 and 1.2, with attachments	20		
<b>Performance and Litigation Status</b>						
11.	History of Non-Performing Contracts (1Mk)	Non-performance of a contract did not occur as a result of contractor default since 1 <sup>st</sup> January 2016.	Form CON-2	1		
12.	Pending Litigation (1Mk)	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.		1		
13.	Litigation History(1Mk)	Declared Litigation Status (No consistent history of court/arbitral award decisions against the Tenderer since 1st January 2021)  No consistent history of court/arbitral award decisions against the Tenderer since 1 <sup>st</sup> January 2021		1		
<b>Financial Capacity</b>						
14.	Financial Capabilities (3Mks)	(i) The Tenderer shall demonstrate that it has access to, or has available, <ul style="list-style-type: none"> <li>Liquid assets,</li> <li>Unencumbered real assets,</li> <li>Lines of credit,</li> <li>Other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements of Kenya Shillings 5,000,000.00 or equivalent for the subject contract(s) net of the Tenderer's other commitments.</li> </ul>	Form FIN – 3.1, with attachments	3		

## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

1	2	3	4	5	For Procuring Entity's Use	
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	Maximum score	Tenderer's Score	(Qualification met or Not Met)
		(ii) The Tenderers shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments  Bank statement /Cash low plan				
	<b>Financial Documents (6Mks)</b>	Provide Audited financial statements, Balance Sheets or Other Financial statements for the <b>Last 3 Years</b> to indicate its prospective long-term profitability <b>(Each year 2 mks)</b>	Form FIN – 3.1, with attachments	<b>6</b>		
	<b>Average Annual Construction Turnover(4.5Mks)</b>	Average Annual construction turnover of KES. 15million for the last 3 years or a Cash equivalent (Calculated as total certified payments received for contracts in progress and/or completed within the last 3 years, divided by 3 years)	Form FIN – 3.2	<b>3</b>		
		Financial Resources	(Form FIN 3.3)	<b>1</b>		
		Current contract commitments/works in progress	(Form FIN-3.4)	<b>0.5</b>		
<b>Work Experience</b>						
15.	General Construction Experience <b>(7.5Mks)</b>	General construction Experience <b>(at least 5 projects)</b> Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at the last 5 Years, from 1 <sup>st</sup> January 2016. <b>(Each Project 1.5Mks)</b>	Form EXP – 4.1	<b>7.5</b>		
16.	Specific/similar Construction & Contract Management Experience <b>(4Mks)</b>	A minimum of at least <b>2 Similar Projects Contracts</b> of minimum value of KES 5,000,000 that have been satisfactorily and substantially completed as a Prime Contractor, Joint Venture Member, management contractor or sub-contractor between January 2016 to the tender submission deadline. <b>(Each 2mks)</b>  NB: Similarity of the contracts shall be based on the following: [Based on Section VII, Scope of Works, Physical Size, Complexity, Construction Method, Technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITT 34.3]	Form EXP 4.2(a)	<b>4</b>		

### Section III – Evaluation and Qualification Criteria

#### EVALUATION CRITERIA

1	2	3	4	5	For Procuring Entity's Use	
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	Maximum score	Tenderer's Score	(Qualification met or Not Met)
17.	Construction experience in Key/specific activities <b>4.5Mks</b>	Electrical Solar installation works, Mechanical Plumbing, Civil and Building Technology works e.tc.)	[Form EXP-4.2(b)]	<b>4.5</b>		
<b>Work Methodology</b>						
18.	Proposed Work Methodology <b>(16Mks)</b>	Site Organization (e.g. site office, stores and any other relevant items as outlined in the BQ) [Insert Site Organization information]	ITT Clause 16	<b>5</b>		
		Method Statement (e.g. Safety and procedures of undertaking works)	(Prepared Method Statement as per ITT 5& 16	<b>4</b>		
		Mobilization Schedule	ITT Clause 16	<b>2</b>		
		Construction Schedule (Work Program)	(Prepared workplan/ implementation schedule as per ITT 5&16	<b>5</b>		
19.	General Document Presentation <b>(1.5Mks)</b>	Well Bound, Serialized and Initialed	ITT Clause 12	<b>1.5</b>		
20.	<b>TOTAL</b>					

Bidders who attain 70marks shall proceed for financial evaluation.

### Section III – Evaluation and Qualification Criteria

#### EVALUATION CRITERIA

EVALUATION FOR COMPLIANCE FOR CRITERION 10 (ABOVE) GOODS, EQUIPMENT AND SERVICES TO BE SUPPLIED UNDER THE CONTRACT.

#### TECHNICAL SCHEDULE- PRODUCT/ITEMS COMPLIANCE WITH TECHNICAL SPECIFICATIONS

##### PART A

No.	DESCRIPTION	BIDDER NO	
1.	<b>Borehole pump (Mandatory item) (10pts)</b>		
	Catalogue		
	Country of origin		
	Manufacturer		
	Std of Mfg		
	Pump Head (H)		
	Pump type		
	Pump O. D		
	Flow (Q) M <sup>3</sup> /hr		
	Casing material (heavy-duty stainless steel (AISI 304)		
	Pump Rating (W)		
	<b>Sub -Total</b>		
2.	Gate valves & Air Valve		
3.	Water meter		
4.	Pump control panel		
5.	GMS pipes		
6.	<b>Pump Lowering cables (Mandatory item) (3pts)</b>		
	Insulation Material		
	Conducting Material		
	Std of Mfg		
	X – sectional Area		
	<b>Sub – Total</b>		
7.	Observation Pipe		
8.	GMS pipe fittings		
9.	<b>Borehole plain steel casing. (Mandatory item) (2.5pts)</b>		
	Casing Material		
	O. D		
	Std of Mfg.		
10.	<b>Slotted steel casings (Mandatory) (2.5pts)</b>		
	Casing Material		
	O. D		
	Std of Mfg.		
	<b>Sub – Total</b>		
11.	<b>Water tank (mandatory) (2pts)</b>		
	Brochure		
	Manufacture type		
	Material type		
	Tank capacity <b>24m<sup>3</sup></b> (Dims) liters		
	Warranty Period		
		<b>Sub – Total</b>	
	<b>Total Points for Borehole</b>		

The Total Points scored in Part A & B above shall be weighted to 20mks allocated for Criterion No. 10 on Preliminary Examination technical responsiveness **Qualification Form Summary**

#### 5. Tender Evaluation (ITT 35)

**Price evaluation:** In addition to the criteria listed in ITT 35.2 (a) – (d) the following criteria shall apply:

- i) **Alternative Completion Times**, if permitted under ITT 13.2, will be evaluated as follows: .....
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows: .....
- iii) **Other Criteria**; if permitted under ITT 35.2(d): .....



## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

#### *6. Multiple Contracts*

- 6.1 Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

#### OPTION 1

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

#### OPTION 2

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

#### *7. Alternative Tenders (ITT 13.1)*

*An alternative if permitted under ITT 13.1, will be evaluated as follows:*

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part2-Works Requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring

#### *8. MARGIN OF PREFERENCE*

- 8.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on the evaluated price of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 8.2 Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contract or group of contractors qualifies for a margin of preference.
- 8.3 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
- i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
  - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 8.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day



## Section III – Evaluation and Qualification Criteria

### EVALUATION CRITERIA

works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group Band the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

#### **9. Post qualification and Contract award (ITT 39), more specifically,**

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings \_\_\_\_\_.
  - ii) Minimum average annual construction turnover of Kenya Shillings *[insert amount]*, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last *[insert of year]* years.
  - iii) At least \_\_\_\_\_ (*insert number*) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings \_\_\_\_\_ equivalent.
  - iv) Contractor's Representative and Key Personnel, which are specified as \_\_\_\_\_
  - v) Contractors key equipment listed on the table “Contractor's Equipment” below and more specifically listed as *[specify requirements for each lot as applicable]*
  - vi) Other conditions depending on their seriousness.

#### **a) History of non-performing contracts:**

Tenderer and each member of JV incase the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last \_\_\_\_\_ (*Specify years*). The required information shall be furnished in the appropriate form.

#### **b) Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

#### **c) Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last \_\_\_\_\_ (*Specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration



### Section III – Evaluation and Qualification Criteria

#### EVALUATION CRITERIA

resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.



## SECTION IV - TENDERING FORMS

### QUALIFICATION FORMS

1. FOREIGN TENDERERS 40% RULE.
2. TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE
3. Form EQU: EQUIPMENT.
4. FORM PER -1.
5. FORM PER-2.
6. TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION.
  - 6.1 FORM ELI-1.1.
  - 6.2 FORM ELI-1.2.
  - 6.3 FORM CON –2.
  - 6.4 FORM FIN –3.1.
  - 6.5 FORM FIN –3.2.
  - 6.6 FORM FIN –3.3.
  - 6.7 FORM FIN –3.4.
  - 6.8 FORM EXP -4.1.
  - 6.9 FORM EXP - 4.2(a).
  - 6.9 FORM EXP - 4.2 (a) (cont.).
  - 6.10 FORM EXP -4.2 (b).

### OTHER FORMS

7. FORM OF TENDER.
8. FORM OF TENDER SECURITY - DEMAND BANKGUARANTEE.
9. FORM OF TENDER SECURITY (TENDERBOND).
10. FORM OF TENDER-SECURINGDECLARATION.
11. APPENDIX TO TENDER.

### TECHNICAL PROPOSAL FORMS

Site Organization.

Method Statement.

Mobilization Schedule.

Construction Schedule.

## Section IV – Tendering Forms

### QUALIFICATION FORMS

#### 1. Foreign Tenderers 40% Rule

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
<b>A</b>	<b>Local Labor</b>			
1				
2				
3				
4				
5				
<b>B</b>	<b>Sub contracts from Local sources</b>			
1				
2				
3				
4				
5				
<b>C</b>	<b>Local materials</b>			
1				
2				
3				
4				
5				
<b>D</b>	<b>Use of Local Plant and Equipment</b>			
1				
2				
3				
4				
5				
<b>E</b>	<b>Add any other items</b>			
1				
2				
3				
4				
5				
6				
	<b>TOTAL COST LOCAL CONTENT</b>		<b>XXXXX</b>	
	<b>PERCENTAGE OF CONTRACT PRICE</b>		<b>xxxx</b>	

## Section IV – Tendering Forms

### 2. Form EQU: Equipment

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact Name and Title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

## Section IV – Tendering Forms

### 3. Form Per-1: Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

#### Contractor' Representative and Key Personnel.

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: [ _____ ]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: [ _____ ]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position: [ _____ ]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

## Section IV – Tendering Forms

### 4. Form Per-2: Resume and Declaration - Contractor's Representative and Key Personnel

Name of Tenderer		
Position [# 1]: [title of position from Form PER-1]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: [language and levels of speaking, reading and writing skills]	
Details	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

## Section IV – Tendering Forms

### 5. Declaration

I, the under signed *[insert either “Contractor’s Representative” or “Key Personnel” as applicable]*, certify that to the Lowest of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tende revaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: *[insert name]*

Signature: \_\_\_\_\_ Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

Signature: \_\_\_\_\_ Date: (day month year): \_\_\_\_\_

## Section IV – Tendering Forms

### 6. TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

#### 6.1 Form ELI-1.1: Tenderer Information Form

Date: \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[Indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the Procuring Entity</li></ul>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## Section IV – Tendering Forms

### 62 Form ELL-1.2: Tenderer's JV Information Form

(To be completed for each member of Tenderer's JV)

Date: \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of  <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 43.6.  <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.8.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## Section IV – Tendering Forms

### 6.3 Form CON – 2: Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 JV Member's Name \_\_\_\_\_ ITT No. and  
 title: \_\_\_\_\_

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

## Section IV – Tendering Forms

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

## Section IV – Tendering Forms

### 64 Form FIN –3.1: Financial Situation and Performance

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_ JV Member's Name\_ ITT  
No. and title: \_\_\_\_\_

#### 6.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____				
	(amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\*Refer to ITT 15 for the exchange rate

## Section IV – Tendering Forms

### 6.4.2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of Finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

### 6.5 Financial documents

The Tenderer and its parties shall provide copies of financial statements for the **last 3 Years** pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- be independently audited or certified in accordance with local legislation.
- be complete, including all notes to the financial statements.
- correspond to accounting periods already completed and audited.

Attached are copies of financial statements <sup>1</sup> for the \_\_\_\_\_ years required above; and complying with the requirements.

### 6.6 Form FIN – 3.2: Average Annual Construction Turnover

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 JV Member's Name \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

## Section IV – Tendering Forms

### 6.7 Form FIN –3.3: Financial Resources

Specify Proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cashflow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

### 6.8 Form FIN–3.4: Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

## Section IV – Tendering Forms

### 6.9 Form EXP -4.1: General Construction Experience

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_ JV

Member's Name: \_\_\_\_\_ ITT No. and title: \_

Similar Contract No.	Information			
Contract Identification				
Award Date				
Completion Date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-Contractor <input type="checkbox"/>
Total Contract Amount				Kenya Shilling
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

## Section IV – Tendering Forms

### 6.10 FORM EXP -4.2(a)

#### Specific Construction and Contract Management Experience

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

## Section IV – Tendering Forms

### 6.11 Form EXP -4.2(b): Construction Experience in Key Activities

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Tenderer's JV Member  
 Name: \_\_\_\_\_ Sub-contractor's Name<sup>2</sup> (as  
 per ITT34): \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: \_

		Information		
Contract Identification				
Award date				
Completion date				
Role in Contract		Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>
Total Contract Amount		Kenya Shilling		
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year		Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				
		Information		
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:				

2. Activity No. Two

3. ....



## Section IV – Tendering Forms

### OTHER FORMS

#### 7. Form of Tender

##### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - *Tenderer's Eligibility-Confidential Business Questionnaire.*
  - *Certificate of Independent Tender Determination.*
  - *Self-Declaration of the Tenderer.*

**Date of this Tender submission:** [*insert date (as day, month and year) of Tender submission*] **Request for Tender No.:** [*insert identification*] **Name and description of Tender** [*Insert as per ITT*] **Alternative No.:** [*insert identification No if this is a Tender for an alternative*]

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

Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above-named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum of Kenya Shillings [*Amount in figures*] \_\_\_\_\_ Kenya Shillings [*amount in words*] \_\_\_\_\_

The above amount includes foreign currency amount (s) of [*state figure or a percentage and currency*] [figures] \_\_\_\_\_ [words] \_\_\_\_\_

The percentage or amount quoted above does not include provisional sums, and only allows not more than two foreign currencies.

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Engineer's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Particular Conditions of Contract.
3. We agree to adhere 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. We further understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the undersigned, further declare that:
  - i) No reservations: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 8;
  - ii) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
  - iii) Tender-Securing Declaration: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;



## Section IV – Tendering Forms

- (iv) **Conformity:** We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: *[insert a brief description of the Works];*
- (v) **Tender Price:** The total price of our Tender, excluding any discounts offered in item 1 above is: *[Insert one of the options below as appropriate]*
- (vi) **Option1**, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];* Or **Option2**, in case of multiple lots:
- a) **Total price of each lot** *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];* and
- b) **Total price of all lots** (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];*
- vii) **Discounts:** The discounts offered and the methodology for their application are:
- viii) The discounts offered are: *[Specify in detail each discount offered.]*
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- x) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1(as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) **One Tender Per Tender:** We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- xv) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

*(If none has been paid or is to be paid, indicate "none.")*

- xvi) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other. Tender that you may



## Section IV – Tendering Forms

receive;

- xviii) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;
- xix) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.
- xxi) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - Self-Declaration of the Tenderer– to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender. **Name of the Tenderer:** \*[insert complete name of person signing the Tender]

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:** \*\*[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender:** [insert complete title of the person signing the Tender]

**Signature of the person named above:** [insert signature of person whose name and capacity are shown above]

**Date signed** [insert date of signing] day of [insert month], [insert year]

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

### Notes:

\* In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

\*\* Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender,



**A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*Instruction to Tenderer*

Tenderer is instructed to complete the particulars required in this Form, **one form for each entity if Tender is a JV.** Tenderer is further reminded that it is an offence to give false information on this Form.

*i) Tenderer's details*

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

## Section IV – Tendering Forms

### General and Specific Details

ii) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_  
 Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_  
 Citizenship \_\_\_\_\_

iii) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(iv) **Registered Company**, provide the following details.

i) Private or Public Company

ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(v) **DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.**

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

If yes, provide details as follows.

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

## Section IV – Tendering Forms

### ii) Conflict of Interest Disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

### Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_ Title or Designation \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## Section IV – Tendering Forms

### B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

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

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

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

## Section IV – Tendering Forms

8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_  
*[Name, title and signature of authorized agent of Tenderer and Date]*

Section IV – Tendering Forms

C. SELF-DECLARATION FORMS

FORM SD1: Self Declaration that the Person/Tenderer is not Debarred in the Matter of the Public Procurement and Asset Disposal ACT 2015.

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No. .... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its director’s and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder Official Stamp



## Section IV – Tendering Forms

### FORM SD2: Self Declaration that the Tenderer will not Engage in any Corrupt or Fraudulent Practice

I, ..... of P. O. Box ..... being a resident of..... in the Republic of..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No. .... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*)
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder's Official Stamp



Section IV – Tendering Forms

D. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I ..... (person) on behalf of (*Name of the Business/Company/Firm*)

.....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

*(Company Seal/Rubber Stamp where applicable)*

Witness

Name.....

Sign.....

Date.....



E. APPENDIX 1-FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under subsection (1) who contravenes the provisions of that subsection commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
    - a) shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been

## Section IV – Tendering Forms

within his or her duties shall disclose the conflict of interest to the procuring entity;

- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a director indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

2.3 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:

- i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v) "obstructive practice" is:

- deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.

b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"Fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has,

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<sup>1</sup> For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.



## Section IV – Tendering Forms

directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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<sup>2</sup> *Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

## Section IV – Tendering Forms

### Form of Tender Security- [Option 1–Demand Bank Guarantee]

Beneficiary: \_\_\_\_\_ Request for Tenders

No: \_\_\_\_\_ Date: \_\_\_\_\_

TENDER GUARANTEE No.: \_\_\_\_\_

Guarantor: \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (here in after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here in after called "the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to be provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

**Note:**

*All italicized text is for use in preparing this form and shall be deleted from the final product.*



## Section IV – Tendering Forms

### Format of Tender Security [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: \_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [*Name of Insurance Company*] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_\_\_\_ 20 \_\_.

3. **NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION** is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_

[Date]

\_\_\_\_\_

[Signature of the Guarantor]

\_\_\_\_\_

[Witness]

\_\_\_\_\_

[Seal]

**Note:**

*All italicized text is for use in preparing this form and shall be deleted from the final product.*



## Section IV – Tendering Forms

### Form of Tender-Securing Declaration

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date: ..... [Insert date (as day, month and year) of Tender Submission]

Tender No.: ..... [Insert number of tendering processes]

To: ..... [Insert complete name of Purchaser]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser 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 bid conditions, because we—(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: .....

Capacity / title (director or partner or sole proprietor, etc.)

.....

Name: .....

Duly authorized to sign the bid for and on behalf of: [insert complete

name of Tenderer] Dated on..... day

of..... [Insert date of signing]

Seal or stamp

## Section IV – Tendering Forms

### Appendix to Tender - Schedule of Currency Requirements

Summary of currencies of the Tender for \_\_\_\_\_ *[insert name of Section of the Works]*

<i>Name of currency</i>	<i>Amounts payable</i>
Local currency: _____	
Foreign currency #1: _____	
Foreign currency #2: _____	
Foreign currency #3: _____	
Provisional sums expressed in local currency _____	[To be entered by the Procuring Entity]

**All currencies shall be in Kenyan shillings**

#### 5. TECHNICAL PROPOSAL

The tender shall complete these sections as a technical proposal to indicate how he/she intends to proceed with the works. The Procuring entity will review these Proposals and determine the extent to which they meet the required standards to complete the works.

##### 5.1 Site Organization

*[Insert Site Organization information]*

##### 5.2 Method Statement

*[Insert Method Statement]*

##### 5.3 Mobilization Schedule

*[Insert Mobilization Schedule]*

##### 5.4 Construction Schedule

*[Insert Construction Schedule]*





PART 2 - WORKS' REQUIREMENTS

SECTION V: BILLS OF QUANTITY

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
<b>PART 1.0: Licenses and Reports</b>					
1.1	Allow for the application and acquisition of permits for drilling from relevant authorities before commencing the works, including the Water Resources Authority (WRA)	Item	1	30,000	
1.2	National Environmental Management Authority (NEMA) EIA Permit	Item	1	60,000	
1.3	Allow for Hydrogeological survey expenses to establish the location and depth of the aquifer with substantial water flow of at least 3 cubic metres per hour.	Item	1	50,000	
1.4	Allow for sign-post fabrication as specifications and write-up shall be directed and approved by the PM/PE.	Item	1	60,000	
1.5	Allow for logistics, profits, and overheads in sections (1.1), (1.2), (1.3), (1.4)	%	30		
<b>Total Carried Forward to Collection Page for part 1</b>					
<b>PART 2.0: Borehole Drilling</b>					
2.1	Mobilisation/demobilisation of the drilling unit, equipment, materials, personnel, and all other required supplies. This shall include the erection and dismantling of the drilling unit.	LS	1		
2.2	Allow provision for the supply of drilling water and camp. use	L	5,000		
2.3	Drill the 200mm bore as per the hydrogeological survey report in item 1.3. Drilling to completion <b>MUST</b> be conducted in the presence of the supervising engineer.				

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

2.3.1	250m-300m	Item	1		
2.3.2	Ditto; 150m -250m	Item	1		Rate only

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
2.3.3	Ditto; 100m-150m	Item	1		Rate only
2.3.4	Ditto; 50m-100m	Item	1		Rate only
2.3.5	Ditto; 20m-50m	Item	1		Rate only
2.4	Supply and install a 200 mm diameter SC to cut through the profile formations, and collect the cuttings from each profile formation, well-arranged sequentially in the cutting trays, as directed and approved by the PM. The exercise <b>MUST</b> be conducted in the presence of the supervising engineer. The rate includes all the in-depth ranges and accessories required for this installation.  <i>(All casing installation works <b>MUST</b> be done in the presence of the supervising engineer. )</i>				
				<i>All of this section must be filled accordingly.</i>	
2.4.1	250m-300m	Item	1	1,800,000	
2.4.2	Ditto; 150m -250m	Item	1	1,400,000	Rate only
2.4.3	Ditto; 100m-150m	Item	1	1,000,000	Rate only
2.4.4	Ditto; 50m-100m	Item	1	800,000	Rate only
2.4.5	Ditto; 20m-50m	Item	1	400,000	Rate only
2.5	Supply and installation of 152mm diameter plain steel casing.				
				<i>All of this section must be filled accordingly.</i>	
2.5.1	150m-180m	Item	1		
2.5.2	Ditto; 120m -150m	Item	1		Rate only

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

2.5.3	Ditto; 90m-120m	Item	1		Rate only
2.5.4	Ditto; 60m-90m	Item	1		Rate only
2.5.5	Ditto; 20m-60m	Item	1		Rate only

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
2.6	Supply and installation of 152mm diameter slotted steel casing.			<i>All of this section must be filled accordingly.</i>	
2.6.1	150m-180m	Item	1		
2.6.2	Ditto; 120m -150m	Item	1		Rate only
2.6.3	Ditto; 90m-120m	Item	1		Rate only
2.6.4	Ditto; 60m-90m	Item	1		Rate only
2.6.5	Ditto; 20m-60m	Item	1		Rate only
2.7	Supply and installation of filter gravel pack			<i>All of this section must be filled accordingly.</i>	
2.7.1	250m-300m	Item	1		
2.7.2	Ditto; 150m -250m	Item	1		Rate only
2.7.3	Ditto; 100m-150m	Item	1		Rate only
2.7.4	Ditto; 50m-100m	Item	1		Rate only
2.7.5	Ditto; 20m-50m	Item	1		Rate only
<b>Total Transferred to Collection Page for Part 2</b>					
<b>PART 3: Borehole Development</b>					
3.1.	Development works	Hrs.	12		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

3.2.	Test pumping to ascertain the borehole yield for at least 24 hours, including installation and withdrawal of the pumping unit and recovery measurements. (Constant discharge test)  <i>Caution: <u>Test pumping will commence &amp; be completed only in the presence of the supervising engineer.</u></i>	Hrs	24		
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Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
3.3.	Construction of concrete Class 20/25 to plinth size 1.5mx1.5mx1.0m around the wellhead.	m3	2.25		
3.4.	Provide and place grout between the casing and the borehole for the top ten (10) metres	m3	1.6		
3.5.	Provide material and undertake borehole sterilisation	Item	1		
3.6.	152mm diameter borehole capping	No.	1		
3.7.	Water chemical & Bacteriological analyses and Borehole completion report.	No.	2		
<b>Total Carried Forward to Collection Page for part 3</b>					
<b>PART 4: Borehole Equipping</b>					
4.1	Supply and install a 40mm diameter galvanised steel observation water pipe (Class C).			<i>All of this section must be filled accordingly.</i>	
4.1.1	250m-300m	Item	1		
4.1.2	Ditto; 150m -250m	Item	1		Rate only
4.1.3	Ditto; 100m-150m	Item	1		Rate only
4.1.4	Ditto; 50m-100m	Item	1		Rate only
4.1.5	Ditto; 20m-50m	Item	1		Rate only

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

4.2	Supply and install a high-quality pressure gauge, such as Kent or an equivalent, with a range of 0-7 kgf/cm <sup>2</sup> , complete with mounting accessories for a galvanised pipe.	No	1		
4.3	Ditto appropriate digital flow meter as directed by the PE	No	1		
4.4	Supply and install a single-orifice air valve, along with the necessary pipe-mounting accessories.	No	1		

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
4.5	"Facilitate the excavation necessary for installing heavy-duty pressure pipes intended for water delivery to storage. Subsequently, backfill, compact, and responsibly dispose of any excess materials."	m <sup>3</sup>	120		
4.6	Supply and install 50mm Dia GMS water pipe, Class C	Lm	300		
4.7	50mm diameter gate valve as 'Pegler' or approved equivalent	No	2		
4.8	50mm Dia non-return valve as Pegler or approved equivalent.	No	2		
4.9	50mm diameter galvanised steel bend	No	4		
4.10	50mm diameter water meter as 'Kent' or approved equivalent	No	1		
4.11	6 mm <sup>2</sup> 4-core round-hardened PVC submersible electric cable, Waterproof.	Item	1		
4.12	2.5mm <sup>2</sup> 2-core PVC round hardened PVC electrode cables waterproof (Londex Dual core cable)	Item	1		
4.13	25mm diameter heavy gauge PVC ducts.	LM	80		
4.14	10mm <sup>2</sup> x 4 core underground cable	LM	60		
4.15	1.5mm <sup>2</sup> x 2 core underground cable	LM	60		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

4.16	Excavate a trench measuring 300mm x 500mm in normal soils to the invert level for cable laying. After installing the cables, cover them with 50mm of fine soil. This should then be topped with tiles as specified in the "Hatari" guidelines. Finally, backfill the trench, compact the soil, and dispose of any excess cut material properly.	m3	54		
4.17	Supply and install a DN50 Meter	No	1		
4.18	Supply and install a high-quality Electrode pair dry running level sensor & Level regulator, complete with a mounting box	No	2		

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
4.19	Allow for field labour and logistics for the borehole equipment and gravel to the site.	Item	1		
4.20	"Enable the provision of three-phase electric power to facilitate the essential testing of borehole equipment on site."	Item	1		
4.21	Supply and install a high-quality, continuously rated, multistage, borehole electrical submersible pump capable of delivering a flow rate as determined in section 3.2 of this BoQ against a specified total dynamic head determined in section 2.3 of this BoQ, or as directed by the water engineer. The complete pump set shall be constructed from durable, heavy-duty stainless steel (AISI 304), including the body, impellers, and shaft. This pump will feature an integrated non-return valve, a tail strainer, and a cable guard. The specifications must align with the Grundfos SP 7-37 SERIES or an approved equivalent. The pump catalogue must be officially submitted to the PM for approval before installation.				
				<i>All of this section must be filled accordingly.</i>	
4.21.1	21m <sup>3</sup> /hr to 30m <sup>3</sup> /Hr	Item	1		
4.21.2	Ditto; 16m <sup>3</sup> /hr to 21m <sup>3</sup> /Hr	Item	1		Rate only

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

4.21.3	Ditto; 14.1m <sup>3</sup> /hr to 16m <sup>3</sup> /Hr	Item	1		Rate only
4.21.4	Ditto; 12.1m <sup>3</sup> /hr to 14m <sup>3</sup> /Hr	Item	1		Rate only
4.21.5	Ditto; 10.1m <sup>3</sup> /hr to 12m <sup>3</sup> /Hr	Item	1		Rate only
4.21.6	Ditto; 8.1m <sup>3</sup> /hr to 10m <sup>3</sup> /Hr	Item	1		Rate only
4.21.7	Ditto; 6.1m <sup>3</sup> /hr to 8m <sup>3</sup> /Hr	Item	1		Rate only
4.21.8	Ditto; 4.1m <sup>3</sup> /hr to 6m <sup>3</sup> /Hr	Item	1		Rate only
4.21.9	Ditto; 2.1m <sup>3</sup> /hr to 4m <sup>3</sup> /Hr	Item	1		Rate only
4.21.10	Ditto; 1.0m <sup>3</sup> /hr to 2m <sup>3</sup> /Hr	Item	1		Rate only

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
4.22	Supply materials and construct a 1500mm x 1500mm x 600mm deep borehole chamber. The chamber will have a base of 100mm thick concrete (mix ratio 1:3:6) and sides constructed from 50mm blocks, finished with a cement and sand render (mix ratio 1:4). The installation will also include an approved lockable, hinged, and flanged galvanised steel cover and frame accompanied by two heavy-duty stainless-steel padlocks. The quoted rate will consist of all necessary excavation, disposal, and formwork.	Item	1		
4.23	Construct a standard pump house measuring 2M X 2M X 2.7M high to accommodate a control panel, pressure gauge, water meter, flow meter, charge controller, and related components.	Item	1		
4.24	Allow for testing and commissioning of the borehole	Item	1		
<b>Total Carried Forward Collection Page for part 4</b>					
<b>Part 5.0: Solar Units</b>					

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

	Supply and install;				
5.1.	The Sunverter SV3, or an approved equivalent, is a professional-grade solar hybrid water pump controller/inverter equipped with Maximum Power Point Tracking (MPPT) technology. It supports multiple operating modes, including constant flow, constant level, and constant pressure, accompanied by appropriate level sensors and communication systems.	No	1		
5.2.	Install a solar photovoltaic (PV) crystalline array designed to facilitate a string configuration with a capacity commensurate with the pump discharge, and power rating as specified in section 4.21 in this BoQ or as approved by the PM/PE. The solar modules shall be connected in parallel, with each unit having a minimum power rating of 330 W and accompanied by a 25-year warranty. The project engineer will accept only Dayliff panels or approved equivalents. The pricing proposal must encompass the procurement and installation of the solar panels.				<i>All of this section must be filled accordingly.</i>

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
5.2.1	25kW - 30kW	Item	1		
5.2.2	Ditto; 20kW – 25kW	Item	1		Rate only
5.2.3	Ditto; 15kW – 20kW	Item	1		Rate only
5.2.4	Ditto; 10kW - 15kW	Item	1		Rate only
5.2.5	Ditto; 5kW – 10kW	Item	1		Rate only
5.2.6	Ditto; 1kW – 5kW	Item	1		Rate only
5.3.	A solar DC PV disconnect/isolator switch c/w surge protector	No	1		
5.4.	High-Level Water level sensor as Dayliff float switch	No	1		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

5.5.	10mm <sup>2</sup> twin flat PV-cable (panel underwiring)	M	160		
5.6.	1.5mm <sup>2</sup> 2 2-core underground cable	M	160		
5.7.	0.75mm <sup>2</sup> Londex cable	M	150		
5.8.	2" uPVC pipes	No	45		
5.9.	2" Pump guard	No	1		
5.10.	Supply, deliver, install, and test the Earthing system as per the latest IEEE requirements, comprising of 1500mm x 15mm Dia copper earth electrode c/w clamp in 300mm x 300mm x 450mm earth inspection chamber, complete with cover	No	1		
5.11.	Supply, deliver, install, and test lighting protection with copper air termination, multiple spikes, and copper stem, c/w with accessories.	No	1		
5.12.	10mm <sup>2</sup> SC yellow/green earthing cable drawn and saddled neatly in 32mm HG PVC conduit, bonded and wired appropriately to earth to the Project Manager's Satisfaction	LM	30		
5.13	25 mm 6m airline pipes	No	46		

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
5.14.	Solar Support Structure- mounted high up on the tower for safety and spot-welded firmly on the frame or as directed by the PE	Item	1		
<b>Total Carried Forward Collection Page for part 5</b>					
<b>PART 6: 6m Level Fabricated 20M<sup>3</sup> Tank Platform and Tank</b>					

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

6.1	Ensure on-site fabrication and installation of a fully primed, silver-painted 6-meter-high tower, mounted on a reinforced concrete base and securely bolted with cap and base plates. The structure will incorporate horizontal and diagonal bracings made of steel plates with a minimum thickness of 6mm. An external ladder, grillage, and guard railing will also be included for safety and functionality.	Item	1		
6.2	Provide a 4mm Chequered steel tower platform on 6.1 m to accommodate a 20m <sup>3</sup> tank, as specified by the engineer.	Item	1		
6.3	Allow the builder's work alongside the masonry works for the steel tower anchorage on a standard footing.	Item	1		
6.4	Procure and install a 20M3 double-layer plastic tank as Rotto or approved equivalent as directed by the water engineer.	No	1		
6.5	The tank shall include a tank cover and a mosquito-proof inspection vent. The tank is to be completed with the following: -1) Level regulator, 2) Water level indicator.	Item	1		
<b>Total Carried Forward Collection Page for part 6</b>					
<b>PART 7: Plumbing (all GI for road crossings and valleys). HDPE PN16 pipes must be used in all underground works, and CPV pipes for rising and downpipes to the tank</b>					
	<b>Supply and Install:</b>				
7.1	Pipe 25mm diameter class B	LM	60		
7.2	Gate valve 25mm dia. (Peglar)	No.	3		

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
7.3	Water meter 25mm diameter	No.	3		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

7.4	Heavy-duty taps 25mm diameter	No.	8		
7.5	Supply and install a 63mm air relief valve with the valve chamber. The valve shall be rated appropriately as directed by the engineer.	No.	3		
7.6	Non-return valve 25mm diameter installed appropriately	No.	3		
7.7	Union 25mm diameter	No.	5		
7.8	Nipple 25mm diameter	No.	22		
7.9	Equal tee 25 mm diameter	No.	7		
7.10	Elbows 25 mm diameter	No.	8		
7.11	Bend 25 mm diameter	No.	9		
7.12	Long threaded nipple 25 mm diameter	No.	5		
7.13	Black nut 25 mm diameter	No.	7		
7.14	Boss white 400g	No.	7		
7.15	Hemp thread	LM	2		
7.16	Supply and install a 63mm rising pipeline from the borehole point to the elevated tank, including trenching and backfilling the trunk and meter chambers.	LM	400		
7.17	Construct a reinforced concrete water-fetching bay with three pairs of taps cast in situ for secure anchorage (the engineer will provide details on system construction and terms). Also, consider section 9 of this bill regarding the prepaid water dispenser.	Item	3		
7.18	Supply and install a 63mm DIA distribution pipe to the three distribution points, complete with trench excavation and backfilling to an approximate depth of 600mm.	LM	1500		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
<b>Total Carried Forward Collection Page for part 7</b>					
<b>PART 8: Soak Pit and Fencing</b>					
8.1	Heavy-gauge PVC waste pipe 100mm diameter	No.	2		
8.2	Precast concrete cover	m <sup>3</sup>	1.08		
8.3	Ordinary Portland cement	No.	4		
8.4	Building sand	Ton	1		
8.5	Ballast	Ton	2		
8.6	Hardcore	Ton	1		
8.7	Masonry stone 150mm thick or equivalent	SM	6		
8.8	Allow fencing of the designated control pumping station with 2.4m high 12 1/2-gauge triple twisted chain link, complete with 12 1/2-gauge X 6 strands galvanised barbed wire fencing with 100x1125mm cranked precast concrete posts at 3m C/C, mortised in a mass concrete surround, class 10/15 (300mm)	Lm	90		
8.9	Extra over ditto for 100X100mm precast concrete struts support to line posts every 7.5m both ways in mass concrete footing.	No	48		
8.10	Gate: excavate for column bases commencing at general ground level to a depth not exceeding 1.5m. Return, fill and ram the selected materials around the bases of the columns. Cart away from the site any surplus materials as directed by the engineer.	m <sup>3</sup>	6		
8.11	plain concrete class 15/20 to the column bases.	m <sup>3</sup>	0.4		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

8.12	vibrated reinforced concrete class 20/20 to the column bases	m3	1.0		
8.13	Supply and fix purpose-made steel gate in 50x50x2.5mm tubes of double leaf framing (covered with weld mesh gauge 8); comprising 1No.side hung opening unit size 750x200mm high, anchor shoulder	NO	1		

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
	slugs to be embedded into concrete pillars 5000mm centres wide and 2400mm above ground level, including the purpose made locking and hanging accessories, primed with aluminium oxide primer				
8.14	<b>PAINTING</b> Prepare the surface with a touch-up primer, one undercoat, and two coats of finishing gloss (such as Crown Super Gloss) on metal surfaces. Gate: general surface (measured flat overall)	SM	18		
8.15	<b>CONCRETE PILLARS</b> Finish:15mm cement and 1:3 wood floated on concrete to pillars	SM	4		
<b>Total Carried Forward Collection Page for part 8</b>					
<b>Part 9: Specialised works &amp; Services</b>					
9.1	Allow Kes two million shillings for in-house or pre-qualified Specialised sustainability training to be provided on-site/off-site for the project PMCs, sensitisation forums, and stakeholder engagements, as shall be approved and directed by the PM. The cost includes training fees and allowances, preparation of materials and training guides, required associated	Item	1		

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

	training costs/hotel, and documentation.				
9.2	Allow for profits and overhead on item 9.1	%	30		
<b>Total Carried Forward Collection Page for part 9</b>					
<b>PART 10: Project Management</b>					
10.1	Allow facilitation of the project management committee meetings	Item	1	150,000	
10.2	Provide 4 Nos project oversight meetings by a team of supervision engineers.	Item	1	200,000	
10.3	Ensure the provision of as-built drawings for the overall project catalogue document. The contractor	No	1	55,000	

Item	Description	Unit	Qty	Rate (KES)	Amount (KES)
	<b>MUST</b> obtain the Project Manager's stamp of approval for the drawings before implementation.				
10.5	Allow for profits and overheads on 10.1 to 10.4 above.	%	20.0		
<b>Total Carried Forward to Collection Page for part 10</b>					

**SITE 1: BILLS OF QUANTITIES FOR THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M<sup>3</sup> DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY**

**Summary page**

S. NO	DETAILS	AMOUNT IN KES
TOTALS COLLECTED FROM SECTION PARTS BROUGHT FORWARD		
1	RANGWE - MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT	
2	PPRA CAPACITY BUILDING LEVY (CBL)= 0.03% OF THE PROJECT COST	
A	ADD 1.5 % CONTINGENCY OF THE PROJECT COST	
B	ADD 16% VAT	
TOTALS CARRIED FORWARD TO THE FORM OF TENDER		





SECTION VI - GENERAL CONDITIONS

*A. Schedule of Daywork Rates [Note to the Procuring Entity:*

- i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bills of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among Tenderers, who may therefore load the rates as signed to some or all the items. If a Daywork Schedule is to be included at all in the tendering documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Tender Summary in order to make the basic Schedule of Daywork Rates competitive.
- ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer.]

*1. General*

Reference should be made to Sub-Clause 13.6 of the General Conditions. Work shall not be executed on a day work basis except by written order of the Engineer. Tenderers shall enter basic rates for day work items in the Schedules, which rates shall apply to any quantity of day work ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Tender Amount. Unless otherwise adjusted, payments for day work shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

*2. Daywork Labor*

- 2.1 In calculating payments due to the Contract or for the execution of day work, the hours for labor will be reckoned from the time of arrival of the labor at the job site to execute the particular item of day work to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labor directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
- 2.2 The Contractor shall be entitled to payment in respect of the total time that labor is employed on daywork, calculated at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 1. Labor**, together with an additional percentage payment on basic rates representing the Contractor's profit, overheads, etc., as described below:
  - a) The basic rates for labor shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labor, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labor

for social benefits in accordance with [country of Procuring Entity] law. The basic rates will be payable in local currency only.

- b) The additional percentage payment to be quoted by the Tenderer and applied to costs incurred under (a) above shall be deemed to cover the Contractor's profit, overheads, superintendence, liabilities, and insurances and allowances to labor, time keeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor's staff, foremen, and other supervisory personnel; and charges incidental to the fore going. Payments under this item shall be made in the following currency proportions:
- i) Foreign: \_\_\_\_\_percent (to be stated by Tenderer)<sup>3</sup>.
  - ii) Local: \_\_\_\_\_percent (to be stated by Tenderer).

**[Note to the Procuring Entity:**

*This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all- inclusive of the Contractor's overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly.]*

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<sup>3</sup> The Tenderer shall state the percentage in a common foreign currency equivalent required for payment and the exchange rates and official sources used.

3. *Daywork Materials*

The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labor costs as detailed hereto fore), at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 2. Materials**, together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:

- a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in local currency, but payment will be made in the currency or currencies expended upon presentation of supporting documentation.
- b) the additional percentage payment shall be quoted by the Tenderer and applied to the equivalent local currency payments made under (a) above. Payments under this item will be made in the following currency proportions:
  - i) foreign:\_\_\_\_percent (to be stated by the Tenderer)<sup>4</sup>;
  - ii) local:\_\_\_\_percent (to be stated by the Tenderer);
- c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labor and Construction in this schedule.

4. *Daywork Contractor's Equipment*

- 4.1 The Contractor shall be entitled to payments in respect of Contractor's Equipment already on Site and employed on daywork at the basic rental rates entered by the Contractor in the **Schedule of Daywork Rates: 3. Contractor's Equipment**. Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment.

*[Note to the Procuring Entity: This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labor and materials.]* The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labor. *[Note to the Procuring Entity: An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor's Equipment. The last sentence of this paragraph 5 should then be modified accordingly.]*

- 4.2 In calculating the payment due to the Contractor for Contractor's Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the traveling time from the part of the Site where the Contractor's Equipment was located when ordered by the Engineer to be employed on daywork and the time for return journey thereto shall be included for

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<sup>4</sup> The Tenderer shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used.

payment.

- 43 The basic rental rates for Contractor's Equipment employed on daywork shall be stated in local currency, but payments to the Contractor will be made in currency proportions, as follows:
- a) Foreign: \_\_\_\_\_percent (to be stated by the Tenderer)<sup>5</sup>.
  - b) Local: \_\_\_\_\_percent (to be stated by the Tenderer).

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<sup>5</sup> The Tenderer shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used.





**Section VI – General Conditions**

**Summary of Specified Provisional Sums in the Bills of Quantities**

<i>Bill no.</i>	<i>Item no.</i>	<i>Description</i>	<i>Amount</i>
1			
2			
3			
4			
etc.			
Total for Specified Provisional Sums (Carried forward to Grand Summary (B), p. ___ )			

**Grand Summary**

<b>General Summary</b>	<b>Page</b>	<b>Amount</b>
Bill No. 1: General items		
Bill No. 2: Work items		
Bill No. 2: Work items		
Bill No. 2: Work items		
Bill No. 2: Work items, —etc.—		
Subtotal of Bills	(A)	
ADD Total for Daywork (Provisional Sum) *	(B)	
ADD Specified Provisional Sums in their subtotal of bills <sup>ii</sup>	(C)	[sum]
Total of Bills Plus Provisional Sums (A + B + C) <sup>i</sup>	(D)	
Add Provisional Sum for Contingency Allowance (if any) <sup>ii</sup>	(E)	[sum]
Tender Price (D + E) (Carried forward to Letter of Tender)	(F)	

- i. All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer in accordance with +Clause 13.5 of the General Conditions.
  - ii. To be entered by the Procuring Entity.
- \* For evaluation purposes, Provisional Sum, other than Daywork will be excluded

SECTION VII: -SPECIFICATIONS

**Specifications**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Project Manager’s prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Project Manager at least 28 days prior to the date when the Contractor desires the Project Manager’s consent. In the event, the Project Manager determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

*Drilling and Equipping*

**Description of the works**

The contract works include:

- a) Drilling of borehole
- b) Testing pumping
- c) Pump installation
- d) Constructing 3 reinforced concrete water collection points with 3 taps
- e) Install solar energy supply system with its appropriate components
- f) Reticulation system
- g) Construction of the standard pumphouse
- h) Mini day Liff treatment RO works (only for brackish or slightly brackish water)
- i) Construction of soak pit
- j) Fencing of the solar array section, pumphouse, and borehole chamber.

**Provision of equipment material and labour**

The contractor shall provide all equipment, transport consumable materials and labour necessary for the satisfactory completion of the works in compliance with the specifications herein. The Project Manager reserves the right to inspect plant and materials prior to contractor selection and may reject plant or material that in his/her opinion is substandard or inappropriate. The contractor shall provide full descriptions of all plants to be deployed for these works. The contractor shall present method statements describing in detail the proposed approach to work.

The contractor shall provide summary detail of the experience of key personnel to be deployed for these works.

### Occupation of site

The employer will provide land on which the works shall be constructed. The contractor shall be given possession of such parts of the site that he requires for activities related to construction works including storage of raw materials, equipment and setting up of camp during the period of contract provided his operation does not interfere with the daily activities of the employer.

The Contractor shall not enter upon or occupy with men, tools, equipment and materials any land other than the land or right of way provided by the employer

### Diligent performance

The contractor shall at all times perform the Works diligently and in accordance with sound professional practice. He/she shall not proceed from one stage of works to another without the express permission of the Project Manager

Decisions regarding Temporary halt, discontinuing of any element or part of any element of these works, or abandonment of these works, shall be discussed jointly between the contractor and the Project Manager before any further actions are authorized by the Engineer. The Project Manager's decision shall be final.

The Engineer will require a written submission justifying any steps taken by the successful bidder taken without the Project Manager's approval. An unsatisfactory explanation shall lead to non-payment for works undertaken without prior agreement and may be included for consideration as liquidated Damages.

### Drawings

The project drawings shall comprise

- (a) The drawings attached to tender documents
- (b) Such other drawings and/or sketches as are issued from time to time by the Project Manager to deal with design modifications in response to on-site conditions.

### Record drawing

As the work proceeds the Contractor shall markup 'As Built' details on a set of prints of the contract Drawings modified to portray the works as actually constructed and issue to the Project Manager for approval within 7 days of completion of the works covered by each drawing.

### Level datum

The Project Manager will establish an on-site temporary benchmark and will assign a value to it. The Contractor shall establish and maintain such additional benchmarks as are necessary; the form of such benchmarks shall be approved by the Project Manager.

### Contractor's staff, communication, offices etc General



The contractor shall advise the Project Manager at which of his offices any notices may be served in accordance with the conditions of the contract.

### **Language of correspondence and records**

All communication from the contractor to the Project Manager and the Project Manager shall be in the English language.

All site books, timesheets, records, notes drawings, documents, specifications etc. shall be in the English language

### **Contractor's duty staff & offices**

At least one responsible senior representative of the contractor shall be immediately available at all times, and he shall be on-site during normal working hours.

To such representative shall be delegated full authority to confer with Project Manager and to take all steps and to issue all those instructions which may be required in an emergency to ensure the safety of all personnel of the works and of all the Employer's and other property on the site and in the immediate vicinity thereof. The Project Manager may from time to time at his discretion after taking into consideration all the prevailing conditions allow some relaxation of this clause, but such relaxation shall be made only with his written permission and subject to any special conditions which he may then require.

The contractor shall provide and maintain at the site, offices for the use of representative and to which written instructions by the Project Manager can be delivered. Any instructions delivered to such offices shall be deemed to have been delivered to the contractor.

### **Public Relations**

The contractor shall designate within his site organization competent staff whose responsibility shall be to ensure good relations.

The location of all yards, stores, workshops, offices, etc. shall be agreed upon beforehand with the Project Manager and shall be such as to avoid obstruction and nuisance to the public and/or the client.

The contractor shall provide and maintain at or near the site suitable and sufficient shelters, mess rooms, washrooms, latrines etc. as are necessary and customary, to the satisfaction of the Project Manager and in accordance with the law and regulations of the relevant authorities.

### **Accommodation for workmen**

Where the contractor wishes to construct a camp to accommodate his labour, the following requirements shall be adhered to and shall also be subject to the requirement

made by the District or Provincial Administration or any local Authority.

### **Demolition of contractor's temporary structures**

The Project Manager may at any time before the end of the period of maintenance give the contractor notice in writing to demolish and remove those buildings and works which are no longer required, whereupon the title to such buildings and works and materials connected therewith shall revert to the contractor. After the demolition and removal of building and works as required by the Project Manager and contractor shall level, clear, restore and make good the sites and surrounding ground and fill in and compact all latrines, drains, pits, and similar works leaving the satisfaction of the Project Manager.

### **First aid outfits**

The contractors shall provide and maintain in an easily accessible place at the site of the works adequate first aid outfits for the whole duration of the contract, to the satisfaction of the Project Manager. The contractor shall always have available a suitable vehicle for the conveyance of the sick or injured people to the hospital.

### **Protective clothing**

The contractor shall provide all protective or any other special clothing or equipment for his employees that may be necessary.

### **Inspection by Project Manager during the period of the defect's liability**

The Project Manager will give the contractor due notice of his intention to carry out any inspection during the period of Defects Liability and the contractor shall hereupon arrange for a responsible representative to be present at the times and dates named by the Project Manager. This representative shall render all necessary assistance and take note all matters and things to which his attention is directed by the Project Manager.

### **Advertisement**

No advertisements shall be placed on any boarding or scaffolding erected for any purpose connected with the contract without the written permission of the Project Manager.

### **Site investigations**

- (a) Ground levels shown on the drawings are believed to be correct. Should the contractor consider the levels shown to be inaccurate he must draw the attention of the Project Manager to the discrepancy before interfering with the existing ground levels
- (b) The Contractor must make such site investigations as he thinks fit and satisfy him/her as to the nature of the ground and availability of materials.

### **Work Programme**

The contractor shall submit a work programme showing the sequence and timing of the various stages in the execution of the works as per the conditions of the contract.

### Facilities for the Project Manager

The Contractor shall provide for the Project Manager or his representative:

- (a) Such instruments are necessary to enable the Project Manager to check the setting out and make such inspections as he may deem necessary.
- (b) Such labour and assistance may be required.
- (c) Any facilities necessary to enable the Engineer to take samples
- (d) Provide a temporary site office during the contract period.

### Testing facilities

- (a) The Contractor shall provide laboratory facilities on-site suitable for carrying out tests as shown: -
  - (ii) Concrete
    - Slump
    - Crushing strength
  - (iii) Aggregates
    - Particle Size
    - Impurities
- (b) Should the contractor so wish he may make arrangements for the necessary tests to be carried out by a Laboratory to be approved by the Project Manager.

### Water supply

The contractor will arrange to provide water for use in the camps and on the works. The Contractor must provide any treatment necessary to ensure it is suitable for use in accordance to health regulations.

### Electrical supply

The Contractor must provide his source of electricity if he so requires.

### Security

The Contractor will be responsible for the security of the Works and of site installations during the Contract period. He must provide such fencing, watching & lighting as he deems necessary.

### Description of the materials and workmanship

The following applies to all sections hereafter.

- (a) Materials  
Materials, commodities, components, and equipment are to be new and unused unless otherwise specified. Handle, store, fix and protect all commodities with care to ensure that they are in perfect condition when incorporated into the work and handed over on completion.
- (b) Manufacturer's recommendation  
Handle, store and fix every commodity strictly in accordance with the printed

or written recommendations of the manufacturer and/or supplier. Supply the Project Manager with copies of the manufacturer's recommendations. Inform the Project Manager if the manufacturer's recommendations conflict with any other specified requirements, and obtain his instructions before proceeding.

(c) Standards

Where commodities or workmanship are specified by reference to Kenya Bureau of Standards (K.S.), or British Standards (B.S.) or Codes of Practice (C.P.) or International (I.S.O.), or other standards, such standards are deemed to be the latest published at the time of tendering. The Contractor will be deemed to have read and understood the standards specified, and no claim for want of knowledge will be allowed. The substitution of commodities or standards of workmanship complying with other standards may be allowed at the discretion of the Project Manager, but application for permission for such substitution must be made in writing in sufficient time to allow adequate investigation. Obtain Certificates of Compliance with standards and supply to the Project Manager on request.

(d) Local conditions

All materials, commodities, components and equipment must be suitable for use in tropical climates.

### **Samples**

The Contractor shall submit to the Project Manager samples of materials to be used in the works; the samples must be fairly representative of the bulk to be supplied. Samples should be subject to relevant tests before submission and Test Certificates should accompany the samples.

### **Clearing site on completion**

The site, including borrow pits and spoil dumps shall be carefully tidied up on completion, and shaped to avoid ponding, holes, and dangerous slopes. The borrow pits and spoil dumps must be covered with topsoil neatly trimmed and the whole site left in a tidy and satisfactory condition.

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## **Earthworks**

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### **Clearing in general**

Clear the area of the permanent works and borrow pits of all vegetation and destroy by burning or otherwise.

### **Stripping topsoil**

N/A

### **Excavation and classification**

Excavation shall be carried out to the lines and levels shown on the drawings or to such other lines and levels as the Engineer may direct.

Excavation in excess of the lines and levels shown on the drawings or without the approval of the Engineer will be rectified by the Contractor at his expense in a manner approved by the Engineer.

Any patches of unsuitable ground in the bottom of the excavations shall be excavated to such additional depth as the Engineer may direct.

Excavated material shall be taken to embankment fill or to spoil tip as the Engineer may direct.

Excavation must be kept dry and the sides supported as necessary. Excavation classification shall be as in the Ministry of Works Standard Specification (MOWSS) Section 5.

Class 1 "Rock" or "Hard Material" shall include all materials which in the opinion of the Project Manager requires blasting or the use of metal wedges or the use of compressed air drilling for its removal or cannot be extracted by ripping with a tractor of less than 180 hp. and rear-mounted heavy ripper. Individual boulders greater than 0.2 m<sup>3</sup> in volume shall be included in this class when their nature and size are such that they cannot be removed without recourse to one of these methods.

When a portion of excavation contains 75% or more by volume of boulders of this order such portion shall be considered as class 1 material throughout.

Class 2 "Normal" or "Soft Material" shall include all material, which, in the opinion of the Engineer, does not require blasting and metal wedges and sledgehammers, or compressed air drilling or rooting or ripping.

It shall include wearing course gravel stones and boulders less than 0.2 m<sup>3</sup> in volume that can be removed without recourse to these methods.

Class 3 "Compacted Gravel" or "Decomposed Rock" shall include all material such as consolidated murrum and decomposed stratified rock, stones or boulders less than 0.2 m<sup>3</sup> in volume which are harder than "soft" or "normal" material in that they may be extracted by ripping as defined in Class 1, or confined spaces by hand excavation using compressor tools, provided all other reasonable steps to the satisfaction of the Project Manager have been taken to facilitate the removal by other methods.

"Waterlogged Material" material (Class 2 and Class 3) that is excavated in a waterlogged condition and necessitates de-watering and pumping operations, provided all reasonable precautions have been taken by the contractor to dewater the material to the satisfaction of the Project Manager.

### **Blasting**

The prior approval of the Project Manager must be obtained, and the methods approved if the Contractor wishes to remove rock by Blasting. The handling and use of explosives must comply with the explosives act or the department of mines and geology regulations. All necessary precautions to prevent injury or damage to a person or property must be taken. Generally blasting on the Weir site is to be avoided.

### **Borrow areas**

N/A

### **Spoil tips**

Surplus or unsuitable materials are to be disposed of in spoil tips to be approved by the Project Manager. Spoil tips must be neatly graded, properly drained, and have stable slopes and a tidy appearance.

### **Earth fill**

The embankment is to be built of selected soil as specified and shown on the drawings. The earth fill shall be of cohesive material of low permeability, with negligible organic matter.

Specially selected material free from stones shall be used in the cut off and central zone; the upstream zone shall also be free of stones; the downstream zone may have small quantities of stone not exceeding 25 mm.

### **Compaction of earth fill**

Earth fill shall be placed and mechanically compacted in layers, approximately horizontal, to give a finished thickness of not more than 150 mm after compaction to 95% of Proctor Maximum Dry Density. Each layer shall be scarified to ensure a satisfactory bond with the next overlying layer, and water shall be added if necessary to ensure uniform moisture content. Subsequent layers will be placed only after the previous layer has been ratified by the Project Manager.

Heavy rollers of a type and weight to be approved by the Project Manager shall be used for compaction. In the cut off trench and other confined spaces compaction in area which the rollers cannot serve shall be by means of approved pneumatic tampers.

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## **Borehole Drilling and Construction**

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### **Borehole Drilling General**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that

ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Project Manager's prior review and written consent.

This contract comprises the drilling, construction, development, test pumping and water quality analysis.

### **Regulations and Standards**

The borehole shall be drilled at the site identified by the investigating hydrogeologist and confirmed by the Project manager. It shall be drilled to a depth specified in the hydrogeological survey report. It shall be drilled through all strata encountered.

The contractor will acquire the relevant permits and Government authorizations.

### **Mobilization, Demobilization and Restitution**

- (a) The Contractor shall mobilize to the site in accordance with the Agreed Programme. The sum for mobilization/demobilization shall include transportation of machinery, erection, dismantling and preparation of temporary camp as the Contractor deems necessary, provision of drilling and development fluids (bentonite, foam, and water), water for camping, personnel sanitary facilities.
- (b) The Contractor shall minimize disturbance to neighboring plots. This shall particularly include ensuring that bailed fines and pumped test water are discharged in a manner that does not create a nuisance either to the public or private property.
- (c) Site reinstatement under the conditions of contract shall include the removal of all hydrocarbons spilt, leaked or otherwise released and associated packaging and cotton waste. Site reinstatement is deemed an integral part of mobilization. This activity shall be costed taking into account the items above and expressed as a lump sum.

### **Drilling**

- (a) Unless otherwise approved by the Project Manager, drilling shall be by the air hammer method, or by flush rotary drilling method. Drilling shall continue through all strata encountered. Drilling fluids and additives used must be approved by the Project Manager prior to use. The Contractor shall provide the appropriate tools and equipment and maintain them in good condition capable of operating to the manufacturer's rating to ensure a smooth, straight hole.
- (b) Drilling shall continue to the stipulated total depth at a minimum diameter of 205mm (8 inches) to provide for a finished borehole of a cased internal diameter of 152mm after allowing for a 50mm thick gravel pack and temporary casings as found necessary. The Project Manager reserves the right to stop drilling operations if he considers that further drilling is unlikely to be advantageous. In this event, payment shall only be made for the amount of work executed.
- (c) All materials used in the borehole construction other than temporary works shall comply with the relevant standard specifications. A tolerance in dimensions will be permitted provided that the material quality is not inferior to specification and

work is in no way impaired.

- (d) The boreholes shall be drilled straight and vertical.

### **Sample Collection, Storage and Record-Keeping**

- (a) **Samples** of the drill cuttings returned to the surface shall be collected at two (2) metres intervals, dried and bagged. Each bag shall be clearly marked with the sample depth interval and borehole number. The Contractor shall record the depth and any zone of lost circulation for which no sample was taken.
- (b) The Contractor shall maintain a log of the penetration rate on a metre-by-metre basis, in minutes per meter drilled. A stopwatch shall be used for this purpose so that only the net drilling time is recorded, excluding any time taken in drilling disruptions.
- (c) The depth of any voids, or of particular rapid penetration, or significant changes in rig noise shall also be noted.
- (d) Water level shall be measured and recorded at the start and end of every shift, after significant breaks in activity (such as meal breaks), and during periods of plant downtime (as appropriate). The water levels shall be measured using a sounding and/or lighting dipper approved for use by the Project Manager.

### **Supply and Installation of Casings, Screens Casing and Screen Specifications**

- a) Casings shall be new, 152mm (6 inches) internal diameter, black pipe class B, with a minimum wall thickness of 4.0mm in 6-meter lengths.
- b) Mill slotted screens shall be constructed from new 152mm internal diameter black pipe class B with a minimum wall thickness of 4.0mm. Slots shall not exceed 1.0 mm in width and should constitute not less than 6.0% open space area. Gas slotted casing screens are not acceptable.

### **Casings and Screen Installation**

- a) Before installation of the casings and screens, the Contractor shall ensure that the hole is clear to the total depth and shall flush out any backfilled materials present. The Project Manager shall provide the design of the casings and screens string prior to installation by the Contractor.
- b) Casing jointing shall be by either flush square-section threading, or tree pass electric arc welding. Screens may be welded to casing, or screw-jointed by means of flush square-section threads. Externally socket joints may be welded to the casing, or screw-jointed by means of flush square-section threads. Externally socketed joints will not be accepted. Where screwed joints are deemed by the Project Manager to be below standard, joint shoulders shall be spot welded at 900mm interval around the casing circumference at no extra cost. If screens and casing are to be welded, the appropriate welding electrode must be used.
- c) During welding, casing and screen lengths must be held absolutely vertical in order to ensure a plumb installation. All joints to be welded must be levelled at the butt end; three continuous weld passes must be made to ensure a sound joint, and the oxide coating be removed before the second and third passes.

- d) Burn-through and subsequent deposition of metal on the inside of the casings and screens must be avoided. The base of the casing shall be sealed, unless otherwise directed by the Project Manager, with a circular plate of black pipe class B of thickness not less than 4.0mm ( $1/4$  inch) fixed with a continuous weld to the casing strip. The appropriate welding electrode shall be used. The weld passes will be made, with oxide coating removed prior to the second and third passes. The top of the casing straight shall terminate not less than 600mm above the highest recorded level of the ground at the site.
- e) The contractor shall be responsible for the provision of temporary casings as necessary, including the insertion and removal. Where the Project Manager deems it necessary to have temporary casings left in the borehole as a measure of securing the borehole, this will be indicated in the item for other works in the bill of quantity.

### Admissible Rates

- a.) Rates shall be expressed as supply and installation of casing or screen per Unit Linear Metre.

### Supply and Installation of Gravel Pack Specifications

- a). The Contractor shall supply and install a filter pack/formation stabilizer. The material shall be 2-4 mm diameter, clean well-rounded riverbed siliceous gravel with no more than 5.0% non-siliceous material. The pack must be approved by the Project Manager prior to installation. Granular calcium hypochlorite will be introduced into the annular space along with the packing material at a concentration of 500 grammes per cubic metre of the pack.

The gravel pack shall be placed in the production boreholes to a thickness of 50mm around the casing up to where all screen zones are covered with the gravel as per the Project Manager's satisfaction.

This will initiate the process of sterilizing the wellbore. The Contractor shall provide the Project Manager with the bulk density of the pack material ( $\text{Kg/M}^3$ ).

- b). Installation of the filter pack/formation stabilizer may be water wash down or reverse circulation methods. In the latter case a pump set or airlift string shall be installed in the bore so as to encourage material settlement. The filter pack shall terminate not less than 3.0 metres above the uppermost screen when stabilized, or as otherwise directed by the Project Manager. The Contractor shall provide a means by which this level shall be measured.

### Admissible Rates

Rates shall be expressed as supply and installation of gravel pack per Unit Cubic Metre.

### Installation of Backfill Specifications

- a) Backfill material shall comprise of fine clayey drill cuttings and shall be installed from the top of the filter pack to 3.0 metres below ground level unless otherwise directed by the Project Manager. The installation method must ensure that no bridging occurs within the annular space.
- b). The Contractor shall measure the depth to the top of the backfill and provide the means by which this level may be measured.

### Admissible Rates

Rates shall be expressed as installation of backfill per Unit Linear Metre.

### Development

Development shall comprise both Physical and Chemical development, and shall include the following operations: -

### Borehole Cleaning

- a) The Contractor shall clean the borehole to its “completed depth” using any of the methods listed below or as otherwise authorized by the Project Manager: -
  - By bailer with percussion drilling rig
  - By means of airlift, which may use a light or stable foam to assist in the removal of materials from the borehole.
  - By means of educator airlift, with or without light or stable foam.
- b) Bailers and other down hole plants shall adopt diameter limits of half a normal size or smaller (12.5mm or ½ inch) than the smallest casing or screen diameter.
- c) Water levels shall be measured and recorded at the start and end of every shift, at significant breaks in activity (such as meal breaks), and during periods of plant downtime (as appropriate). Water levels be measured using a sounding and/or lighting dipper previously approved by the Project Manager.
- d) The borehole shall be deemed clean when measured drilled depth has been reached and when insignificant or no materials is removed from the base of the borehole. Cleaning costs shall be expressed as a rate Per Hour.

### Chemical Development

- a) When the Project Manager has deemed the borehole clean; he may instruct the Contractor to commence with Chemical development. Chemical development shall comprise of an approved Polyphosphate as a disaggregate that shall break down the silty concentrations, any build up clay or silts, or other fine materials within and adjacent to the borehole. The decision as whether chemical development shall be adopted and what dosage rates shall be made by the Project Manager.
- b) Typical dosage shall comprise of powdered Sodium Hexametaphosphate dissolve in hot water. The polyphosphate shall be dosed at 10 to 15 Kg/m<sup>3</sup> of

water depending on the concentration of clays in the aquifer matrix. This shall be mixed with calcium hypochlorite at a dose of 200grammes per cubic metre to inhibit bacteria activity. The volume of polyphosphate dosed water shall be one and a half times the volume of water within the screen section.

- c) Both polyphosphate and added water shall be introduced by means of a pipe, the bottom end of that shall be located in the middle of the screen section of the borehole. The Contractor may get the liquids into the screened section using a jetting head if he wishes.
- d) After dosing, the borehole shall be left overnight to allow disaggregation to occur. The borehole shall then be subject to physical development.
- e) Chemical development costs shall be expressed as an Hour rate, and include all labour and materials (including clean water) required for the operation. Chemical development undertaken by a contractor familiar with the technique shall take no longer than three (3) hours.

### Physical Development

- a) Physical development may adopt any of the commonly used methods, including but not necessarily restricted to the following: -
  - Surging
  - Bailing
  - High-Velocity Water Jetting
  - Airlift raw hiding
  - Airlift raw hiding with educator pipe.
- b) The development shall be considered complete when the water discharged is clear and contains no more than an estimated 5 parts per million of suspended solids and the borehole has been restored to the cleaned total depth or as otherwise directed by the Project Manager.
- c) The Contractor shall describe the method he proposes to adopt and the plant required for physical development in his method statement. **Over pumping** shall not be considered a development method. The rate submitted by the Contractor for physical development is deemed to include installation and removal of the necessary plant. The quantities are given in the bills of quantities only apply to actual development time. Costs for physical development shall be expressed as an Hour Rate.

### Aquifer Testing

Borehole testing will be conducted according to British Standard BS 6316 (1992) (Code of Practice for Test Pumping of Water Wells). The following elements are required.

- a. A pre-test
- b. A step drawdown test
- c. A constant discharge tests
- d. A recovery tests

### Installation, Plant and Methodology

A pumping plant and dipping tube shall be installed in the borehole to be tested. The Contractor shall investigate and agree with the Project Manager the anticipated discharge and pump intake depth.

### Pumping Plant

- i) Pumps used for test pumping may be electrical submersible or surface-mounted turbine pumps or reciprocating pumps.
- ii) Any pump used in tests must have a fully functioning **non-return valve** either in the pump itself or in the rising main immediately above the top of the pump.
- iii) The Contractor must have pumps covering the anticipated discharge range.
- iv) The water pumped from the borehole shall be discharged to waste at a distance and in such a manner that it does not pond or flow back towards the borehole.
- v) The Contractor must provide a generator or other prime mover for powering the pump, as power is not necessarily available at the sites.

### Discharge Measurement and Control

Discharge measurements shall be by an approved accurate method, such as an Orifice Plate, calibrated flow meter or a V-notch weir. If volumetric methods are proposed, the Contractor will ensure the container to be used has been calibrated. When time to fill measurements is made, each discharge measurement shall be calculated from the average of three-time measurements. Discharge shall vary by no more than 15% across each step of step drawdown test, and across the constant discharge test.

### Water Level Measurement

Water level measurements shall be by electric sounding and/or lighting dipper and shall be made in a dipper tube installed alongside the test pump rising main and tied securely to it. The Project Manager will check the dipper for stretch and any other inaccuracies prior to accepting its use. Accuracy measurements must not be less than 1.0 cm. Water level measurements using an airline will not be accepted on the grounds of poor precision.

### Time Measurement

All times shall be measured utilizing a stopwatch. The Contractor shall ensure that spare batteries etc. for all equipment are available before commencing tests.

### Pre-Test

The pre-test will check all equipment, determine the range of discharge for the step drawdown test and set the globe values for the first step discharge rate. Pre-test shall not exceed three (3).

### Step Drawdown Test

- The step drawdown test will comprise five (5) steps tests of sixty (60)

minutes each, with no recovery phase between successive steps. The step drawdown test shall not start until the water level has returned to the true static water level unless otherwise directed by the Project Manager.

- Typically, individual step discharges would comprise 25%, 50%, 75%, 100% and 125% of the anticipated production discharge rate.
- Discharge increments shall be affected as nearly instantaneously as possible and once set shall not be changed except by instruction of the Project Manager.
- Discharge variations and measurement shall be affected using the globe valve and manometer gauge as follows;

A globe valve of suitable diameter shall control the discharge and on the upstream side of this, not closer than six (6) pipe diameters from the valve, a manometer tapping, and gauge will be installed such that it can be seen by any person using the valve. This will be used during the step drawdown tests for flow control purposes.

### **Constant Discharge Test**

Constant discharge test shall typically last not less than twenty-four (24) hours, or as otherwise determined by the Project Manager.

A water sample will be procured towards the end of the test for subsequent analysis by a competent laboratory.

### **Recovery Test and Removal of Plant**

Recovery tests shall not continue for more than twenty-four (24) hours, or as otherwise directed by the Project Manager. Only after the completion of recovery data collection, may pumping and ancillary plant be removed from the borehole, though above ground components may be dismantled during the recovering phase.

### **Admissible Rates**

Rates of pumping and recovery are deemed to include the cost of plant installation and removal. The rates are deemed inclusive of installation, removal, plant use, testing and data collection.

### **Water Sampling and Analysis**

- In the closing hour of the constant discharge test a water sample shall be collected for chemical and bacteriological analysis by a competent laboratory. The water samples shall be collected in containers supplied by the laboratory, in the manner conventionally used by the laboratory.
- The Contractor's unit rate of sampling and analysis will include the cost of analysis and transportation to and from the laboratory for the sampling exercise.

### **Borehole Disinfection**

After removal of test equipment, the borehole shall be disinfected with Chlorine/water solution at a concentration of 50 milligrams per litre or greater of free

chlorine. This will be sprayed into the borehole so as to ensure that all exposed borehole wall surfaces are coated. In preparing their Tenders, Contractors should allow for one (1) cubic metre of solution per borehole. This item shall be costed as a unit Lump Sum

### **Borehole Head Works Sanitary Seal Casing**

A sanitary seal shall be constructed at the wellhead. This shall comprise the following elements:

- A 3.2-metre length of internal diameter 205 mm (8 inches) plain black pipe class B sanitary steel casing installed around the permanent casing string.
- A grout seal between the 254mm sanitary seal casing and the 152 mm Permanent casing string.
- A 1.0x1.0x1.0 metre reinforced concrete block (Y8/1:2:4) cast around the Sanitary seal casings.
- A lockable steel cap.

### **Grout Seal**

A sanitary ground seal shall be installed between the 152 mm (6 inches) and 205 mm (8 inches) casings and grouted into place. Grout shall be a cement slurry, or cement and fine sand and shall have a density of at least 1175 Kg/lit. This shall be introduced into the annular space from the top of the inert backfill to the ground level, using a method that must be approved by the Project Manager.

### **Concrete Plinth**

The ground surface at the wellhead shall be excavated to a depth of one (1) metre, and be one-metre square, to allow s Concrete Plinth to be cast. The 1.0x1.0x1.0 metre pit will be filled with concrete, to be finished flush with the ground surface. Concrete shall be 1:2:4 OPC: sand: half-inch ballast. This must be cast with two 0.8 metre lengths of 12 mm reinforcing steel bar welded to the 205 mm (8 inches) casing, 0.7 metres below ground level.

### **Temporary Cap**

The top of the borehole shall be sealed with a cap that shall comprise a round plate of mild steel, of thickness, not less than 3.0mm. This will be continuously welded in a single pass to the mild steel borehole casing or should be lockable.

After completion of all works at the borehole, the Contractor shall submit to the Project Manager within four (4) days a complete document with the following additions: -

- Drilling penetration Log
- Geological Log
- WRMA 009A Borehole Completion Record (Three Complete Sets of Completion Reports shall be submitted.

### Technical Literature

A Tenderer **must** submit the following information together with the Tender documents to assist in fair evaluation: -

- Technical specifications on drilling rig and other ancillary equipment (make, model, rated capacity etc)
- Particulars and specifications of materials used in the construction of the borehole.
- Any other information the tenderer may deem is important in the evaluation as well as BOOSTING his/her chances of winning the tender.

### Electro-Mechanical Works Specifications, Electrical Works Regulations And Standards

The complete solar installation shall be carried out by a competent Contractor and in accordance with the specifications and compliance with the following.

- a) Kenya Bureau of Standards
- b) Regulations for the Solar/Electrical Equipment of Buildings (Latest Edition) issued by the Institution of Electrical Engineers of Great Britain.
- c) IEC standards.
- d) Electric Power Act and the Rules made thereunder.
- e) Kenya Power & Lighting Co. Ltd Regulations and Bi-Laws.
- f) Government Electric Specifications GES 1 and 2 can be viewed at the office of the Chief Electrical Engineer, Ministry of Roads, Public Works, and Housing.
- g) Industrial Safety Regulations currently in force.

### Switchgear Panels, Distribution Boards Enclosures, Instrumentation Panels, Starter Panels, Bus-Bar Chambers, Consumer Units, Junction Boxes and Other Electrical Enclosures

Unless otherwise specified, all shall be surface mounting, watertight, corrosion-resistant, vermin-proof, termite-proof, dust-proof and resistant to attack by oils and grease. They shall be fabricated from heavy gauge 14swg, folded, spangled, galvanized and rust protected sheet steel of minimum thickness 1.5mm. They shall be finished in a two-tone, heat resistant, non-peeling-off stoved gray enamel paint or epoxy powder coating.

### Electric Cables

Unless otherwise specified, all cables shall be made of copper material and conform to BSS 5004, 500/600 volts grade.

- (i). Unarmoured Cables  
They shall be PVC insulated.
- (ii). Armoured Cables  
They shall be PVC SWA PVC copper cables.

(iii). Borehole Cables

They shall be made from a tough flexible rubber material that will not allow water to seep through when submerged in the borehole water.

### GS Cable Trunking

The trunking shall be manufactured from a heavy-duty hot-dip galvanized mild steel sheet of minimum thickness 1.15 mm with a screw-in and twist-to-lock top lid.

### Pump Set Starter

It shall be 3-Phase, 415 V ac, 50/60 Hz Direct-On line. It shall be in watertight, front access, hinged door, lockable enclosure, comprising of the following components among others fully wired and labelled.

The starter shall be Telemecanique, **ASEA**, **MEM**, **Crabtree**, **Siemens**, **Klockner-Moeller** or **Sprecher-Schuh**. It shall be fully wired and 3 No. sets of schematic and control wiring drawings **MUST** be supplied along with the starter.

- Appropriate rating contactors.
- Appropriate rating thermal overload.
- Start, Stop/Reset push buttons (green marked “START”, black marked “STOP/RESET”).
- Integral TPN (MCB) type 2.
- 1 No. 50x50mm AC ammeter of the appropriate range.
- 1 No. 50x50mm AC voltmeter of range 0-500 vac.c/w protection MCB/ fuse
- Over/Under voltage and phase failure protection relay set at 380 and 440 vac.
- 2 No. Water level control relays.
- Pilot indicator lights (green marked “PUMP RUN”, red-marked “OVERLOAD TRIPPED”, yellow-marked ‘BOREHOLE LOW’, white marked “TANK HIGH” etc.
- Hours run counter range 0-99999 hours.
- Cable terminal blocks of appropriate rating.

### Borehole Motor

The motor shall be the two-pole canned asynchronous, 3 phase, 415vac, squirrel cage, induction type, continuously rated and of minimum CLASS “B” insulation. The entire body including the shaft shall be made of heavy-duty stainless-steel material. The motor shall be supplied complete with 3 lead copper tail cables.

### Borehole Pumps

The pumps shall be the high pressure, vertical mounting, multi-stage, centrifugal type running at a full load speed of not less than 2800 rpm.

The entire pump body including the strainer, cable guard, non-return valve, impellers, shaft, locking nuts and washers shall be made of heavy-duty stainless-steel material. The bearings shall be the water-lubricated type, wear-resistant. The impeller(s) shall be hydraulically and

dynamically balanced.

### **Water Level Control Electrodes**

All the electrodes shall be made of stainless-steel material **AISI 304** as **Omron F03-01, Londex, Ascoor** similar approved quality made of stainless steel.

### **Borehole Electrodes**

They shall be of size 6.0 mm diameter and 120mm length (D6x120mm) and in their tough moulded shrouds.

### **Water Tank Electrodes**

They shall be of size 6.0mm diameter and varying length dependent on the depth of the tank or intended control water levels. They shall be in a circular, watertight, electrically insulated (500 vac) tough moulded enclosures with screw top and knockouts for 20mm diameter conduit and rubber grommets. The electrodes shall have tough plastic ring separators of size D75x3mm thick fixed at 300mm intervals for the entire length.

### **Borehole Combined Pipe and Casing Clamp**

The clamp shall be the heavy-duty type. It shall comprise of 3 pieces; the bottom half clamps to the borehole casing, while the top portion which rests on the top of the casing clamps to the pipe column and holds it centrally in the casing bore.

The clamp covers the bore and so prevents foreign matter falling into the borehole. The clamps shall be made of steel material of minimum thickness 6mm.

### **Borehole Sundries**

Unless otherwise specified, the words “BOREHOLE SUNDRIES” shall mean the following items to be used in the installation, support and inter-connection of the borehole pump and drop pipes to the rising mains. Unless otherwise specified, the GI fittings shall be of the same diameter as the drop pipes.

- 6 rolls of 6metre waterproof adhesive rubber tape.
- 1 No. Tee, 4 No. sockets, 4 No. nipples, 2 No. 90° bends, 1 No. plug.
- 2 No packet of 250mm plastic cable ties
- 4 Litres of Boss black type COLAS RC.

### **RC Cable and Pipe Route Markers**

They shall be of size 1100mmLx200mmWx80mmT with the words “POWER CABLE” OR “WATER PIPE” in 40mm height letters mould cast in black indelible colour in the concrete. They shall be caste using Y8 RC concrete of mix ratio (mix ratio 1:3:6).

### **Hatari Tiles**

The tiles shall be used to cover the underground armoured cables for protection against mechanical damage. They shall be of size 300mmLx150mmWx30mmT with the word “HATARI” in 40mm height letters mould cast in the concrete. They shall be pre-cast using

concrete of mix ratio (mix ratio 1:3:6).

### **Lighting Fittings and Socket Outlets Lighting Fittings**

Unless otherwise specified, they shall be rated so as to operate on single phase, 220-240vac, 50/60 Hz power supply mains.

### **Indoor Lighting for Offices**

Unless otherwise specified, they shall be the energy saving type, 1200mm single fluorescent fitting as Thorn, Crab-Tree or Philips, power factor compensated and complete with choke, tube and starter.

### **Note**

Pump house lighting shall be watertight and corrosion resistant to water.

### **External Wall Fitted Lighting Fittings**

Unless otherwise specified, the fittings shall be the tungsten bulkhead type, Thorn, Crab-Tree or Philips IP65, dust-tight and jet-proof and rated 100 watts. The body shall be made of pressure die cast aluminium material and stoved with light gray enamel paint.

The diffuser shall be a patterned mould glass bowl with captive vandal-proof nylon retaining screws, gasket seal to glass and heat-resistant cable sleeves.

### **GS Borehole Protection Cover**

The cover shall be all weather-proof, rectangular with a pitched top (3°). The cover shall be fabricated from a hot-dip galvanized heavy gauge (16swg) sheet steel plate of the minimum thickness of 1.75mm. It shall have GS solid handles and padlocking facilities on the opposite sides. The cover shall be in an L- SHAPED steel frame (25x25x2.5mm thick).

## *Wiring Methods of Electrical Installations at Medium and Low Voltage*

### **System “A”**

Plastic insulated cables are enclosed in screwed steel conduit or trunking on the surface of walls and ceilings or in the roof space.

### **System “B”**

Plastic insulated wires armoured cables laid on the surface of walls, cable trays, in cable trenches or ducts.

### **System “C”**

Plastic insulated cables clipped to the roof members and run in metal or plastic conduit drops concealed in walls or ducts formed in the fabric of the building.

### **Perforated Cable Trays**

The tray shall be U-shaped, fabricated from hot dip galvanized heavy gauge (16swg) sheet

steel plate of minimum thickness 1.5mm.

The tray shall have 2 no. GS brackets firmly welded at the back for wall mounting. The perforations shall be 25mmLx2.5mmW spaced at 15mm interval.

**Chequered Plates**

The plate shall be fabricated from hot galvanized heavy gauge (12swg) sheet steel plate of minimum thickness 3.0mm with serrated top side.

**System Bonding**

All non-conducting metallic parts which form part of the electrical system or are within the vicinity/route of the electrical system shall be effectively bonded to the main earthing system.

**Earthing System**

All the electrical installation earthing conductors shall be connected to the earth electrode through an earth lead. The earth lead shall be firmly connected to the electrode by means of the clamp, after which a thin film of grease or Vaseline shall be applied at the clamp area for protection against corrosion.

**Solar Panels (Photo Voltaic Solar Modules)**

The contractor shall supply and install solar panels and all the necessary accessories as manufactured by Solar World or Yingli Solar and should comply with the following standards:

- High-efficiency multi-crystalline solar cells with minimum 15% energy conversion rates to provide maximum power even under weak lights.
- High transmission rate tempered glass with an anti-reflection coating to increase the power output and provide mechanical strength
- Multi-function waterproof junction box for easy connection.
- 25-year power output warranty.

**Electrical /Solar Installation Test Results**

The Contractor shall at the end of the electrical installation work carry out electrical tests on the system and ensure that the results are compliant with the I.E.E. Regulations and Kenya Power & Lighting Co. Ltd Regulations and Bye-Laws currently in force before the system performance tests are carried out.

Electrical parameters to be tested are;

- |                                       |           |
|---------------------------------------|-----------|
| – Insulation between phases           | Mega ohms |
| – Insulation between phases and Earth | Mega ohms |
| – Earth continuity test               | Ohms      |
| – Earth Electrode test                | Ohms      |
| – Earth loop impedance test           | Ohms      |
| – Earth lead test                     | Ohms      |

**Availability of Spare Parts**

The Contractor shall indicate locally registered companies which stock spares and carry out

repairs/ maintenance of the equipment installed (solar panels, motor, pump starter etc).

### Technical Literature

- a) The bidder **MUST** submit adequate technical literature to assist in the evaluation. The literature information shall **INCLUDE**:
  - Performance curves for the pump set (**CAPACITY VS HEAD, EFFICIENCY, and POWER CONSUMPTION** etc).
  - Make, type model and country of origin of the pump, motor, pump starter etc.
  - Specifications of materials used in the construction of the components of the pump, motor etc.
  - Any other information the bidder may deem is important in the evaluation as well as **BOOSTING** his/her chances of winning the bid.
  
- b) The winner of the bid must submit the following:
  - 1 No. set of the User Manual for the pump set.
  - Written Warranty document of minimum of 12 months for the pump set, starter etc.
  - 1No.SET of the original film and 3 No. SETS each of as-fitted electrical schematic drawings, control wiring drawings for main switchgear, pump starter, cabling and water pipe layout between borehole and tank.

### Tanks, Support Structures and Ancillaries Regulations and Standards

The complete work shall be carried out as per the specifications and complying with the following regulations and standards:

- a) World Health Organization Safety Regulations and Standards
- b) Kenya Bureau of Standards

### Technical Specifications Tank

- a) The tank shall be cylindrical in construction, vertical mounting with a strong base. It shall be non-toxic and non-absorbent. It shall be made from high-density polyethylene plastic material, extruded with a minimum of 2% carbon black for long-lasting. The process of manufacture shall be 100% free of stress and provide a final seamless product that does not leak, does not impart any taste or residue.
  
- b) The tank shall be double layered and ribbed (inside white and outside black). The tank shall be resistant to chemicals, sunrays. The tank shall be supplied complete with watertight GI pipe connection firings fitted in position and a lockable top lid.

### Tank Support Tower Assembly

The tank support tower shall be able to support the weight of the tank full of water, with a safety factor of 1.5.

- a) **Tower Columns**

The tower columns shall be four (4) in number. The columns shall be constructed

from 100x100x 4mm SHS as per the drawings.

**b) Tank Support Platform**

The platform shall be made of 150x100x3mm RHS with a chequered plate on top of the steel members.

**c) Periphery Walkway, Guard Rails**

The periphery walkway shall be made from chequered steel plates of thickness 4.0 mm while the guard rails shall be L-shaped steel section of dimensions 32x32x2.5mm thickness, with two welded reinforcement runs of solid steel of diameter 8.0 mm at the middle and top.

**d) Access Ladders**

The access ladders shall be fabricated from solid steel sections of size 38 mm wx4.0mm thicknesses. The steps shall be made from solid steel material of diameter 10mm and spaced at 220mm intervals. The ladders shall have semi-circular protection gauges constructed from steel plate strips of dimensions 25mm wx2.5mm thickness welded at 300mm intervals up to 900mm above the platform. The gauge will be reinforced using vertical steel plate strips of size 20mm wx2.5mm thicknesses.

**e) Water Level Indicator**

The tanks shall be supplied complete with water level indicator assembly comprising of the float ball, wire rope, pulley, position brackets, weight all made of stainless-steel material. The indicator scale shall be made from vitreous enamel material and mounted on GS plate. The scale shall be calibrated in 100mm height black lettering both in litres and cubic metres.

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**Concrete Works**

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**General**

(a) Code of practice

All workmanship, materials, tests and performances in connection with the reinforced concrete work are to conform with the latest edition of the British Standard Code of Practice (B.S. 8110 for “Structural Use of Concrete”) where not inconsistent with these specifications.

(b) Contractor’s plant

Not less than 30 days before the installation of the Contractor’s plant and equipment for processing, handling, transporting, storing and proportioning ingredients, and for mixing, transporting and placing concrete, the Contractor shall submit drawings for approval by the Project Manager, showing proposed general plant arrangements, together with a general description of the equipment he proposes to use.

After completion of installation, the operation of the plant and equipment shall be subject to the approval of the Project Manager.

### Materials Cement

Cement, unless otherwise specified, shall be Portland cement of the Blue Triangle brand, or Bamburi Portland Cement brand, Mombasa cement brand or any other brand which comply with the requirements of B.S.12 and is approved by the Project Manager. The cement shall not contain reactive volcanic ash (of not more than 10% of total weight) and the quantity of insoluble residue permitted in B.S. 12 may be exceeded. A manufacturer's Certificate of Test in accordance with B.S. shall be supplied for each consignment delivered to the site.

Should the Contractor require using cement of the rapid hardening variety, he shall obtain the approval of the Project Manager and also obtain any instructions regarding the modifications to the preambles caused thereby. Any additional cost that may be caused by the use of the rapid hardening cement shall be at the Contractor's expense.

Cement may be delivered to the site either in bags or in bulk. If delivered in bags, each bag shall be properly sealed and marked with the manufacturer's name and on the site is to be stored in a weather-proof shed of adequate dimensions with a raised floor. Each consignment shall be kept separate and marked so that it may be used in the sequence in which it was received. Any bag found to contain cement that has been set or partly set shall be completely discarded and not used in the Works. Bags shall not be stored more than 1500 mm in height.

If delivered in bulk the cement shall be stored in a weather-proof silo either provided by the cement supplier or by the Contractor, but in either case, the silo shall be to the approval of the Engineer.

### Aggregates

The aggregates shall conform to the requirements of B.S. 882 and the sources and all types of all aggregates are to be approved in all respects by the Project Manager before work commences.

The grading of aggregates shall be one within the limits set out in B.S. 882 and as later specified and the grading, once approved, shall be adhered to throughout the Works and not varied without the approval of the Project Manager. Fine aggregate shall be clean, coarse, siliceous sand of good, sharp, hard quality and shall be free from lumps of stone, earth, loam, dust, salt, organic matter and any other deleterious substances. It shall be graded within the limits set out in zone 1 or 2 of B.S. 882.

Coarse aggregate shall be good, hard, clean approved black trap or similar stone, free from dust, decomposed stone, clay, earthy matter, foreign substances or friable thin elongated or laminated pieces. It shall be graded within the limits of Table 1 of B.S.

882 for its respective nominal size.

If in the opinion of the Project Manager the aggregate meets the above requirements but is dirty or adulterated in any manner it shall be screened and/or washed with clean water if he so directs at the Contractor's expense.

Aggregates shall be delivered to the site in their prescribed sizes or grading and shall be stockpiled on paved areas or boarded platforms in separate units to avoid intermixing.

### **Fine aggregate**

Fine aggregate shall be sand free from impurities and complying with British Standard No. 882. Grading zone 2 of Table 2.

### **Coarse aggregate**

Coarse aggregate shall be hard crushed rock free from impurities and complying with British Standard No. 882 "graded aggregate" 20 mm to 5 mm nominal size as Table 1.

### **Water**

Water for concrete shall be free from impurities, complying with BS 3148

### **Hardcore**

Hardcore for filling under floors shall be good, hard stone ballast or quarry waste, to the approval of the Project Manager, broken to pass through not greater than a 150 mm ring or to be 75% of the finished thickness of the layers being compacted, whichever is the lesser. Hardcore shall be free from all weeds, roots, vegetable soil, clay, black cotton soil or other unstable materials.

It shall be graded with smaller stones and fine materials to give a dense compact mass after consolidation. Sufficient fine material shall be added to each layer to give gradation of material as necessary to obtain a solid compact mass after rolling. The hardcore filling is to be laid in layers each of a consolidated thickness not exceeding 250 mm. Each layer shall be compacted by at least 8 passes of a 10-tonne smooth-wheeled roller or a 2-tonne vibrating roller until all movement ceases. Sufficient water is to be added to obtain maximum compaction to the Project Manager's approval. To each layer, a 25 mm thick layer of sand complying with the specification of fine aggregate for concrete shall be spread over the surface and forced into the hardcore by the use of a vibrating roller weighing not less than 2 tones. This operation should be carried out when the materials are dry and repeated whilst the sand is well watered. Should all the sand be absorbed the Project Manager may require a further layer to be applied and the process repeated.

The top surface of the hardcore shall be levelled or graded to fall as required, and shall then be blinded with a layer of similar material broken to 25 mm gauge and

finished with a 10-tonne smooth-wheeled roller. The surface so obtained shall be to the Engineer's approval.

### **Compacted hardcore**

The sub-grade shall be compacted by a smooth-wheeled roller of 8 to 10 tones weight or the vibrating roller of minimum 1300 Kg., or other approved plant. The number of coverages shall be at least 10 and there shall be a 50% overlap of successive coverage. If so, instructed by the Engineer, water shall be added during compaction to obtain optimum water content. Filling shall be compacted as above but in a maximum of 200 mm deep layers.

### **Sand**

The sand shall be as described for fine aggregate but that for plastering shall be light in colour and well-graded to a suitable fineness following the nature of work to obtain the finish directed.

### **Finishes General**

The Contractor will be required from an early stage in the contract to prepare samples, for the approval of the Project Manager, of the various concrete finishes specified hereafter. Samples are to be prepared using the same materials and the same methods of construction, compaction, curing, etc. as the Contractor proposes to use for executing the full quantity of the work. A record of the mix, water content, method of compaction, any additives used, etc., is to be kept for each sample prepared. When the Project Manager has approved a sample, it will be kept on-site in an approved location. The finishes in construction will be expected to be up to a standard equal to the approved sample. Consistency in cement colour and the colour, grading and quality of aggregates must be maintained in all finished concrete work.

### **Mortars**

Cement mortar shall consist of one part of Portland cement to three parts sand by volume. The cement/lime mortar shall consist of one part of Portland cement, one part of lime and six parts of sand by volume.

The ingredients of mortar shall be measured in proper gauge boxes on a boarded platform, the ingredients being thoroughly mixed dry, and again whilst adding water. In the case of cement/lime mortar, sand and lime shall be mixed first and then the cement added.

All mortar is to be thoroughly mixed to a uniform consistency with only sufficient water to obtain a plastic condition suitable for troweling. No mortar that has commenced to set is to be used or re-mixed for use.

### **Tamped finish**

Areas so specified shall be finished at the time of casting with a tamped finish to the

Engineer's approval produced by an edge board. Board marks are to be made to a true pattern and will generally be at right angles to the traffic flow. Haphazard or diagonal tamping will not be accepted.

### **Fair face**

Fair face surfaces shall be clean, smooth, even, true to form, line and level, and free from all board marks, joint marks, honeycombing, pitting, and other blemishes. Forms are to be provided with a smooth lining of plywood, steel, or other approved material which will achieve the required finish without any general rubbing down. Rubbing down will only be permitted to remove any projecting fins at corners or joints.

### **Fine face**

Fine face surfaces shall be for Fair face above, but to a higher standard obtained from forms provided with an impervious sheet lining of metal or plastics faced plywood in large panels arranged in an approved pattern. Rubbing down shall only be permitted after an inspection by the Project Manager. The finished surfaces shall be capable of receiving a painted finish.

### **Chisel-dressed finish**

A chisel-dressed finish is to be carried out on any grade of concrete but not until it is at least 30 days old. The surfaces are to be fully chisel-dressed to remove a maximum of 12 mm (average 9 mm) of the surface by shearing and exposing the aggregate without excessive cracking of the surrounding matrix. Arises of columns, beams, etc., are pre-formed fair face with timber fillets set in the formwork and care must be taken in working up to these to preserve a clean line.

For vertical surfaces of walls and columns, particular care must be taken to remove all sharp projections. For beam soffits, this requirement is not necessary. All surfaces requiring this treatment are to have margins chisel-dressed by hand for a minimum width of 75 mm commencing from the fillet edge. Thereafter, mechanical chisel-dressing may be used, but the Contractor must ensure that a uniform texture and even plane surface is achieved. The use of sharply pointed steel tools for both hand and mechanical chisel-dressing is essential. Upon completion, the surfaces are to be thoroughly wire brushed and washed down.

### **Protection of finishes**

Wherever possible, in-situ exposed concrete finishes should be commenced at the highest level and worked progressively down the building. Precaution shall be taken to avoid staining or discolouration of previously finished concrete faces by leakage of grout from newly placed concrete. The Contractor shall, during all stages of construction, adequately protect all concrete finishes from Damage by leaking grout, knocking, paint stains, falling plaster, etc. In cases of balustrade walls to staircases and members where Damage is otherwise likely, concrete finishes shall be protected by

cladding with timber, Celotex, or other approved sheeting. All Sub-contractors shall be informed accordingly on the precautions to be taken.

### **Blinding**

All blinding concrete to be 1:3:6, or as otherwise instructed by the Project Manager in writing.

### **Formwork**

The method and system of formwork which the Contractor proposes to use shall be approved of by the Project Manager before construction commences. Formwork shall be substantially and rigidly constructed of timber or steel or pre-cast concrete or other approved material.

All timber for formwork shall be good, sound, clean, sawn, well-seasoned timber, free from warps and loose knots and of scantlings sufficiently strong for their purpose.

### **Construction of formwork**

All formwork shall be of sufficient thickness and with joints close enough to prevent undue leakage of liquid from the concrete and fixed to proper alignment, level and plumb and supported on sufficiently strong bearers, shores, braces, plates etc. properly held together by bolts or other fastenings to prevent displacement, vibration or movement by the weight of materials, men and plant on same and so wedged and clamped as to permit easing and removal of the formwork without jarring the concrete. Where formwork is supported on previously constructed portions of the reinforced concrete structural frame, the Contractor shall by consultation with the Project Manager ensure that the supporting concrete is capable of carrying the load and/or sufficiently propped from lower floors or portions of the frame to permit the load to be temporarily carried during construction.

Soffits shall be erected with an upward camber of 5 mm for every 5 meters of horizontal span or as directed by the Project Manager.

Great care shall be taken to make and maintain all joints in the formwork as tight as possible, to prevent the leakage of grout during vibration. All faulty joints shall be caulked to the Project Manager's approval before concreting. The formwork shall be sufficiently rigid to ensure that no distortion or bulging occurs under the effects of vibration. If at any time the formwork is insufficiently rigid or in any way defective the Contractor shall strengthen or improve such formwork as the Project Manager may direct.

The Contractor's attention is drawn to the various surface textures and applied finishes required and the faces of formwork next to the concrete must be of such material and construction and be sufficiently true to provide a concrete surface which will in each particular case permit the specified surface treatment or applied finish.

All surfaces which will be in contact with concrete shall be oiled or greased to prevent the adhesion of mortar. Oil or grease shall be of a non-staining mineral type applied as a thin film before the reinforcement is placed. Surplus moisture shall be removed from the forms before placing the concrete.

Temporary openings shall be provided at the base of columns, wall and beam forms and at any other points where necessary to facilitate cleaning and inspection immediately before the pouring of concrete. Before the concrete is placed the shuttering shall be trued-up and any water accumulated therein shall be removed. All sawdust, nails, chips and other debris shall be washed out or otherwise removed from within the formwork. The reinforcement shall then be inspected for accuracy of fixing. Immediately before placing the concrete the formwork shall be well wetted and inspection openings shall be closed. The erection, easing, striking and removing of all formworks must be done under the personal supervision of a competent foreman, and any Damage occurring through faulty formwork or its incorrect removal shall be made good by the Contractor at his own expense. After removal of formwork, all projections, fins etc., on the concrete surface shall be chipped off and made good to the requirements of the Project Manager. Any voids or honeycombing shall be treated as described in “Faulty Concrete”.

**Stripping formwork**

All formworks shall be removed without undue vibration or shock and Damage to the concrete. No formwork shall be removed without the prior consent of the Engineer and the minimum periods that shall elapse between the placing of the concrete and the striking of the formwork will be as follows:

Beam sides, wall and columns	2 days
Slab Soffits (props left under)	3 days
Beam Soffits	7 days
Removal of props (partly subject to 7 days Concrete cube strength being satisfactory) to:	
Slabs	10 days
Beams	14 days
Cantilevered Beams and Slabs	28 days

If the Contractor wishes to take advantage of the shorter stripping times permitted for beams and slab soffits when props are left in place, he must so design his formwork that sufficient props are agreed with the Project Manager can remain in their original positions without being moved in any way until the expiry of the minimum time for removal of props. Stripping and re-propping will not be permitted.

The above times may be reduced in certain circumstances, at the discretion of the

Engineer provided an approved method is adopted at the Contractor’s expense to ensure that the required concrete strength is attained before the forms are stripped.

Solid strips in composite slabs shall be considered as beams. The tops of retaining walls shall be adequately supported with stout raking props at intervals required by the Engineer. These props are not to be removed until 7 days after the casting of the floor slab is over.

**Supporting props to wall and beam soffits**

When directed by the Project Manager, supporting props to wall and beam soffits are to be left in position until the completion of the whole of the reinforced concrete structure. The props are to be to the approval of the Engineer and the Contractor must submit the suggested method of propping to the Engineer prior to removal of formwork to the relevant surfaces.

**Concrete mixes**

Concrete to be used shall be of the classes specified in "Ministry of Public Works standard Specification" Section 17.

Class	Nominal mix	Trial Strength in N/mm <sup>2</sup>		Where used in this Contract
		7 days	28 days	
15	1:3:6	13	19.5	Surround to pipes
25	1:2:4	25	32.5	Spillway lining, walls

**Concrete mixing and placing**

The concrete shall be mixed only in approved power-driven mixers of a type and capacity suitable for the work, and in any event not smaller than 0.04/0.28 c.u.m. capacity. The mixer shall be equipped with an accurate water measuring device. All materials shall be thoroughly mixed dry before water is added, and the mixing of each batch shall continue for not less than two minutes after the water has been added and until there is a uniform distribution of the materials and the mass is uniform in colour.

The entire contents of the mixed drum shall be discharged before recharging. The volume of mixed material shall not exceed the rated capacity of the mixer. Whenever the mixer is started, 10% extra cement shall be added to the first batch and no extra payment will be made on this account.

As a check on concrete consistency slump tests may be carried out and shall be in accordance with B.S. 1881. The Contractor shall provide the necessary apparatus and carry out such tests as are required. The slump of the concrete made with the specified water content, using dry materials, shall be determined and the water to be added under wet conditions shall be so reduced as to give approximately the same slump. The concrete shall be mixed as near to the place where it is required as is practicable, and only as much as is required for a specified section of the work shall be mixed at one time, such sections being commenced and finished in one operation without delay. All concrete must be efficiently handled and used in the Works within twenty (20) minutes of mixing. It shall be discarded from the mixer direct either into

receptacles or barrows and shall be distributed by approved means which do not cause separation or otherwise impair the quality of the concrete. Approved mechanical means of handling will be encouraged, but the use of chutes for placing concrete is subject to prior approval of the Project Manager.

Concrete shall be placed from a height not exceeding 1,500 mm directly into its permanent position and shall not be worked along with the shutters to that position. Unless otherwise approved, concrete shall be placed in a single operation to the full thickness of slabs, beams, and similar members, and shall be placed in horizontal layers not exceeding 1,500 mm deep in the walls and similar members.

Concrete in columns may be placed to a height of 4 meters with careful placing and vibration and satisfactory results. Where the height of the column exceeds 4 meters suitable openings must be left in the shutters so that this maximum lift is not exceeded.

Concrete shall be placed continuously until completion of the part of the work between construction joints as specified hereinafter or of a part of the approved extent. After a specified or approved part, a construction joint of the form and in the positions hereinafter specified shall be made. If stopping of concrete is unavoidable elsewhere, a construction joint shall be made where the work is stopped. A record of all such joints shall be made by the Contractor and a copy supplied to the Project Manager.

Any accumulation of set concrete on the reinforcement shall be removed by wire brushing before further concrete is placed. The Contractor shall provide runways for concreting to the satisfaction of the Project Manager. Under no circumstances will the runways be allowed to rest on the reinforcement. Care shall be taken that the concrete is not disturbed or subjected to vibrations and shocks during the setting period. Mixing machines, platforms and barrows shall be clean before commencing mixing and be cleaned on every cessation of work. Where concrete is laid on hardcore or other absorbent materials, the base shall be suitable and sufficiently wetted before the concrete is deposited.

### Works cube tests

Work cubes are to be made at intervals as required by the Project Manager in accordance with C.P. 114, and the Contractor shall provide a continuous record of the concrete work. The cubes shall be made in approved 150 mm moulds in strict accordance with the Code of Practice. Three cubes shall be made on each occasion. Each cube shall be marked with a distinguishing number (numbers) to run consecutively and the date, and a record shall be kept on site giving the following particulars: -

- a) Cube No.
- b) Date made
- c) Location in work
- d) 7-Day Test, Date, Strength
- e) 28-Day Test, Date, Strength

Cubes shall be forwarded, carriage paid, to an approved Testing Authority, in time to be tested two at 7 days and the remaining one at the discretion of the Project Manager. No cube shall be dispatched within three days of casting. Copies of all Works Cube Tests shall be forwarded to the Project Manager and one shall be retained on site. If the strengths required above are not attained and maintained during the carrying out of the contract, the Contractor will be required to increase the proportion of cement and/or substitute better aggregates to give concrete that does comply with the requirements of the contract. The Contractor may be required to remove and replace at his own cost any concrete which fails to attain the required

strength as ascertained by Works Cube Tests.

### Compaction

At all times during which the concrete is being placed, the Contractor shall provide adequately trained and experienced labour to ensure that the concrete is compacted in the forms to the satisfaction of the Project Manager. Concrete shall not be placed at a rate greater than will permit satisfactory compaction or to a depth greater than 400 mm before it is compacted.

During and immediately after placing, the concrete shall be thoroughly compacted utilizing continuous tamping, spading, slicing and vibration. Vibration is required for all concrete of classes 40, 35, 25, and 20. Care shall be taken to fill every part of the forms, to work the concrete under and around the reinforcement without displacing it to avoid disturbing recently placed concrete which has begun to set. Any water accumulating on the surface of newly placed concrete shall be removed and no further concrete shall be placed thereon until such water is removed.

Internal vibrators shall be of a frequency not less than 7000 cycles per minute and shall have a rotating eccentric weight of at least 0.05 Kg. with an eccentricity of not more than 12 mm. Such vibrators shall visibly affect the concrete within a radius of 250 mm from the vibrator. Internal vibrators shall not be inserted between layers of reinforcement less than one and one-half times the diameter of the vibrators apart. Contact between the vibrators and reinforcement, and vibrators and formwork shall be avoided. Internal vibrators shall be inserted vertically into the concrete at not more than 500 mm centres and shall be moved constantly from place to place. No internal vibrator shall be permitted to remain in any one position for more than ten seconds and it shall be withdrawn very slowly from the concrete.

In consolidating each layer of concrete, the vibrating head shall be allowed to penetrate and re-vibrate the concrete in the upper portion of the underlying layer. In the area where newly placed concrete in each layer joins previously placed concrete more than usual vibration shall be performed, the vibrator penetrating deeply at close intervals along with these contacts. Layers of concrete shall not be placed until layers previously placed have been vibrated thoroughly as specified. Vibrators shall not be used to move concrete from place to place in the formwork.

At least one internal vibrator shall be of the high frequency, low amplitude type applied with the principal direction of vibration in the horizontal plane. They shall be attached directly to the forms at no more than 1200 mm centres. In addition to internal and external vibration, the upper surface of suspended floor slabs shall be levelled by tamping or vibrating to receive finishes. Vibrating elements shall be of the low-frequency high amplitude type operating at a speed of not less than 3000 r.p.m.

### Curing and protection

Care must be taken that no concrete is allowed to become prematurely dry and the fresh concrete must be carefully protected, within two hours of placing, from rain, sun and wind employing Hessian sacking, polythene sheeting, or other approved means. This protective layer and the concrete itself must be kept continuously wet for at least 7 days after the concrete has been placed. The contractor will be required to provide complete coverage of all fresh concrete for 7 days. Hessian or polythene sheeting shall be in the maximum widths obtainable and shall be secured against wind. The Contractor will not be permitted to use old cement bags, Hessian or other materials in small pieces.

Concrete in foundations and other underground work shall be protected from admixture with falling earth during and after placing. Traffic or loading must not be allowed on the concrete until the concrete is sufficiently matured, and in no case shall

traffic or loading be of such magnitude as to cause deflection or other movements in the formwork or Damage to the concrete members. Where directed by the Project Manager props may be required to be left in position under slabs and other members for greater periods than those specified hereafter.

### **Faulty concrete**

Any concrete which fails to comply with these specifications, or which shows signs of setting before it is placed shall be taken out and removed from the site. Where concrete is found to be defective after it has been set, the concrete shall be cut out and replaced in accordance with the Project Manager's instructions. On no account shall any faulty, honeycombed, or otherwise defective concrete be repaired or patched until the Project Manager has made an inspection and issued instructions for the repair. The whole cost whatsoever, which might be occasioned by the need to remove faulty concrete, shall be borne by the Contractor.

### **Pre-cast units**

Pre-cast reinforced concrete slabs to be made to sizes as shown in the Drawings. Slabs to be cast with Grade 25 concrete in approved formwork, suitably vibrated and cured for 28 days before use.

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## *Reinforcement*

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### **Material**

Reinforcement shall be as specified by the Project Manager.

### **Bending and placing reinforcement**

Reinforcement shall be cleaned before placing and secured with space blocks in the correct position. It shall be bound with suitable wire and have such cover as shown on the drawings.

### **Strength of reinforcement**

Characteristic strengths of reinforcement are as given in B.S. 4449, 4461, and 4483. Refer to 503.

### **Rod reinforcement**

The steel reinforcement shall comply with the latest requirements of the following British Standards: -

Hot Rolled Bars for the Reinforcement of concrete to B.S. 4449 (metric units)  
Cold worked steel for the reinforcement of concrete to B.S. 4461 (metric units)

The Contractor will be required to submit a test certificate of the rollings. Reinforcement shall be stored on racks above ground level. All reinforcement shall be free from loose mill scale or rust, grease, paint or other substances likely to reduce the bond between the steel and the concrete.

### **BRC**

The BRC should be electrically cross-welded steel wire mesh reinforcement to B.S. 4483: 1969, or as directed by the Project Manager, and of the size and weight specified in the Drawings.

The fabric shall be free from scale, dust, rust, grease or other substance likely to reduce the bond between the steel and the concrete and shall be laid with a minimum of 300mm laps and bound with No. 18 S.W.G. annealed iron wire.

**Fixing reinforcement**

Reinforcement shall be accurately bent to the shapes and dimensions shown on the Drawings and in accordance with B.S. 4466 (1969). Reinforcement must be cut and bent cold and no welded joints will be permitted, unless so detailed. Reinforcement shall be accurately placed as shown on the Drawings, and before and during concreting, shall be secured against displacement by using No. 18 S.W.G. annealed binding wire or suitable clips at intersections, and shall be supported by concrete or metal supports, spacers or metal hangers to ensure the correct position. No concreting shall be commenced until the Project Manager has inspected the reinforcement in position and until his approval has been obtained and the Contractor has given two clear days' notice of intention to concrete.

The Contractor is responsible for maintaining the reinforcement in its correct position, according to the drawings, before and during concreting. During concreting, a competent steel fixer must be in attendance to adjust and correct the position of any reinforcement which may be displaced. The vibrators are not to come into contact with the reinforcement.

**Position and correctness of reinforcement**

Irrespective of whether any inspection and/or approval of the fixing of the reinforcement has been carried out as in C above, it shall be the Contractor's sole responsibility to ensure that the reinforcement complies with the details on the Drawings and is fixed exactly in the positions shown therein and, in the positions, to give the prescribed cover. The Contractor will be held entirely responsible for any failure or defect in any portion of the reinforced concrete structure and including any consequent delay, claims, the third-party claims. etc., where it is shown that the reinforcement has been incorrectly positioned or is incorrect in size or quantity with respect to the detailed Drawings.

**Concrete cover to reinforcement**

Unless otherwise directed, the concrete cover to rod reinforcement over main bars in any face shall be:-

Foundations against blinding	50 mm
Strip foundations	40 mm
Columns/Floor slab	40 mm
Beams	25 mm

**Projecting reinforcement**

Where reinforcement projects from a concreted section of the structure and this reinforcement are expected to remain exposed for some time, it is to be coated with a cement grout to prevent rust staining on the finished concrete. This grout is to be brushed off the reinforcement before the continuation of concreting.

**Fixtures**

No openings, chases, holes or other voids shall be formed in the concrete without the prior approval of the Project Manager. Details of any fixtures to be permanently built into the concrete including the proposed position of all electrical conduits 25 mm and over in diameter shall be submitted to the Project Manager for his approval before being placed.

**Chases, holes, etc., in concrete**

The Contractor shall be responsible for the coordination with the Electrical and other Sub-Contractors for incorporating electrical conduits, pipes, fixing blocks, chases and holes in concrete members as required and must ensure that adequate notice is given to such Sub- Contractors informing them when concrete members incorporating the above are to be poured. The Contractor shall submit full details of these items to the

Engineer for approval before the work is put in hand. All fixing blocks, chases, holes, etc., to be left in the concrete shall be accurately set out and cast with the concrete. Unless otherwise instructed by the Project Manager, all electrical conduit to be positioned within the reinforced concrete shall be fixed inside the steel cages of beams and columns and between the top and bottom steel layers in the slabs and similar members.

The proposed position of all electrical conduits 25 mm and over in diameter which is to be enclosed in the concrete shall be shown accurately on a plan to be submitted to the Engineer, whose approval shall be obtained before any such conduit is placed.

## SECTION VIII: DRAWINGS

**Supplementary Information**

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PART 3 – CONDITIONS OF CONTRACT AND CONTRACT  
FORMS

## SECTION IX - GENERAL CONDITIONS (GC)

These **General Conditions (GC)**, read in conjunction with the **Particular Conditions (PC)** and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

## SECTION VIII - GENERAL CONDITIONS OF CONTRACT 1.

### 1. General Provisions

#### 1.1 Definitions

In the Conditions of Contract (“these Conditions”), which include Particular Conditions, Parts A and B, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

##### 1.1.1 *The Contract*

“**Bills of Quantities**”, “**Daywork Schedule**” and “**Schedule of Payment Currencies**” mean the documents so named (if any) which are comprised in the Schedules.

“**Contract Agreement**” means the contract agreement referred to in Sub-Clause 1.6 [Contract Agreement].

“**Contract**” means the Contract Agreement, the Letter of Acceptance, the Letter of Tender, these Conditions, the Specification, the Drawings, the Schedules, and the further documents (if any) which are listed in the Contract Agreement or in the Letter of Acceptance.

“**Drawings**” means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract.

“**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.

“**Letter of Acceptance**” means the letter of formal acceptance, signed by the contractor and the Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.

“**Letter of Tender**” means the document entitled letter of tender or letter of tender, which was completed by the Contractor and includes the signed offer to the Procuring Entity for the Works.

“**SCC**” means the **Special Conditions of Contract completed by the Procuring Entity which modify the General Conditions of Contract.**

“**Schedules**” means the document(s) entitled schedules, completed by the Contractor and submitted with the Letter of Tender, as included in the Contract. Such document may include the Bills of Quantities, data, lists, and schedules of rates and/or prices.

“**Specification**” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Works.

“**Tender**” means the Letter of Tender and all other documents which the Contractor submitted with the Letter of Tender, as included in the Contract.

##### 1.1.2 *Parties and Persons*

“**Contractor's Personnel**” means the Contractor's Representative and all personnel whom the Contractor utilizes on Site, who may include the staff, labor and other employees of the Contractor and of each Subcontractor; and any other personnel assisting the Contractor in the execution of the Works.

**“Contractor's Representative”** means the person named by the Contract or in the Contract appointed from time to time by the Contractor under Sub-Clause 4.3 [Contractor's Representative], who acts on behalf of the Contractor.

**“Contractor”** means the person(s) named as contractor in the Letter of Tender accepted by the Procuring Entity and the legal successors in title to this person(s).

**“Engineer”** means the person appointed by the Procuring Entity to act as the Engineer for the purposes of the Contract and named in the **SCC**, or other person appointed from time to time by the Procuring Entity and notified to the Contractor under Sub-Clause 3.4 [Replacement of the Engineer].

**“Party”** means the Procuring Entity or the Contractor, as the context requires.

**“Procuring Entity”** means the Entity named in the Special Conditions of Contract.

**“Procuring Entity's Personnel”** means the Engineer, the assistants referred to in Sub-Clause 3.2 [Delegation by the Engineer] and all other staff, labor and other employees of the Engineer and of the Procuring Entity; and any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as Procuring Entity's Personnel.

**“Procuring Entity”** means the person named as Procuring Entity in the **SCC** and the legal successors in title to this person.

**“Subcontractor”** means any person named in the Contract as a subcontractor, or any person appointed as a subcontractor, for a part of the Works; and the legal successors in title to each of these persons.

#### *1.1.3 Dates, Tests, Periods and Completion*

**“Base Date”** means a date 30 day prior to the submission of tenders.

**“Commencement Date”** means the date notified under Sub-Clause 8.1 [Commencement of Works]. **“Completion Certificate”** means the certificate issued under Sub-Clause 11.9 [Performance Certificate]. **“Day”** means a calendar day and “year” means 365 days.

**“Defects Notification Period”** means the period for notifying defects in the Works or a Section (as the case may be) under Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects], which extends over 365 days except if otherwise stated in the **SCC** (with any extension under Sub-Clause 11.3 [Extension of Defects Notification Period]), calculated from the date on which the Works or Section is completed as certified under Sub-Clause 10.1 [Taking Over of the Works and Sections].

**“Taking-Over Certificate”** means a certificate issued under Clause 10 [Procuring Entity's Taking Over].

**“Tests after Completion”** means the tests (if any) which are specified in the Contract and which are carried out in accordance with the Specification after the Works or a Section (as the case may be) are taken over by the Procuring Entity.

**“Tests on Completion”** means the tests which are specified in the Contract or agreed by both Parties or instructed as a Variation, and which are carried out under Clause 9 [Tests on Completion] before the Works or a Section (as the case may be) are taken over by the Procuring Entity.

**“Time for Completion”** means the time for completing the Works or a Section (as the case may be) under Sub-Clause 8.2 [Time for Completion], as stated in the **SCC** (with any extension under Sub-Clause 8.4 [Extension of Time for Completion]), calculated

from the Commencement Date.

*1.1.4 Money and Payments*

**“Accepted Contract Amount”** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.

**“Contract Price”** means the price defined in Sub-Clause 14.1 [The Contract Price] and includes adjustments in accordance with the Contract.

**“Cost”** means all expenditure reasonably incurred (or to be incurred) by the Contractor, whether on or off the Site, including overhead and similar charges, but does not include profit.

**“Final Payment Certificate”** means the payment certificate issued under Sub-Clause 14.13 [Issue of Final Payment Certificate].

**“Final Statement”** means the statement defined in Sub-Clause 14.11 [Application for Final Payment Certificate].

**“Foreign Currency”** means a currency in which part (oral) of the Contract Price is payable, but not the Local Currency.

**“Interim Payment Certificate”** means a payment certificate issued under Clause 14 [Contract Price and Payment], other than the Final Payment Certificate.

**“Local Currency”** means the currency of the Country.

**“Payment Certificate”** means a payment certificate issued under Clause 14 [Contract Price and Payment].

**“Provisional Sum”** means a sum (if any) which is specified in the Contract as a provisional sum, for the execution of any part of the Works or for the supply of Plant, Materials or services under Sub-Clause 13.5 [Provisional Sums].

**“Retention Money”** means the accumulated retention moneys which the Procuring Entity retains under Sub-Clause 14.3 [Application for Interim Payment Certificates] and pays under Sub-Clause 14.9 [Payment of Retention Money].

**“Statement”** means a statement submitted by the Contractor as part of an application, under Clause 14 [Contract Price and Payment], for a payment certificate.

*1.1.5 Works and Goods*

**“Contractor's Equipment”** means all apparatus, machinery, vehicles and other things required for the execution and completion of the Works and the remedying of any defects. However, Contractor's Equipment excludes Temporary Works, Procuring Entity's Equipment (if any), Plant, Materials and any other things intended to form or forming part of the Permanent Works.

**“Goods”** means Contractor's Equipment, Materials, Plant and Temporary Works, or any of them as appropriate.

**“Materials”** means things of all kinds (other than Plant) intended to form or forming part of the Permanent Works, including the supply-only materials (if any) to be supplied by the Contractor under the Contract.

**“Permanent Works”** means the permanent works to be executed by the Contractor under the Contract.

**“Plant”** means the apparatus, machinery and other equipment intended to form or

forming part of the Permanent Works, including vehicles purchased for the Procuring Entity and relating to the construction or operation of the Works.

“**Section**” means a part of the Works specified in the SCC as a Section (if any).

“**Temporary Works**” means all temporary works of every kind (other than Contractor's Equipment) required on Site for the execution and completion of the Permanent Works and the remedying of any defects.

“**Works**” mean the Permanent Works and the Temporary Works, or either of them as appropriate.

#### 1.1.6 Other Definitions

“**Contractor's Documents**” means the calculations, computer programs and other software, drawings, manuals, models and other documents of a technical nature (if any) supplied by the Contractor under the Contract.

“**Country**” means Kenya as the country in which the Site is located, where the Permanent Works are to be executed.

“**Force Majeure**” is defined in Clause 19 [Force Majeure].

“**Laws**” means all national (or state) legislation, statutes, ordinances and other laws, and regulations and by-laws of any legally constituted public authority.

“**Notice of Dissatisfaction**” means the notice given by either Party to the other under Sub-Clause 20.4 indicating its dissatisfaction and intention to commence arbitration.

“**Performance Security**” means the security (or securities, if any) under Sub-Clause 4.2 [Performance Security].

“**Procuring Entity's Equipment**” means the apparatus, machinery and vehicles (if any) made available by the Procuring Entity for the use of the Contractor in the execution of the Works, as stated in the Specification; but does not include Plant which has not been taken over by the Procuring Entity.

“**Site**” means the places where the Permanent Works are to be executed, including storage and working areas, and to which Plant and Materials are to be delivered, and any other places as may be specified in the Contract as forming part of the Site.

“**Unforeseeable**” means not reasonably foreseeable by an experienced contractor by the Base Date.

“**Variation**” means any change to the Works, which is instructed or approved as a variation under Clause 13 [Variations and Adjustments].

#### 1.2 Interpretation

In the Contract, except where the context requires otherwise:

- a) Words indicating one gender include all genders;
- b) words indicating the singular also include the plural and words indicating the plural also include the singular;
- c) provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing;
- d) “written” or “inwriting” means hand-written, type-written, printed or electronically made, and resulting in a permanent record; and
- e) the word “tender” is synonymous with “tender” and “tenderer” with “Tenderer” and the words “tender documents” with “tendering documents.”

### *1.3 Communications*

- 1.3.1 Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:
- a) In writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the **SCC**; and
  - b) Delivered, sent or transmitted to the address for the recipient's communications as stated in the **SCC**. However:
    - i) if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and
    - ii) if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued.
- 1.3.2 Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party. When a notice is issued to a Party, by the other Party or the Engineer, a copy shall be sent to the Engineer or the other Party, as the case may be.

### *1.4 Law and Language*

- 1.4.1 The Contract shall be governed by the **laws of Kenya**.
- 1.4.2 The ruling language of the Contract shall be the **English Language**.

### *1.5 Priority of Documents*

- 1.5.1 The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:
- a) The Contract Agreement,
  - b) The Letter of Acceptance
  - c) the Particular Conditions–Part A,
  - d) the Particular Conditions–Part B
  - e) the General Conditions of Contract
  - f) the Form of Tender,
  - g) the Specifications and Bills of Quantities
  - h) the Drawings, and
  - i) the Schedules and any other documents forming part of the Contract.
- 1.5.2 If an ambiguity or discrepancy is found in the documents, the Engineer shall issue any necessary clarification or instruction.

### *1.6 Contract Agreement*

The Parties shall enter into a Contract Agreement within 14 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Contract Agreement shall be based upon the form annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Procuring Entity.

### *1.7 Assignment*

Neither Party shall assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, either Party:

- a) May assign the whole or any part with the prior agreement of the other Party, at the sole discretion of such other Party, and
- b) May, as security in favor of a Procuring Entity or financial institution, assign its right to any moneys due, or to become due, under the Contract.

### *1.8 Care and Supply of Documents*

- 1.8.1 The Specification and Drawings shall be in the custody and care of the Procuring Entity. Unless otherwise stated in the Contract, two copies of the Contract and of each subsequent Drawing shall be supplied to the Contractor, who may make or request further copies at the cost of the Contractor.
- 1.8.2 Each of the Contractor's Documents shall be in the custody and care of the Contractor, unless and until taken over by the Procuring Entity. Unless otherwise stated in the Contract, the Contractor shall supply to the Engineer
- 1.8.3 The Contractor shall keep, on the Site, a copy of the Contract, publications named in the Specification, the Contractor's Documents (if any), the Drawings and Variations and other communications given under the Contract. The Procuring Entity's Personnel shall have the right of access to all these documents at all reasonable times.
- 1.8.4 If a Party becomes aware of an error or defect in a document which was prepared for use in executing the Works, the Party shall promptly give notice to the other Party of such error or defect.

### *1.9 Delayed Drawings or Instructions*

- 1.9.1 The Contractor shall give notice to the Engineer whenever the Works are likely to be delayed or disrupted if any necessary drawing or instruction is not issued to the Contractor within a particular time, which shall be reasonable. The notice shall include details of the necessary drawing or instruction, details of why and by when it should be issued, and the nature and amount of the delay or disruption likely to be suffered if it is late.  
If the Contractor suffers delay and/or incurs Cost as a result of a failure of the Engineer to issue the notified drawing or instruction within a time which is reasonable and is specified in the notice with supporting details, the Contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
  - a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 1.9.2 After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 1.9.3 However, if and to the extent that the Engineer's failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, Cost or profit.

### *1.10 Procuring Entity's Use of Contractor's Documents*

- 1.10.1 As between the Parties, the Contractor shall retain the copyright and other intellectual property rights in the Contractor's Documents and other design documents made by (or on behalf of) the Contractor. The Contractor shall be deemed (by signing the Contract) to give to the Procuring Entity a non-terminable transferable non-exclusive royalty-free license to copy, use

and communicate the Contractor's Documents, including making and using modifications of them. This license shall:

- a) apply throughout the actual or intended working life (whichever is longer) of the relevant parts of the Works,
- b) entitle any person in proper possession of the relevant part of the Works to copy, use and communicate the Contractor's Documents for the purposes of completing, operating, maintaining, altering, adjusting, repairing and demolishing the Works, and
- c) in the case of Contractor's Documents which are in the form of computer programs and other software, permit their use on any computer on the Site and other places as envisaged by the Contract, including replacements of any computers supplied by the Contractor.

1.10.2 The Contractor's Documents and other design documents made by (or on behalf of) the Contractor shall not, without the Contractor's consent, be used, copied or communicated to a third party by (or on behalf of) the Procuring Entity for purposes other than those permitted under this Sub-Clause.

**1.11** *Contractor's Use of Procuring Entity's Documents*

As between the Parties, the Procuring Entity shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the Procuring Entity. The Contractor may, at his cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Procuring Entity's consent, be copied, used or communicated to a third party by the Contractor, except as necessary for the purposes of the Contract.

**1.12** *Confidential Details*

The Contractor's and the Procuring Entity's Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify compliance with the Contract and allow its proper implementation.

**1.13** *Compliance with Laws*

The Contractor shall, in performing the Contract, comply with applicable Laws. Unless otherwise stated in the Particular Conditions:

- a) The Procuring Entity shall have obtained (or shall obtain) the planning, zoning, building permit or similar permission for the Permanent Works, and any other permissions described in the Specification as having been (or to be) obtained by the Procuring Entity; and the Procuring Entity shall indemnify and hold the Contractor harmless against and from the consequences of any failure to do so; and
- b) the Contractor shall give all notices, pay all taxes, duties and fees, and obtain all permits, licenses and approvals, as required by the Laws in relation to the execution and completion of the Works and the remedying of any defects; and the Contractor shall indemnify and hold the Procuring Entity harmless against and from the consequences of any failure to do so, unless the Contractor is impeded to accomplish these actions and shows evidence of its diligence.

**1.14** *Joint and Several Liability*

If the Contractor constitutes (under applicable Laws) a joint venture, consortium or other unincorporated grouping of two or more persons:

- a) These persons shall be deemed to be jointly and severally liable to the Procuring Entity for the performance of the Contract;
- b) these persons shall notify the Procuring Entity of their leader who shall have authority to bind the Contractor and each of these persons; and
- c) the Contractor shall not alter its composition or legal status without the prior consent of the Procuring Entity.

**1.15** *Inspections and Audit by the Procuring Entity*

Pursuant to paragraph 2.2 e. of Appendix B to the General Conditions, the Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Procuring Entity to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity if requested by the Procuring Entity. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 15.6 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Procuring Entity's prevailing sanctions procedures).

**2. THE PROCURING ENTITY**

**2.1 Right of Access to the Site**

- 2.1.1 The Procuring Entity shall give the Contractor right of access to, and possession of, all parts of the Site within the time (or times) stated in the **SCC**. The right and possession may not be exclusive to the Contractor. If, under the Contract, the Procuring Entity is required to give (to the Contractor) possession of any foundation, structure, plant or means of access, the Procuring Entity shall do so in the time and manner stated in the Specification. However, the Procuring Entity may withhold any such right or possession until the Performance Security has been received.
- 2.1.2 If no such time is stated in the **SCC**, the Procuring Entity shall give the Contractor right of access to, and possession of, the Site within such times as required to enable the Contractor to proceed without disruption in accordance with the programme submitted under Sub-Clause 8.3 [Programme].
- 2.1.3 If the Contractor suffers delay and/or incurs Cost as a result of a failure by the Procuring Entity to give any such right or possession within such time, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
  - a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 2.1.4 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 2.1.5 However, if and to the extent that the Procuring Entity's failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, Cost or profit.

### **2.2** *Permits, Licenses or Approvals*

The Procuring Entity shall provide, at the request of the Contractor, such reasonable assistance as to allow the Contractor to obtain properly:

- a) Copies of the Laws of the Country which are relevant to the Contract but are not readily available, and
- b) Any permits, licenses or approvals required by the Laws of the Country:
  - i) Which the Contractor is required to obtain under Sub-Clause 1.13 [Compliance with Laws],
  - ii) For the delivery of Goods, including clearance through customs, and
  - iii) For the export of Contractor's Equipment when it is removed from the Site.

### **2.3** *Procuring Entity's Personnel*

The Procuring Entity shall be responsible for ensuring that the Procuring Entity's Personnel and the Procuring Entity's other contractors on the Site:

- a) co-operate with the Contractor's efforts under Sub-Clause 4.6 [Co-operation], and
- b) take actions similar to those which the Contractor is required to take under sub-paragraphs (a), (b) and (c) of Sub-Clause 4.8 [Safety Procedures] and under Sub-Clause 4.18 [Protection of the Environment].

### **2.4** *Procuring Entity's Financial Arrangement*

2.4.1 The Procuring Entity shall submit, before the Commencement Date and there after within 30 days after receiving any request from the Contractor, reasonable evidence that financial arrangements have been made and are being maintained which will enable the Procuring Entity to pay the Contract Price punctually (as estimated at that time) in accordance with Clause 14 [Contract Price and Payment]. Before the Procuring Entity makes any material change to his financial arrangements, the Procuring Entity shall give notice to the Contractor with detailed particulars.

2.4.2 In addition, if the Procuring Entity has notified to the Contractor that the Procuring Entity has suspended disbursements under its loan, which finances in whole or in part the execution of the Works, the Procuring Entity shall give notice of such suspension to the Contractor with detailed particulars, including the date of such notification, with a copy to the 2.4.3 Engineer, within 7 days of the Procuring Entity having received the suspension notification from the Procuring Entity. If alternative funds will be available in appropriate currencies to the Procuring Entity to continue making payments to the Contractor beyond a date 60 day after the date of Procuring Entity notification of the suspension, the Procuring Entity shall provide reasonable evidence in his notice of the extent to which such funds will be available.

### **2.5** *Procuring Entity's Claims*

2.5.1 If the Procuring Entity considers itself to be entitled to any payment under any Clause of these Conditions or otherwise in connection with the Contract, and/or to any extension of the Defects Notification Period, the Procuring Entity or the shall give notice and particulars to the Contractor. However, notice is not required for payments due under Sub-Clause 4.19 [Electricity, Water and Gas], under Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], or for other services requested by the Contractor.

2.5.2 The notice shall be given as soon as practicable and no longer than 30 days after the Procuring Entity became aware, or should have become aware, of the event or circumstances giving rise

to the claim. A notice relating to any extension of the Defects Notification Period shall be given before the expiry of such period.

- 2.5.3 The particulars shall specify the Clause or other basis of the claim and shall include substantiation of the amount and/or extension to which the Procuring Entity considers itself to be entitled in connection with the Contract. The Engineer shall then proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the amount (if any) which the Procuring Entity is entitled to be paid by the Contractor, and/or(ii) the extension (if any) of the Defects Notification Period in accordance with Sub-Clause 11.3 [Extension of Defects Notification Period].

### **3. THE ENGINEER**

#### **3.1 Engineer's Duties and Authority**

- 3.1.1 The Procuring Entity shall appoint the Engineer who shall carry out the duties assigned to him in the Contract. The Engineer's staff shall include suitably qualified engineers and other professionals who are competent to carry out these duties.

The Engineer shall have no authority to amend the Contract.

The Engineer may exercise the authority attributable to the Engineer as specified in or necessarily to be implied from the Contract. If the Engineer is required to obtain the approval of the Procuring Entity before exercising a specified authority, the requirements shall be as stated in the Particular Conditions. The Procuring Entity shall promptly inform the Contractor of any change to the authority attributed to the Engineer.

- 3.1.2 However, whenever the Engineer exercises a specified authority for which the Procuring Entity's approval is required, then (for the purposes of the Contract) the Procuring Entity shall be deemed to have given approval. Except as otherwise stated in these Conditions:

- a) Whenever carrying out duties or exercising authority, specified in or implied by the Contract, the Engineer shall be deemed to act for the Procuring Entity; the Engineer has no authority to relieve either Party of any duties, obligations or
- b) any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by the Engineer (including absence of disapproval) shall not relieve the Contractor from any responsibility he has under the Contract, including responsibility for errors, omissions, discrepancies and non-compliances; and
- c) any act by the Engineer in response to a Contractor's request except as otherwise expressly specified shall be notified in writing to the Contractor within 14 days of receipt.

- 3.1.2 The following provisions shall apply; The Engineer shall obtain the specific approval of the Procuring Entity before taking action under the-following Sub-Clauses of these Conditions:

- a) Sub-Clause 4.12: agreeing or determining an extension of time and/or additional cost.
- b) Sub-Clause13.1: instructing a Variation, except;
  - i) In an emergency situation as determined by the Engineer, or
  - ii) If such a Variation would increase the Accepted Contract Amount by less than the percentage specified in the **SCC**.
- c) Sub-Clause13.3: Approving a proposal for Variation submitted by the Contractor in accordance with Sub Clause13.1or13.2.

d) Sub-Clause 13.4: Specifying the amount payable in each of the applicable currencies.

3.1.3 Notwithstanding the obligation, as set out above, to obtain approval, if, in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the Works or of adjoining property, he may, without relieving the Contractor of any of his duties and responsibility under the Contract, instruct the Contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The Contractor shall forthwith comply, despite the absence of approval of the Procuring Entity, with any such instruction of the Engineer. The Engineer shall determine an addition to the Contract Price, in respect of such instruction, in accordance with Clause 13 and shall notify the Contractor accordingly, with a copy to the Procuring Entity.

### 3.2 *Delegation by the Engineer*

3.2.1 The Engineer may from time to time assign duties and delegate authority to assistants, and may also revoke such assignment or delegation. These assistants may include a resident engineer, and/or independent inspectors appointed to inspect and/or test items of Plant and/or Materials. The assignment, delegation or revocation shall be in writing and shall not take effect until copies have been received by both Parties. However, unless otherwise agreed by both Parties, the Engineer shall not delegate the authority to determine any matter in accordance with Sub-Clause 3.5 [Determinations].

3.2.2 Each assistant, to whom duties have been assigned or authority has been delegated, shall only be authorized to issue instructions to the Contractor to the extent defined by the delegation. Any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by an assistant, in accordance with the delegation, shall have the same effect as though the act had been an act of the Engineer. However:

- a) Any failure to disapprove any work, Plant or Materials shall not constitute approval, and shall therefore not prejudice the right of the Engineer to reject the work, Plant or Materials;
- b) If the Contractor questions any determination or instruction of an assistant, the Contractor may refer the matter to the Engineer, who shall promptly confirm, reverse or vary the determination or instruction.

### 3.3 *Instructions of the Engineer*

3.3.1 The Engineer may issue to the Contractor (at any time) instructions and additional or modified Drawings which may be necessary for the execution of the Works and the remedying of any defects, all in accordance with the Contract. The Contractor shall only take instructions from the Engineer, or from an assistant to whom the appropriate authority has been delegated under this Clause. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.

3.3.2 The Contractor shall comply with the instructions given by the Engineer or delegated assistant, on any matter related to the Contract. Whenever practicable, their instructions shall be given in writing. If the Engineer or a delegated assistant:

- a) Gives an oral instruction,
- b) Receives a written confirmation of the instruction, from (or on behalf of) the Contractor, within two working days after giving the instruction, and
- c) Does not reply by issuing a written rejection and/or instruction within two working days

after receiving the confirmation, then the confirmation shall constitute the written instruction of the Engineer or delegated assistant (as the case may be).

### *3.4 Replacement of the Engineer*

If the Procuring Entity intends to replace the Engineer, the Procuring Entity shall, not less than 21 days before the intended date of replacement, give notice to the Contractor of the name, address and relevant experience of the intended replacement Engineer. If the Contractor considers the intended replacement Engineer to be unsuitable, he has the right to raise objection against him by notice to the Procuring Entity, with supporting particulars, and the Procuring Entity shall give full and fair consideration to this objection.

### *3.5 Determinations*

3.5.1 Whenever these Conditions provide that the Engineer shall proceed in accordance with this Sub-Clause 3.5 to agree or determine any matter, the Engineer shall consult with each Party in an endeavor to reach agreement. If agreement is not achieved, the Engineer shall make a fair determination in accordance with the Contract, taking due regard of all relevant circumstances.

3.5.2 The Engineer shall give notice to both Parties of each agreement or determination, with supporting particulars, within 30 days from the receipt of the corresponding claim or request except when otherwise specified. Each Party shall give effect to each agreement or determination unless and until revised under Clause 20 [Claims, Disputes and Arbitration].

## **4. THE CONTRACTOR**

### **4.1 Contractor's General Obligations**

4.1.1 The Contractor shall design (to the extent specified in the Contract), execute and complete the Works in accordance with the Contract and with the Engineer's instructions, and shall remedy any defects in the Works.

4.1.2 The Contractor shall provide the Plant and Contractor's Documents specified in the Contract, and all Contractor's Personnel, Goods, consumables and other things and services, whether of a temporary or permanent nature, required in and for this design, execution, completion and remedying of defects.

4.1.3 All equipment, material, and services to be incorporated in or required for the Works shall have their origin in any eligible source country as defined by the Procuring Entity.

4.1.4 The Contractor shall be responsible for the adequacy, stability and safety of all Site operations and of all methods of construction. Except to the extent specified in the Contract, the Contractor (i) shall be responsible for all Contractor's Documents, Temporary Works, and such design of each item of Plant and Materials as is required for the item to be in accordance with the Contract, and (ii) shall not otherwise be responsible for the design or specification of the Permanent Works.

4.1.5 The Contractor shall, whenever required by the Engineer, submit details of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works. No significant alteration to these arrangements and methods shall be made without this having previously been notified to the Engineer.

4.1.6 The Contractor shall not commence any Works, including mobilization and/or pre-construction activities (e.g. limited clearance for haul roads, site accesses and work site

establishment, geotechnical investigations or investigations to select ancillary features such as quarries and borrow pits), unless the Engineer is satisfied that appropriate measures are in place to address environmental, social, health and safety risks and impacts.

- 4.1.7 If the Contract specifies that the Contractor shall design any part of the Permanent Works, then unless otherwise stated in the Particular Conditions:
- a) The Contractor shall submit to the Engineer the Contractor's Documents for this part in accordance with the procedures specified in the Contract;
  - b) These Contractor's Documents shall be in accordance with the Specification and Drawings, shall be written in the language for communications defined in Sub-Clause 1.4 [Law and Language], and shall include additional information required by the Engineer to add to the Drawings for co-ordination of each Party's designs;
  - c) The Contractor shall be responsible for this part and it shall, when the Works are completed, be fit for such purposes for which the part is intended as are specified in the Contract; and
  - d) Prior to the commencement of the Tests on Completion, the Contractor shall submit to the Engineer the "as-built" documents and, if applicable, operation and maintenance manuals in accordance with the Specification and insufficient detail for the Procuring Entity to operate, maintain, dismantle, reassemble, adjust and repair this part of the Works. Such part shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections] until these documents and manuals have been submitted to the Engineer.

### 4.2 *Performance Security*

- 4.2.1 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.
- 4.2.2 The Contractor shall obtain (at his cost) a Performance Security for proper performance, in the amount stated in the **SCC** and denominated in the currency (ies) of the Contractor in a freely convertible currency acceptable to the Procuring Entity. If an amount is not stated in the **SCC**, this Sub-Clause shall not apply.
- 4.2.3 The Contractor shall deliver the Performance Security to the Procuring Entity within 14 days after receiving the Letter of Acceptance and shall send a copy to the Engineer. The Performance Security shall be issued by a reputable Procuring Entity or financial institution selected by the Contractor and shall be in the form annexed to the Particular Conditions, as stipulated by the Procuring Entity in the **SCC**, or in another form approved by the Procuring Entity.
- 4.2.4 The Contractor shall ensure that the Performance Security is valid and enforceable until the Contractor has executed and completed the Works and remedied any defects. If the terms of the Performance Security specify its expiry date, and the Contractor has not become entitled to receive the Performance Certificate by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the Performance Security until the Works have been completed and any defects have been remedied.
- 4.2.5 The Procuring Entity shall not make a claim under the Performance Security, except for amounts to which the Procuring Entity is entitled under the Contract.
- The Procuring Entity shall indemnify and hold the Contractor harmless against and

from all damages, losses and expenses (including legal fees and expenses) resulting from a claim under the Performance Security to the extent to which the Procuring Entity was not entitled to make the claim.

4.2.6 The Procuring Entity shall return the Performance Security to the Contractor within 21 days after receiving a copy of the Performance Certificate.

4.2.7 Without limitation to the provisions of the rest of this Sub-Clause, whenever the Engineer determines an addition or a deduction to the Contract Price as a result of a change in cost and/or legislation, or as a result of a Variation, amounting to more than 25 percent of the portion of the Contract Price payable in a specific currency, the Contractor shall at the Engineer's request promptly increase, or may decrease, as the case may be, the value of the Performance Security in that currency by an equal percentage.

### 4.3 *Contractor's Representative*

4.3.1 The Contractor shall appoint the Contractor's Representative and shall give him all authority necessary to act on the Contractor's behalf under the Contract. Unless the Contractor's Representative is named in the Contract, the Contractor shall, prior to the Commencement Date, submit to the Engineer for consent the name and particulars of the person the Contractor proposes to appoint as Contractor's Representative. If consent is withheld or subsequently revoked in terms of Sub-Clause 6.9 [Contractor's Personnel], or if the appointed person fails to act as Contractor's Representative, the Contractor shall similarly submit the name and particulars of another suitable person for such appointment. The Contractor shall not, without the prior consent of the Engineer, revoke the appointment of the Contractor's Representative or appoint a replacement.

4.3.2 The whole time of the Contractor's Representative shall be given to directing the Contractor's performance of the Contract. If the Contractor's Representative is to be temporarily absent from the Site during the execution of the Works, a suitable replacement person shall be appointed, subject to the Engineer's prior consent, and the Engineer shall be notified accordingly.

4.3.3 The Contractor's Representative shall, on behalf of the Contractor, receive instructions under Sub-Clause 3.3 [Instructions of the Engineer].

The Contractor's Representative may delegate any powers, functions and authority to any competent person, and may at any time revoke the delegation. Any delegation or revocation shall not take effect until the Engineer has received prior notice signed by the Contractor's Representative, naming the person and specifying the powers, functions and authority being delegated or revoked.

4.3.4 The Contractor's Representative shall be fluent in the language for communications defined in Sub-Clause 1.4 [Law and Language]. If the Contractor's Representative's delegates are not fluent in the said language, the Contractor shall make competent interpreters available during all working hours in a number deemed sufficient by the Engineer.

### 4.4 *Subcontractors*

4.4.1 The Contractor shall not subcontract the whole of the Works.

4.4.2 The Contractor shall be responsible for the acts or defaults of any Subcontractor, his agents or employees, as if they were the acts or defaults of the Contractor. Unless otherwise stated in the Particular Conditions:

- a) The Contractor shall not be required to obtain consent to suppliers solely of Materials, or to a subcontract for which the Subcontractor is named in the Contract;
- b) The prior consent of the Engineer shall be obtained to other proposed Sub contractors;
- c) the Contractor shall give the Procuring entity not less than 14 days' notice of the intended date of the commencement of each Subcontractor's work, and of the commencement of such work on the Site; and
- d) each subcontract shall include provisions which would entitle the Procuring Entity to require the subcontract to be assigned to the Procuring Entity under Sub-Clause 4.5 [Assignment of Benefit of Subcontract] (if or when applicable) or in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity].

4.4.3 The Contractor shall ensure that the requirements imposed on the Contractor by Sub-Clause 1.12 [Confidential Details] apply equally to each Subcontractor.

4.4.4 Where practicable, the Contractor shall give fair and reasonable opportunity for contractors from the Country to be appointed as Subcontractors.

#### 4.5 *Assignment of Benefit of Subcontract*

If a Subcontractor's obligations extend beyond the expiry date of the relevant Defects Notification Period and the Engineer, prior to this date, instructs the Contractor to assign the benefit of such obligations to the Procuring Entity, then the Contractor shall do so. Unless otherwise stated in the assignment, the Contractor shall have no liability to the Procuring Entity for the work carried out by the Subcontractor after the assignment takes effect.

#### 4.6 *Co-operation*

4.6.1 The Contractor shall, as specified in the Contract or as instructed by the Engineer, allow appropriate opportunities for carrying out work to:

- a) The Procuring Entity's Personnel,
- b) Any other contractors employed by the Procuring Entity, and
- c) The personnel of any legally constituted public authorities, who may be employed in the execution on or near the Site of any work not included in the Contract.

4.6.2 Any such instruction shall constitute a Variation if and to the extent that it causes the Contractor to suffer delays and/or to incur Unforeseeable Cost. Services for these personnel and other contractors may include the use of Contractor's Equipment, Temporary Works or access arrangements which are the responsibility of the Contractor.

If, under the Contract, the Procuring Entity is required to give to the Contractor possession of any foundation, structure, plant or means of access in accordance with Contractor's Documents, the Contractor shall submit such documents to the Engineer in the time and manner stated in the Specification.

#### 4.7 *Setting Out*

4.7.1 The Contractor shall set out the Works in relation to original points, lines and levels of reference specified in the Contract notified by the Engineer. The Contractor shall be responsible for the correct positioning of all parts of the Works, and shall rectify any error in the positions, levels, dimensions or alignment of the Works.

The Procuring Entity shall be responsible for any errors in these specified or notified

items of reference, but the Contractor shall use reasonable efforts to verify their accuracy before they are used.

- 4.72 If the Contractor suffers delay and/or incurs Cost from executing work which was necessitated by an error in these items of reference, and an experienced contractor could not reasonably have discovered such error and avoided this delay and/or Cost, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 4.73 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent the error could not reasonably have been discovered, and (ii) the matters described in sub-paragraphs (a) and (b) above related to these.

### 4.8 *Safety Procedures*

The Contractor shall:

- a) Comply with all applicable safety regulations,
- b) Take care for the safety of all persons entitled to be on the Site,
- c) Use reasonable efforts to keep the Site and Works clear of unnecessary obstructions as to avoid danger to these persons,
- d) provide fencing, lighting, guarding and watching of the Works until completion and taking over under Clause 10 [Procuring Entity's Taking Over], and
- e) Provide any Temporary Works (including roadways, footways, guards and fences) which may be necessary, because of the execution of the Works, for the use and protection of the public and of owners and occupiers of adjacent land.

### 4.9 *Quality Assurance*

- 4.9.1 The Contractor shall institute a quality assurance system to demonstrate compliance with the requirements of the Contract. The system shall be in accordance with the details stated in the Contract. The Engineer shall be entitled to audit any aspect of the system.
- 4.9.2 Details of all procedures and compliance documents shall be submitted to the Engineer for information before each design and execution stage is commenced. When any document of a technical nature is issued to the Engineer, evidence of the prior approval by the Contractor itself shall be apparent on the document itself. Compliance with the quality assurance system shall not relieve the Contractor of any of his duties, obligations or responsibilities under the Contract.

### 4.10 *Site Data*

- 4.10.1 The Procuring Entity shall have made available to the Contractor for his information, prior to the Base Date, all relevant data in the Procuring Entity's possession on sub-surface and hydrological conditions at the Site, including environmental aspects. The Procuring Entity shall similarly make available to the Contractor or all such data which come into the Procuring Entity's possession after the Base Date. The Contractor shall be responsible for interpreting all such data.
- 4.10.2 To the extent which was practicable (taking account of cost and time), the Contractor shall

be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Tender or Works. To the same extent, the Contractor shall be deemed to have inspected and examined the Site, its surroundings, the above data and other available information, and to have been satisfied before submitting the Tender as to all relevant matters, including (without limitation):

- a) The form and nature of the Site, including sub-surface conditions,
- b) The hydrological and climatic conditions,
- c) The extent and nature of the work and Goods necessary for the execution and completion of the Works and the remedying of any defects,
- d) The Laws, procedures and labor practices of the Country, and
- e) The Contractor's requirements for access, accommodation, facilities, personnel, power, transport, water and other services.

### **4.11** *Sufficiency of the Accepted Contract Amount*

4.11.1 The Contractor shall be deemed to:

- a) Have satisfied itself as to the correctness and sufficiency of the Accepted Contract Amount, and
- b) Have based the Accepted Contract Amount on the data, interpretations, necessary information, inspections, examinations and satisfaction as to all relevant matters referred to in Sub-Clause 4.10 [Site Data].

4.11.2 Unless otherwise stated in the Contract, the Accepted Contract Amount covers all the Contractor's obligations under the Contract (including those under Provisional Sums, if any) and all things necessary for the proper execution and completion of the Works and the remedying of any defects.

### **4.12** *Unforeseeable Physical Conditions*

4.12.1 In this Sub-Clause, “physical conditions” means natural physical conditions and man-made and other physical obstructions and pollutants, which the Contractor encounters at the Site when executing the Works, including sub-surface and hydrological conditions but excluding climatic conditions.

4.12.2 If the Contractor encounters adverse physical conditions which he considers to have been Unforeseeable, the Contractor shall give notice to the Engineer as soon as practicable. This notice shall describe the physical conditions, so that they can be inspected by the Engineer, and shall set out the reasons why the Contractor considers them to be Unforeseeable. The Contractor shall continue executing the Works, using such proper and reasonable measures as are appropriate for the physical conditions, and shall comply with any instructions which the Engineer may give. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.

4.12.3 If and to the extent that the Contractor encounters physical conditions which are Unforeseeable, gives such a notice, and suffers delay and/or incurs Cost due to these conditions, the Contractor shall be entitled subject to notice under Sub-Clause 20.1 [Contractor's Claims] to:

- a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) Payment of any such Cost, which shall be included in the Contract Price.

- 4.12.4 Upon receiving such notice and inspecting and/or investigating these physical conditions, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent these physical conditions were Unforeseeable, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this extent.
- 4.12.5 However, before additional Cost is finally agreed or determined under sub-paragraph (ii), the Engineer may also review whether other physical conditions in similar parts of the Works (if any) were more favorable than could reasonably have been foreseen when the Contractor submitted the Tender. If and to the extent that these more favorable conditions were encountered, the Engineer may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the reductions in Cost which were due to these conditions, which may be included (as deductions) in the Contract Price and Payment Certificates. However, the net effect of all adjustments under sub-paragraph (b) and all these reductions, for all the physical conditions encountered in similar parts of the Works, shall not result in any reduction in the Contract Price.
- 4.12.6 The Engineer shall take account of any evidence of the physical conditions foreseen by the Contractor when submitting the Tender, which shall be made available by the Contractor, but shall not be bound by the Contractor's interpretation of any such evidence.

### 4.13 *Rights of Way and Facilities*

Unless otherwise specified in the Contract the Procuring Entity shall provide effective access to and possession of the Site including special and/or temporary rights-of-way which are necessary for the Works. The Contractor shall obtain, at his risk and cost, any additional rights of way or facilities outside the Site which he may require for the purposes of the Works.

### 4.14 *Avoidance of Interference*

- 4.14.1 The Contractor shall not interfere unnecessarily or improperly with:
- a) The convenience of the public, or
  - b) The access to and use and occupation of all roads and footpaths, irrespective of whether they are public or in the possession of the Procuring Entity or of others.
- 4.14.2 The Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from any such unnecessary or improper interference.

### 4.15 *Access Route*

- 4.15.1 The Contractor shall be deemed to have been satisfied as to the suitability and availability of access routes to the Site at Base Date. The Contractor shall use reasonable effort to prevent any road or bridge from being damaged by the Contractor's traffic or by the Contractor's Personnel. These efforts shall include the proper use of appropriate vehicles and routes.
- 4.15.2 Except as otherwise stated in these Conditions:
- a) The Contractor shall (as between the Parties) be responsible for any maintenance which may be required for his use of access routes;
  - b) the Contractor shall provide all necessary signs or directions along access routes, and shall obtain any permission which may be required from the relevant authorities for his

use of routes, signs and directions;

- c) the Procuring Entity shall not be responsible for any claims which may arise from the use or otherwise of any access route;
- d) the Procuring Entity does not guarantee the suitability or availability of particular access routes; and
- e) Costs due to non-suitability or non-availability, for the use required by the Contractor, of access routes shall be borne by the Contractor.

### **4.16** *Transport of Goods*

Unless otherwise stated in the Particular Conditions:

- a) The Contractor shall give the Engineer not less than 21 days' notice of the date on which any Plant or a major item of other Goods will be delivered to the Site;
- b) The Contractor shall be responsible for packing, loading, transporting, receiving, unloading, storing and protecting all Goods and other things required for the Works; and
- c) The Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from the transport of Goods, and shall negotiate and pay all claims arising from their transport.

### **4.17** *Contractor's Equipment*

The Contractor shall be responsible for all Contractor's Equipment. When brought onto the Site, Contractor's Equipment shall be deemed to be exclusively intended for the execution of the Works. The Contractor shall not remove from the Site any major items of Contractor's Equipment without the consent of the Engineer. However, consent shall not be required for vehicles transporting Goods or Contractor's Personnel off Site.

### **4.18** *Protection of the Environment*

- 4.18.1 The Contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations.
- 4.18.2 The Contractor shall ensure that emissions, surfaced is charges and effluent from the Contractor's activities shall not exceed the values stated in the Specification or prescribed by applicable Laws.

### **4.19** *Electricity, Water and Gas*

- 4.19.1 The Contractor shall, except as stated below, be responsible for the provision of all power, water and other services he may require for his construction activities and to the extent defined in the Specifications, for the tests.

The Contractor shall be entitled to use for the purposes of the Works such supplies of electricity, water, gas and other services as may be available on the Site and of which details and prices are given in the Specification. The Contractor shall, at his risk and cost, provide any apparatus necessary for his use of these services and for measuring the quantities consumed.

- 4.19.2 The quantities consumed and the amounts due (at these prices) for such services shall be agreed or determined by the Engineer in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.

### 4.20 *Procuring Entity's Equipment and Free-Issue Materials*

- 4.20.1 The Procuring Entity shall make the Procuring Entity's Equipment (if any) available for the use of the Contractor in the execution of the Works in accordance with the details, arrangements and prices stated in the Specification. Unless otherwise stated in the Specification:
- a) The Procuring Entity shall be responsible for the Procuring Entity's Equipment, except that
  - b) The Contractor shall be responsible for each item of Procuring Entity's Equipment whilst any of the Contractor's Personnel is operating it, driving it, directing it or in possession or control of it.
- 4.20.2 The appropriate quantities and the amounts due (at such stated prices) for the use of Procuring Entity's Equipment shall be agreed or determined by the Engineer in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.
- The Procuring Entity shall supply, free of charge, the “free-issue materials” (if any) in accordance with the details stated in the Specification. The Procuring Entity shall, at his risk and cost, provide these materials at the time and place specified in the Contract. The Contractor shall then visually inspect them and shall promptly give notice to the Engineer of any shortage, defect or default in these materials. Unless otherwise agreed by both Parties, the Procuring Entity shall immediately rectify the notified shortage, defect or default.
- 4.20.3 After this visual inspection, the free-issue materials shall come under the care, custody and control of the Contractor. The Contractor's obligations of inspection, care, custody and control shall not relieve the Procuring Entity of liability for any shortage, defect or default not apparent from a visual inspection.

### 4.21 *Progress Reports*

- 4.21.1 Unless otherwise stated in the Particular Conditions, monthly progress reports shall be prepared by the Contractor and submitted to the Engineer in six copies. The first report shall cover the period up to the end of the first calendar month following the Commencement Date. Reports shall be submitted monthly thereafter, each within 7 days after the last day of the period to which it relates.
- 4.21.2 Reporting shall continue until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.
- 4.21.3 Each report shall include:
- a) charts and detailed descriptions of progress, including each stage of design (if any), Contractor's Documents, procurement, manufacture, delivery to Site, construction, erection and testing; and including these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]),
  - b) photographs showing the status of manufacture and of progress on the Site;
  - c) for the manufacture of each main item of Plant and Materials, the name of the manufacturer, manufacture location, percentage progress, and the actual or expected dates of:
    - i) commencement of manufacture,
    - ii) Contractor's inspections,

- iii) tests, and
- iv) shipment and arrival at the Site;
- d) the details described in Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment];
- e) copies of quality assurance documents, test results and certificates of Materials;
- f) list of notices given under Sub-Clause 2.5 [Procuring Entity's Claims] and notices given under Sub-Clause 20.1 [Contractor's Claims];
- g) safety statistics, including details of any hazardous incidents and activities relating to environmental aspects and public relations; and
- h) comparisons of actual and planned progress, with details of any events or circumstances which may jeopardize the completion in accordance with the Contract, and the measures being (or to be) adopted to overcome delays.

4.21.4 The Contractor shall provide immediate notification to the Engineer of incidents in the following categories. Full details of such incidents shall be provided to the Engineer within the time frame agreed with the Engineer.

- a) confirmed or likely violation of any law or international agreement;
- b) any fatality or serious injury;
- c) significant adverse effects or damage to private property (e.g. vehicle accident, damage from fly rock, working beyond the boundary);
- d) major pollution of drinking water aquifer or damage or destruction of rare or endangered habitat (including protected areas) or species; or
- e) any allegation of sexual harassment or sexual misbehavior, child abuse, defilement, or other violations involving children.

#### 4.22 *Security of the Site*

Unless otherwise stated in the Particular Conditions:

- a) The Contractor shall be responsible for keeping unauthorized persons off the Site, and
- b) Authorized persons shall be limited to the Contractor's Personnel and the Procuring Entity's Personnel; and to any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as authorized personnel of the Procuring Entity's other contractors on the Site.

#### 4.23 *Contractor's Operations on Site*

4.23.1 The Contractor shall confine his operations to the Site, and to any additional areas which may be obtained by the Contractor and agreed by the Engineer as additional working areas. The Contractor shall take all necessary precautions to keep Contractor's Equipment and Contractor's Personnel within the Site and these additional areas, and to keep them off adjacent land.

During the execution of the Works, the Contractor shall keep the Site free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment or surplus materials. The Contractor shall clear away and remove from the Site any wreckage, rubbish and Temporary Works which are no longer required.

4.23.2 Upon the issue of a Taking-Over Certificate, the Contractor shall clear away and remove,

from that part of the Site and Works to which the Taking-Over Certificate refers, all Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works. The Contractor shall leave that part of the Site and the Works in a clean and safe condition. However, the Contractor may retain on Site, during the Defects Notification Period, such Goods as are required for the Contractor to fulfil obligations under the Contract.

### **4.24** *Fossils*

4.24.1 All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the Site shall be placed under the care and authority of the Procuring Entity. The Contractor shall take reasonable precautions to prevent Contractor's Personnel or other persons from removing or damaging any of these findings.

4.24.2 The Contractor shall, upon discovery of any such finding, promptly give notice to the Engineer, who shall issue instructions for dealing with it. If the Contractor suffers delay and/or incurs Cost from complying with the instructions, the Contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost, which shall be included in the Contract Price.

After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

## **5. NOMINATED SUB CONTRACTORS**

### **5.1 Definition of “nominated Subcontractor**

In the Contract, “nominated Subcontractor” means a Subcontractor:

- a) Who is stated in the Contract as being a nominated Subcontractor, or
- b) whom the Engineer, under Clause 13 [Variations and Adjustments], instructs the Contractor to employ as a Subcontractor subject to Sub-Clause 5.2 [Objection to Notification].

### **5.2** *Objection to Nomination*

The Contractor shall not be under any obligation to employ a nominated Subcontractor against whom the Contractor raises reasonable objection by notice to the Engineer as soon as practicable, with supporting particulars. An objection shall be deemed reasonable if it arises from (among other things) any of the following matters, unless the Procuring Entity agrees in writing to indemnify the Contractor against and from the consequences of the matter:

- a) there are reasons to believe that the Subcontractor does not have sufficient competence, resources or financial strength;
- b) the nominated Subcontractor does not accept to indemnify the Contractor against and from any negligence or misuse of Goods by the nominated Subcontractor, his agents and employees; or
- c) the nominated Subcontractor does not accept to enter into a subcontract which specifies that, for the subcontracted work (including design, if any), the nominated Subcontract

or shall:

- i) undertake to the Contractor such obligations and liabilities as will enable the Contractor to discharge his obligations and liabilities under the Contract;
- ii) indemnify the Contractor against and from all obligations and liabilities arising under or in connection with the Contract and from the consequences of any failure by the Subcontractor to perform these obligations or to fulfil these liabilities, and
- iii) be paid only if and when the Contractor has received from the Procuring Entity payments for sums due under the Subcontract referred to under Sub-Clause 5.3 [Payment to nominated Subcontractors].

### **5.3** *Payments to nominated Subcontractors*

The Contractor shall pay to the nominated Subcontractor the amounts shown on the nominated Subcontractor's invoices approved by the Contractor which the Engineer certifies to be due in accordance with the subcontract. These amounts plus other charges shall be included in the Contract Price in accordance with sub-paragraph (b) of Sub-Clause 13.5 [Provisional Sums], except as stated in Sub-Clause 5.4 [Evidence of Payments].

### **5.4** *Evidence of Payments*

Before issuing a Payment Certificate which includes an amount payable to a nominated Subcontractor, the Engineer may request the Contractor to supply reasonable evidence that the nominated Subcontractor has received all amounts due in accordance with previous Payment Certificates, less applicable deductions for retention or otherwise. Unless the Contractor:

- a) Submits this reasonable evidence to the Engineer, or
- b) i) satisfies the Engineer in writing that the Contractor is reasonably entitled to withhold or refuse to pay these amounts, and  
ii) submits to the Engineer reasonable evidence that the nominated Subcontractor has been notified of the Contractor's entitlement, then the Procuring Entity may (at his sole discretion) pay, direct to the nominated Subcontractor, part or all of such amounts previously certified (less applicable deductions) as are due to the nominated Subcontractor and for which the Contractor has failed to submit the evidence described in sub-paragraphs (a) or (b) above. The Contractor shall then repay, to the Procuring Entity, the amount which the nominated Subcontractor was directly paid by the Procuring Entity.

## **6.** *STAFF AND LABOR*

### **6.1** *Engagement of Staff and Labor*

Except as otherwise stated in the Specification, the Contractor shall make arrangements for the engagement of all staff and labor, local or otherwise, and for their payment, feeding, transport, and, when appropriate, housing. The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labor with appropriate qualifications and experience from sources within the Country.

### **6.2** *Rates of Wages and Conditions of Labor*

6.2.1 The Contractor shall pay rates of wages, and observe conditions of labor, which are not



lower than those established for the trade or industry where the work is carried out. If no established rates or conditions are applicable, the Contractor shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by Procuring Entity's whose trade or industry is similar to that of the Contractor.

6.2.2 The Contractor shall inform the Contractor's Personnel about their liability to pay personal income taxes in Kenya in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the Laws of Kenya for the time being in force, and the Contractor shall perform such duties in regard to such deductions there of as may be imposed on him by such Laws.

### 6.3 *Persons in the Service of Procuring Entity*

The Contractor shall not recruit, or attempt to recruit, staff and labor from amongst the Procuring Entity's Personnel.

### 6.4 *Labor Laws*

6.4.1 The Contractor shall comply with all the relevant labor Laws applicable to the Contractor's Personnel, including Laws relating to their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights.

6.4.2 The Contractor shall require his employees to obey all applicable Laws, including those concerning safety at work.

### 6.5 *Working Hours*

No work shall be carried out on the Site on locally recognized days of rest, or outside the normal working hours stated in the **SCC**, unless:

- a) Otherwise stated in the Contract,
- b) The Engineer gives consent, or
- c) The work is unavoidable, or necessary for the protection of life or property or for the safety of the Works, in which case the Contractor shall immediately advise the Engineer.

### 6.6 *Facilities for Staff and Labor*

6.6.1 Except as otherwise stated in the Specification, the Contractor shall provide and maintain all necessary accommodation and welfare facilities for the Contractor's Personnel. The Contractor shall also provide facilities for the Procuring Entity's Personnel as stated in the Specification.

6.6.2 The Contractor shall not permit any of the Contractor's Personnel to maintain any temporary or permanent living quarters within the structures forming part of the Permanent Works.

### 6.7 *Health and Safety*

6.7.1 The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor's Personnel. In collaboration with local health authorities, the Contractor shall ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the Site and at any accommodation for Contractor's and Procuring Entity's Personnel, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

6.7.2 The Contractor shall appoint an accident prevention officer at the Site, responsible for maintaining safety and protection against accidents. This person shall be qualified for this

responsibility and shall have the authority to issue instructions and take protective measures to prevent accidents. Throughout the execution of the Works, the Contractor shall provide whatever is required by this person to exercise this responsibility and authority.

6.7.3 The Contractor shall send, to the Engineer, details of any accident as soon as practicable after its occurrence. The Contractor shall maintain records and make reports concerning health, safety and welfare of persons, and damage to property, as the Engineer may reasonably require.

6.7.4 HIV-AIDS Prevention. The Contractor shall conduct an HIV-AIDS awareness programme via an approved service provider and shall undertake such other measures as are specified in this Contract to reduce the risk of the transfer of the HIV virus between and among the Contractor's Personnel and the local community, to promote early diagnosis and to assist affected individuals.

### *6.8 Contractor's Superintendence*

6.8.1 Throughout the execution of the Works, and as long thereafter as is necessary to fulfil the Contractor's obligations, the Contractor shall provide all necessary superintendence to plan, arrange, direct, manage, inspect and test the work.

6.8.2 Superintendence shall be given by a sufficient number of persons having adequate knowledge of the language for communications (defined in Sub-Clause 1.4 [Law and Language]) and of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents), for the satisfactory and safe execution of the Works.

### *6.9 Contractor's Personnel*

6.9.1 The Contractor's Personnel specified in the **SCC** shall be appropriately qualified, skilled and experienced in their respective trades or occupations. The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative if applicable, who:

- a) Persists in any misconduct or lack of care,
- b) Carries out duties incompetently or negligently,
- c) Fails to conform with any provisions of the Contract,
- d) Persists in any conduct which is prejudicial to safety, health, or the protection of the environment, or
- e) Based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works.

6.9.2 If appropriate, the Contractor shall then appoint (or cause to be appointed) a suitable replacement person.

### *6.10 Records of Contractor's Personnel and Equipment*

The Contractor shall submit, to the Engineer, details showing the number of each class of Contractor's Personnel and of each type of Contractor's Equipment on the Site. Details shall be submitted each calendar month, in a form approved by the Engineer, until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.

### *6.11 Disorderly Conduct*

The Contractor shall at all times take all reasonable precautions to prevent any unlawful,

riotous or disorderly conduct by or amongst the Contractor's Personnel, and to preserve peace and protection of persons and property on and near the Site.

**6.12** *Foreign Personnel*

6.12.1 The Contractor may bring in to the Country any foreign personnel who are necessary for the execution of the Works to the extent allowed by the applicable Laws. The Contractor shall ensure that these personnel are provided with the required residence visas and work permits. The Procuring Entity will, if requested by the Contractor, use his Lowest endeavors in a timely and expeditious manner to assist the Contract or in obtaining any local, state, national or government permission required for bringing in the Contractor's personnel.

6.12.2 The Contractor shall be responsible for the return of these personnel to the place where they were recruited or to their domicile. In the event of the death in the Country of any of these personnel or members of their families, the Contractor shall similarly be responsible for making the appropriate arrangements for their return or burial.

**6.13** *Supply of Foodstuffs*

6.13.1 The Contractor shall arrange for the provision of a sufficient supply of suitable food as may be stated in the Specification at reasonable prices for the Contractor's Personnel for the purposes of or in connection with the Contract.

**6.14** *Supply of Water*

The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of drinking and other water for the use of the Contractor's Personnel.

**6.15** *Measures against Insect and Pest Nuisance*

The Contractor shall at all times take the necessary precautions to protect the Contractor's Personnel employed on the Site from insect and pest nuisance, and to reduce the danger to their health. The Contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide.

**6.16** *Alcoholic Liquor or Drugs*

The Contractor shall not, otherwise than in accordance with the Laws of the Country, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift, barter or disposal thereof by Contractor's Personnel.

**6.17** *Arms and Ammunition*

The Contractor shall not give, barter, or otherwise dispose of, to any person, any arms or ammunition of any kind, or allow Contractor's Personnel to do so.

**6.18** *Festivals and Religious Customs*

The Contractor shall respect the Country's recognized festivals, days of rest and religious or other customs.

**6.19** *Funeral Arrangements*

The Contractor shall be responsible, to the extent required by local regulations, for making any funeral arrangements for any of his local employees who may die while engaged upon the Works.

**6.20** *Prohibition of Forced or Compulsory Labor*

The Contractor shall not employ forced labor, which consists of any work or service,

not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

**6.21** *Prohibition of Harmful Child Labor*

The Contractor shall not employ children in a manner that is economically exploitative, or is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. Where the relevant labor laws of the Country have provisions for employment of minors, the Contractor shall follow those laws applicable to the Contractor. Children below the age of 18 years shall not be employed in dangerous work.

**6.22** *Employment Records of Workers*

The Contractor shall keep complete and accurate records of the employment of labor at the Site. The records shall include the names, ages, genders, hours worked and wages paid to all workers. These records shall be summarized on a monthly basis and submitted to the Engineer. These records shall be included in the details to be submitted by the Contractor under Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment].

**6.23** *Workers' Organizations*

The Contractor shall comply with laws on workers' rights to form and to join workers' organizations without interference and to bargain collectively.

**6.24** *Non-Discrimination and Equal Opportunity*

The Contractor shall not make employment decisions on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment relationship on the principle of equal opportunity and fair treatment and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline.

**7. PLANT, MATERIALS AND WORKMANSHIP**

**7.1 Manner of Execution**

The Contractor shall carry out the manufacture of Plant, the production and manufacture of Materials, and all other execution of the Works:

- a) In the manner (if any) specified in the Contract,
- b) In a proper workman like and careful manner, in accordance with recognized good practice, and
- c) With properly equipped facilities and non-hazardous Materials, except as otherwise specified in the Contract.

**7.2 Samples**

The Contractor shall submit the following samples of Materials, and relevant information, to the Engineer for consent prior to using the Materials in or for the Works:



- a) manufacturer's standard samples of Materials and samples specified in the Contract, all at the Contractor's cost, and
- b) additional samples instructed by the Engineer as a Variation.  
Each sample shall be labeled as to origin and intended use in the Works.

### **7.3** *Inspection*

7.3.1 The Procuring Entity's Personnel shall at all reasonable times:

- a) Have full access to all parts of the Site and to all places from which natural Materials are being obtained, and
- b) During production, manufacture and construction (at the Site and elsewhere), be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of manufacture of Plant and production and manufacture of Materials.

7.3.2 The Contractor shall give the Procuring Entity's Personnel full opportunity to carry out these activities, including providing access, facilities, permissions and safety equipment. No such activity shall relieve the Contractor from any obligation or responsibility.

The Contractor shall give notice to the Engineer whenever any work is ready and before it is covered up, put out of sight, or packaged for storage or transport. The Engineer shall then either carry out the examination, inspection, measurement or testing without unreasonable delay, or promptly give notice to the Contractor that the Engineer does not require to do so. If the Contractor fails to give the notice, he shall, if and when required by the Engineer, uncover the work and thereafter reinstate and make good, all at the Contractor's cost.

### **7.4** *Testing*

7.4.1 This Sub-Clause shall apply to all tests specified in the Contract, other than the Tests after Completion (if any).

7.4.2 Except as otherwise specified in the Contract, the Contractor shall provide all apparatus, assistance, documents and other information, electricity, equipment, fuel, consumables, instruments, labor, materials, and suitably qualified and experienced staff, as are necessary to carry out the specified tests efficiently. The Contractor shall agree, with the Engineer, the time and place for the specified testing of any Plant, Materials and other parts of the Works. The Engineer may, under Clause 13 [Variations and Adjustments], vary the location or details of specified tests, or instruct the Contractor to carry out additional tests. If these varied or additional tests show that the tested Plant, Materials or workmanship is not in accordance with the Contract, the cost of carrying out this Variation shall be borne by the Contractor, notwithstanding other provisions of the Contract.

7.4.3 The Engineer shall give the Contractor not less than 24 hours' notice of the Engineer's intention to attend the tests. If the Engineer does not attend at the time and place agreed, the Contractor may proceed with the tests, unless otherwise instructed by the Engineer, and the tests shall then be deemed to have been made in the Engineer's presence.

If the Contractor suffers delay and/or incurs Cost from complying with these instructions or as a result of a delay for which the Procuring Entity is responsible, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-

Clause 20.1 [Contractor's Claims] to:

- a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) Payment of any such Cost-plus profit, which shall be included in the Contract Price.

7.4.4 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

The Contractor shall promptly forward to the Engineer duly certified reports of the tests. When the specified tests have been passed, the Engineer shall endorse the Contractor's test certificate, or issue a certificate to him, to that effect. If the Engineer has not attended the tests, he shall be deemed to have accepted the readings as accurate.

### **7.5** *Rejection*

7.5.1 If, as a result of an examination, inspection, measurement or testing, any Plant, Materials or workmanship is found to be defective or otherwise not in accordance with the Contract, the Engineer may reject the Plant, Materials or workmanship by giving notice to the Contractor, with reasons. The Contractor shall then promptly make good the defect and ensure that the rejected item complies with the Contract.

7.5.2 If the Engineer requires this Plant, Materials or workmanship to be retested, the tests shall be repeated under the same terms and conditions. If the rejection and retesting cause the Procuring Entity to incur additional costs, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity.

### **7.6** *Remedial Work*

7.6.1 Notwithstanding any previous test or certification, the Engineer may instruct the Contractor to:

- a) remove from the Site and replace any Plant or Materials which is not in accordance with the Contract,
- b) remove and re-execute any other work which is not in accordance with the Contract, and
- c) execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseeable event or otherwise.

7.6.2 The Contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction, or immediately if urgency is specified under sub-paragraph (c).

7.6.3 If the Contractor fails to comply with the instruction, the Procuring Entity shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for the work, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity all costs arising from this failure.

### **7.7** *Ownership of Plant and Materials*

Except as otherwise provided in the Contract, each item of Plant and Materials shall, to the extent consistent with the Laws of the Country, become the property of the Procuring Entity at whichever is the earlier of the following times, free from liens and other encumbrances:

- a) When it is incorporated in the Works;
- b) When the Contractor is paid the corresponding value of the Plant and Materials under Sub-Clause 8.10 [Payment for Plant and Materials in Event of Suspension].

### 7.8 *Royalties*

Unless otherwise stated in the Specification, the Contractor shall pay all royalties, rents and other payments for:

- a) Natural Materials obtained from outside the Site, and
- b) The disposal of material from demolitions and excavations and of other surplus material (whether natural or man-made), except to the extent that disposal areas within the Site are specified in the Contract.

## 8. *COMMENCEMENT, DELAYS AND SUSPENSION*

### 8.1 **Commencement of Works**

8.1.1 Except as otherwise specified in the Special Conditions of Contract, the Commencement Date shall be the date at which the following precedent conditions have all been fulfilled and the Engineer's notification recording the agreement of both Parties on such fulfilment and instructing to commence the Work is received by the Contractor:

- a) Contract by relevant authorities of the Country;
- b) delivery to the Contractor of reasonable evidence of the Procuring Entity's financial arrangements (under Sub-Clause 2.4 [Procuring Entity's Financial Arrangements]);
- c) signature of the Contract Agreement by both Parties, and if required, approval of the except if otherwise specified in the **SCC**, effective access to and possession of the Site given to the Contractor together with such permission(s) under (a) of Sub-Clause 1.13 [Compliance with Laws] as required for the commencement of the Works
- d) receipt by the Contract or of the Advance Payment under Sub-Clause 14.2 [Advance Payment] provided that the corresponding Procuring Entity guarantee has been delivered by the Contractor.

8.1.2 If the said Engineer's instruction is not received by the Contractor within 180 days from his receipt of the Letter of Acceptance, the Contractor shall be entitled to terminate the Contract under Sub-Clause 16.2 [Termination by Contractor].

8.1.3 The Contractor shall commence the execution of the Works as soon as is reasonably practicable after the Commencement Date and shall then proceed with the Works with due expedition and without delay.

### 8.2 *Time for Completion*

The Contractor shall complete the whole of the Works, and each Section (if any), within the Time for Completion for the Works or Section (as the case may be), including:

- a) achieving the passing of the Tests on Completion, and
- b) completing all work which is stated in the Contract as being required for the Works or Section to be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections].

### 8.3 *Programme*

8.3.1 The Contractor shall submit a detailed time programme to the Engineer within 14 days after

receiving the notice under Sub-Clause 8.1 [Commencement of Works]. The Contractor shall also submit a revised programme whenever the previous programme is inconsistent with actual progress or with the Contractor's obligations. Each programme shall include:

- a) the order in which the Contractor intends to carry out the Works, including the anticipated timing of each stage of design (if any), Contractor's Documents, procurement, manufacture of Plant, delivery to Site, construction, erection and testing,
- b) each of these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]),
- c) the sequence and timing of inspections and tests specified in the Contract, and
- d) a supporting report which includes:
  - i) a general description of the methods which the Contractor intends to adopt, and of the major stages, in the execution of the Works, and
  - ii) details showing the Contractor's reasonable estimate of the number of each class of Contractor's Personnel and of each type of Contractor's Equipment, required on the Site for each major stage.

8.3.2 Unless the Engineer, within 14 days after receiving a programme, gives notice to the Contractor stating the extent to which it does not comply with the Contract, the Contractor shall proceed in accordance with the programme, subject to his other obligations under the Contract. The Procuring Entity's Personnel shall be entitled to rely upon the programme when planning their activities.

8.3.3 The Contractor shall promptly give notice to the Engineer of specific probable future events or circumstances which may adversely affect the work, increase the Contract Price or delay the execution of the Works. The Engineer may require the Contractor to submit an estimate of the anticipated effect of the future event or circumstances, and/or a proposal under Sub-Clause 13.3 [Variation Procedure].

8.3.4 If, at any time, the Engineer gives notice to the Contractor that a programme fails (to the extent stated) to comply with the Contract or to be consistent with actual progress and the Contractor's stated intentions, the Contractor shall submit a revised programme to the Engineer in accordance with this Sub-Clause.

### **8.4** *Extension of Time for Completion*

8.4.1 The Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to an extension of the Time for Completion if and to the extent that completion for the purposes of Sub-Clause 10.1 [Taking Over of the Works and Sections] is or will be delayed by any of the following causes:

- a) a Variation (unless an adjustment to the Time for Completion has been agreed under Sub-Clause 13.3 [Variation Procedure]) or other substantial change in the quantity of an item of work included in the Contract,
- b) a cause of delay giving an entitlement to extension of time under a Sub-Clause of these Conditions,
- c) exceptionally adverse climatic conditions,
- d) Unforeseeable shortages in the availability of personnel or Goods caused by epidemic or governmental actions, or
- e) Any delay, impediment or prevention caused by or attributable to the Procuring Entity,

the Procuring Entity's Personnel, or the Procuring Entity's other contractors.

8.4.2 If the Contractor considers itself to be entitled to an extension of the Time for Completion, the Contractor shall give notice to the Engineer in accordance with Sub-Clause 20.1 [Contractor's Claims]. When determining each extension of time under Sub-Clause 20.1, the Engineer shall review previous determinations and may increase, but shall not decrease, the total extension of time.

### 8.5 *Delays Caused by Authorities*

If the following conditions apply, namely:

- a) The Contractor has diligently followed the procedures laid down by the relevant legally constituted public authorities in the Country,
- b) These authorities delay or disrupt the Contractor's work, and
- c) The delay or disruption was Unforeseeable, then this delay or disruption will be considered as a cause of delay under sub-paragraph (b) of Sub-Clause 8.4 [Extension of Time for Completion].

### 8.6 *Rate of Progress*

8.6.1 If, at any time:

- a) Actual progress is too slow to complete within the Time for Completion, and/or
- b) Progress has fallen (or will fall) behind the current programme under Sub-Clause 8.3 [Programme], other than as a result of a cause listed in Sub-Clause 8.4 [Extension of Time for Completion], then the Engineer may instruct the Contractor to submit, under Sub-Clause 8.3 [Programme], a revised programme and supporting report describing the revised methods which the Contractor proposes to adopt in order to expedite progress and complete within the Time for Completion.

Unless the Engineer notifies otherwise, the Contractor shall adopt these revised methods, which may require increases in the working hours and/or in the numbers of Contractor's Personnel and/or Goods, at the risk and cost of the Contractor. If these revised methods cause the Procuring Entity to incur additional costs, the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity, in addition to delay damages (if any) under Sub-Clause 8.7 below.

8.6.2 Additional costs of revised methods including acceleration measures, instructed by the Engineer to reduce delays resulting from causes listed under Sub-Clause 8.4 [Extension of Time for Completion] shall be paid by the Procuring Entity, without generating, however, any other additional payment benefit to the Contractor.

### 8.7 *Delay Damages*

8.7.1 If the Contractor fails to comply with Sub-Clause 8.2 [Time for Completion], the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay delay damages to the Procuring Entity for this default. These delay damages shall be the sum stated in the **SCC**, which shall be paid for everyday which shall elapse between the relevant Time for Completion and the date stated in the Taking-Over Certificate. However, the total amount due under this Sub-Clause shall not exceed the maximum amount of delay damages (if any) stated in the **SCC**.

8.7.2 These delay damages shall be the only damages due from the Contractor for such default,

other than in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity] prior to completion of the Works. These damages shall not relieve the Contractor from his obligation to complete the Works, or from any other duties, obligations or responsibilities which he may have under the Contract.

### **8.8** *Suspension of Work*

8.8.1 The Engineer may at any time instruct the Contractor to suspend progress of part or all of the Works. During such suspension, the Contractor shall protect, store and secure such part or the Works against any deterioration, loss or damage.

8.8.2 The Engineer may also notify the cause for the suspension. If and to the extent that the cause is notified and is the responsibility of the Contractor, the following Sub-Clauses 8.9, 8.10 and 8.11 shall not apply.

### **8.9** *Consequences of Suspension*

8.9.1 If the Contractor suffers delay and/or incurs Cost from complying with the Engineer's instructions under Sub-Clause 8.8 [Suspension of Work] and/or from resuming the work, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) Payment of any such Cost, which shall be included in the Contract Price.

After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

8.9.2 The Contractor shall not be entitled to an extension of time for, or to payment of the Cost incurred in, making good the consequences of the Contractor's faulty design, workmanship or materials, or of the Contractor's failure to protect, store or secure in accordance with Sub-Clause 8.8 [Suspension of Work].

### **8.10** *Payment for Plant and Materials in Event of Suspension*

The Contractor shall be entitled to payment of the value (as at the date of suspension) of Plant and/or Materials which have not been delivered to Site, if:

- a) the work on Plant or delivery of Plant and/or Materials has been suspended for more than 30 days, and
- b) the Contractor has marked the Plant and/or Materials as the Procuring Entity's property in accordance with the Engineer's instructions.

### **8.11** *Prolonged Suspension*

If the suspension under Sub-Clause 8.8 [Suspension of Work] has continued for more than 84 days, the Contractor may request the Engineer's permission to proceed. If the Engineer does not give permission within 30 days after being requested to do so, the Contractor may, by giving notice to the Engineer, treat the suspension as an omission under Clause 13 [Variations and Adjustments] of the affected part of the Works. If the suspension affects the whole of the Works, the Contractor may give notice of termination under Sub-Clause 16.2 [Termination by Contractor].

### **8.12** *Resumption of Work*

After the permission or instruction to proceed is given, the Contractor and the Engineer shall jointly examine the Works and the Plant and Materials affected by

the suspension. The Contractor shall make good any deterioration or defect in or loss of the Works or Plant or Materials, which has occurred during the suspension after receiving from the Engineer an instruction to this effect under Clause 13 [Variations and Adjustments].

**9 TESTS ON COMPLETION**

**9.1 Contractor's Obligations**

9.1.1 The Contractor shall carry out the Tests on Completion in accordance with this Clause and Sub-Clause 7.4 [Testing], after providing the documents in accordance with sub-paragraph (d) of Sub-Clause 4.1 [Contractor's General Obligations].

9.1.2 The Contractor shall give to the Engineer not less than 21 days' notice of the date after which the Contract or will be ready to carry out each of the Tests on Completion. Unless otherwise agreed, Tests on Completion shall be carried out within 14 days after this date, on such day or days as the Engineer shall instruct.

9.1.3 In considering the results of the Tests on Completion, the Engineer shall make allowances for the effect of any use of the Works by the Procuring Entity on the performance or other characteristics of the Works. As soon as the Works, or a Section, have passed any Tests on Completion, the Contractor shall submit a certified report of the results of these Tests to the Engineer.

**9.2 Delayed Tests**

9.2.1 If the Tests on Completion are being unduly delayed by the Procuring Entity, Sub-Clause 7.4 [Testing] (fifth paragraph) and/or Sub-Clause 10.3 [Interference with Tests on Completion] shall be applicable.

If the Tests on Completion are being unduly delayed by the Contractor, the Engineer may by notice require the Contractor to carry out the Tests within 21 days after receiving the notice. The Contractor shall carry out the Tests on such day or days within that period as the Contract or may fix and of which he shall give notice to the Engineer.

If the Contractor fails to carry out the Tests on Completion within the period of 21 days, the Procuring Entity's Personnel may proceed with the Tests at the risk and cost of the Contractor. The Tests on Completion shall then be deemed to have been carried out in the presence of the Contract or and the results of the Tests shall be accepted as accurate.

**9.3 Retesting**

If the Works, or a Section, fail to pass the Tests on Completion, Sub-Clause 7.5 [Rejection] shall apply, and the Engineer or the Contractor may require the failed Tests, and Tests on Completion on any related work, to be repeated under the same terms and conditions.

**9.4 Failure to Pass Tests on Completion**

9.4.1 If the Works, or a Section, fail to pass the Tests on Completion repeated under Sub-Clause 9.3 [Retesting], the Engineer shall be entitled to:

- a) Order further repetition of Tests on Completion under Sub-Clause 9.3;
- b) If the failure deprives the Procuring Entity of substantially the whole benefit of the

Works or Section, reject the Works or Section (as the case may be), in which event the Procuring Entity shall have the same remedies as are provided in sub-paragraph (c) of Sub-Clause 11.4 [Failure to Remedy Defects]; or

c) Issue a Taking-Over Certificate, if the Procuring Entity so requests.

- 9.4.2 In the event of sub-paragraph (c), the Contractor shall proceed in accordance with all other obligations under the Contract, and the Contract Price shall be reduced by such amount as shall be appropriate to cover the reduced value to the Procuring Entity as a result of this failure. Unless the relevant reduction for this failure is stated (or its method of calculation is defined) in the Contract, the Procuring Entity may require the reduction to be (i) agreed by both Parties (in full satisfaction of this failure only) and paid before this Taking-Over Certificate is issued, or
- (ii) determined and paid under Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations].

### **10. PROCURING ENTITY'S TAKING OVER**

#### **10.1 Taking Over of the Works and Sections**

- 10.1.1 Except as stated in Sub-Clause 9.4 [Failure to Pass Tests on Completion], the Works shall be taken over by the Procuring Entity when (i) the Works have been completed in accordance with the Contract, including the matters described in Sub-Clause 8.2 [Time for Completion] and except as allowed in sub-paragraph (a) below, and (ii) a Taking-Over Certificate for the Works has been issued, or is deemed to have been issued in accordance with this Sub-Clause.
- 10.1.2 The Contractor may apply by notice to the Engineer for a Taking-Over Certificate not earlier than 14 days before the Works will, in the Contractor's opinion, be complete and ready for taking over. If the Works are divided into Sections, the Contractor may similarly apply for a Taking-Over Certificate for each Section.
- 10.1.3 The Engineer shall, within 30 days after receiving the Contractor's application:
- a) issue the Taking-Over Certificate to the Contractor, stating the date on which the Works or Section were completed in accordance with the Contract, except for any minor outstanding work and defects which will not substantially affect the use of the Works or Section for their intended purpose (either until or whilst this work is completed and these defects are remedied); or
  - b) reject the application, giving reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued. The Contractor shall then complete this work before issuing a further notice under this Sub-Clause.
- 10.1.4 If the Engineer fails either to issue the Taking-Over Certificate or to reject the Contractor's application within the period of 30 days, and if the Works or Section (as the case may be) are substantially in accordance with the Contract, the Taking-Over Certificate shall be deemed to have been issued on the last day of that period.

#### **10.2 Taking Over of Parts of the Works**

- 10.2.1 The Engineer may, at the sole discretion of the Procuring Entity, issue a Taking-Over Certificate for any part of the Permanent Works.
- The Procuring Entity shall not use any part of the Works (other than as a temporary measure which is either specified in the Contract or agreed by both Parties) unless

and until the Engineer has issued a Taking-Over Certificate for this part. However, if the Procuring Entity does use any part of the Works before the Taking-Over Certificate is issued:

- a) The part which is used shall be deemed to have been taken over as from the date on which it is used,
- b) The Contractor shall cease to be liable for the care of such part as from this date, when responsibility shall pass to the Procuring Entity, and
- c) If requested by the Contractor, the Engineer shall issue a Taking-Over Certificate for this part.

10.2.2 After the Engineer has issued a Taking-Over Certificate for a part of the Works, the Contractor shall be given the earliest opportunity to take such steps as may be necessary to carry out any outstanding Tests on Completion. The Contractor shall carry out these Tests on Completion as soon as practicable before the expiry date of the relevant Defects Notification Period.

10.2.3 If the Contractor incurs Cost as a result of the Procuring Entity taking over and/or using a part of the Works, other than such use as is specified in the Contractor agreed by the Contractor, the Contractor shall (i) give notice to the Engineer and (ii) be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to payment of any such Cost-plus profit, which shall be included in the Contract Price. After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this Cost and profit.

10.2.4 If a Taking-Over Certificate has been issued for a part of the Works (other than a Section), the delay damages there after for completion of the remainder of the Works shall be reduced. Similarly, the delay damages for the remainder of the Section (if any) in which this part is included shall also be reduced. For any period of delay after the date stated in this Taking-Over Certificate, the proportional reduction in these delay damages shall be calculated as the proportion which the value of the part so certified bears to the value of the Works or Section (as the case may be) as a whole. The Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these proportions. The provisions of this paragraph shall only apply to the daily rate of delay damages under Sub-Clause 8.7 [Delay Damages] and shall not affect the maximum amount of these damages.

### 10.3 *Interference with Tests on Completion*

10.3.1 If the Contractor is prevented, for more than 14 days, from carrying out the Tests on Completion by a cause for which the Procuring Entity is responsible, the Procuring Entity shall be deemed to have taken over the Works or Section (as the case may be) on the date when the Tests on Completion would otherwise have been completed.

The Engineer shall then issue a Taking-Over Certificate accordingly, and the Contractor shall carry out the Tests on Completion as soon as practicable, before the expiry date of the Defects Notification Period. The Engineer shall require the Tests on Completion to be carried out by giving 14 days' notice and in accordance with the relevant provisions of the Contract.

10.3.2 If the Contractor suffers delay and/or incurs Cost as a result of this delay in carrying out the

Tests on Completion, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) Payment of any such Cost-plus profit, which shall be included in the Contract Price.

10.3.3 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

### 10.4 *Surfaces Requiring Reinstatement*

Except as otherwise stated in a Taking-Over Certificate, a certificate for a Section or part of the Works shall not be deemed to certify completion of any ground or other surfaces requiring reinstatement.

## 11. *DEFECTS LIABILITY*

### 11.1 **Completion of Outstanding Work and Remedying Defects**

11.1.1 In order that the Works and Contractor's Documents, and each Section, shall be in the condition required by the Contract (fair wear and tear excepted) by the expiry date of the relevant Defects Notification Period or as soon as practicable there after, the Contractor shall:

- a) complete any work which is outstanding on the date stated in a Taking-Over Certificate, within such reasonable time as is instructed by the Engineer, and
- b) execute all work required to remedy defects or damage, as may be notified by (or on behalf of) the Procuring Entity on or before the expiry date of the Defects Notification Period for the Works or Section (as the case may be).

11.1.2 If a defect appears or damage occurs, the Contractor shall be notified accordingly, by (or on behalf of) the Procuring Entity.

### 11.2 *Cost of Remedying Defects*

11.2.1 All work referred to in sub-paragraph (b) of Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects] shall be executed at the risk and cost of the Contractor, if and to the extent that the work is attributable to:

- a) Any design for which the Contractor is responsible,
- b) Plant, Materials or workmanship not being in accordance with the Contract, or
- c) Failure by the Contractor to comply with any other obligation.

11.2.2 If and to the extent that such work is attributable to any other cause, the Contractor shall be notified promptly by (or on behalf of) the Procuring Entity, and Sub-Clause 13.3 [Variation Procedure] shall apply.

### 11.3 *Extension of Defects Notification Period*

11.3.1 The Procuring Entity shall be entitled subject to Sub-Clause 2.5 [Procuring Entity's Claims] to an extension of the Defects Notification Period for the Works or a Section if and to the extent that the Works, Section or a major item of Plant (as the case may be, and after taking over) cannot be used for the purposes for which they are intended by reason of a defect or by reason of damage attributable to the Contractor. However, a Defects Notification Period shall not be extended by more than two years.

11.3.2 If delivery and/or erection of Plant and/or Materials was suspended under Sub-Clause 8.8

[Suspension of Work] or Sub-Clause 16.1 [Contractor's Entitlement to Suspend Work], the Contractor's obligations under this Clause shall not apply to any defects or damage occurring more than two years after the Defects Notification Period for the Plant and/or Materials would otherwise have expired.

**11.4** *Failure to Remedy Defects*

11.4.1 If the Contractor fails to remedy any defect or damage within a reasonable time, a date may be fixed by (or on behalf of) the Procuring Entity, on or by which the defect or damage is to be remedied. The Contractor shall be given reasonable notice of this date.

11.4.2 If the Contractor fails to remedy the defect or damage by this notified date and this remedial work was to be executed at the cost of the Contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Procuring Entity may (at his option):

- a) Carry out the work itself or by others, in a reasonable manner and at the Contractor's cost, but the Contractor shall have no responsibility for this work; and the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity the costs reasonably incurred by the Procuring Entity in remedying the defect or damage;
- b) Require the Engineer to agree or determine a reasonable reduction in the Contract Price in accordance with Sub-Clause 3.5 [Determinations]; or
- c) If the defect or damage deprives the Procuring Entity of substantially the whole benefit of the Works or any major part of the Works, terminate the Contract as a whole, or in respect of such major part which cannot be put to the intended use.

11.4.3 Without prejudice to any other rights, under the Contract otherwise, the Procuring Entity shall then be entitled to recover all sums paid for the Works or for such part (as the case may be), plus financing costs and the cost of dismantling the same, clearing the Site and returning Plant and Materials to the Contractor.

**11.5** *Removal of Defective Work*

If the defect or damage cannot be remedied expeditiously on the Site and the Procuring Entity gives consent, the Contractor may remove from the Site for the purposes of repair such items of Plant as are defective or damaged. This consent may require the Contractor to increase the amount of the Performance Security by the full replacement cost of these items, or to provide other appropriate security.

**11.6** *Further Tests*

11.6.1 If the work of remedying of any defect or damage may affect the performance of the Works, the Engineer may require the repetition of any of the tests described in the Contract. The requirement shall be made by notice within 30 days after the defect or damage is remedied.

11.6.2 These tests shall be carried out in accordance with the terms applicable to the previous tests, except that they shall be carried out at the risk and cost of the Party liable, under Sub-Clause 11.2 [Cost of Remedying Defects], for the cost of the remedial work.

**11.7** *Right of Access*

Until the Performance Certificate has been issued, the Contractor shall have such right of access to the Works as is reasonably required in order to comply with this Clause, except as may be inconsistent with the Procuring Entity's reasonable security

restrictions.

**11.8** *Contractor to Search*

The Contractor shall, if required by the Engineer, search for the cause of any defect, under the direction of the Engineer. Unless the defect is to be remedied at the cost of the Contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Cost of the search plus profit shall be agreed or determined by the Engineer in accordance with Sub-Clause 3.5 [Determinations] and shall be included in the Contract Price.

**11.9** *Completion Certificate*

11.9.1 Performance of the Contractor's obligations shall not be considered to have been completed until the Engineer has issued the Performance Certificate to the Contractor, stating the date on which the Contractor completed his obligations under the Contract.

11.9.2 The Engineer shall issue the Performance Certificate within 30 days after the latest of the expiry dates of the Defects Notification Periods, or as soon thereafter as the Contractor has supplied all the Contractor's Documents and completed and tested all the Works, including remedying any defects. A copy of the Performance Certificate shall be issued to the Procuring Entity.

11.9.3 Only the Performance Certificate shall be deemed to constitute acceptance of the Works.

**11.10** *Unfulfilled Obligations*

After the Performance Certificate has been issued, each Party shall remain liable for the fulfilment of any obligation which remains unperformed at that time. For the purposes of determining the nature and extent of unperformed obligations, the Contract shall be deemed to remain in force.

**11.11** *Clearance of Site*

11.11.1 Upon receiving the Performance Certificate, the Contractor shall remove any remaining Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works from the Site.

11.11.2 If all these items have not been removed within 30 days after receipt by the Contractor of the Performance Certificate, the Procuring Entity may sell or otherwise dispose of any remaining items. The Procuring Entity shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.

Any balance of the moneys from the sale shall be paid to the Contractor. If these moneys are less than the Procuring Entity's costs, the Contractor shall pay the outstanding balance to the Procuring Entity.

**12. MEASUREMENT AND EVALUATION**

**12.1 Works to be Measured**

12.1.1 The Works shall be measured, and valued for payment, in accordance with this Clause. The Contractor shall show in each application under Sub-Clauses 14.3 [Application for Interim Payment Certificates], 14.10 [Statement on Completion] and 14.11 [Application for Final Payment Certificate] the quantities and other particulars detailing the amounts which he considers to be entitled under the Contract.

12.1.2 Whenever the Engineer requires any part of the Works to be measured, reasonable notice shall be given to the Contractor's Representative, who shall:

- a) promptly either attend or send another qualified representative to assist the Engineer in making the measurement, and
- (b) supply any particulars requested by the Engineer.

If the Contractor fails to attend or send a representative, the measurement made by (or on behalf of) the Engineer shall be accepted as accurate.

12.1.3 Except as otherwise stated in the Contract, wherever any Permanent Works are to be measured from records, these shall be prepared by the Engineer. The Contractor shall, as and when requested, attend to examine and agree the records with the Engineer, and shall sign the same when agreed. If the Contractor does not attend, the records shall be accepted as accurate.

12.1.4 If the Contractor examines and disagrees the records, and/or does not sign them as agreed, then the Contractor shall give notice to the Engineer of the respects in which the records are asserted to be inaccurate. After receiving this notice, the Engineer shall review the records and either confirm or vary them and certify the payment of the undisputed part. If the Contractor does not so give notice to the Engineer within 14 days after being requested to examine the records, they shall be accepted as accurate.

## 12.2 Method of Measurement

Except as otherwise stated in the Contract and notwithstanding local practice:

- a) Measurement shall be made of the net actual quantity of each item of the Permanent Works, and
- b) The method of measurement shall be in accordance with the Bills of Quantities or other applicable Schedules.

## 12.3 Evaluation

12.3.1 Except as otherwise stated in the Contract, the Engineer shall proceed in accordance with Sub-Clause

3.5 [Determinations] to agree or determine the Contract Price by evaluating each item of work, applying the measurement agreed or determined in accordance with the above Sub-Clauses 12.1 and 12.2 and the appropriate rate or price for the item. For each item of work, the appropriate rate or price for the item shall be the rate or price specified for such item in the Contractor, if there is no such item, specified for similar work.

12.3.2 Any item of work included in the Bills of Quantities for which no rate or price was specified shall be considered as included in other rates and prices in the Bills of Quantities and will not be paid for separately.

However, a new rate or price shall be appropriate for an item of work if:

- a) I) the measured quantity of the item is changed by more than 25% from the quantity of this item in the Bills of Quantities or another Schedule,
- ii) This change in quantity multiplied by such specified rate for this item exceeds 0.25% of the Accepted Contract Amount,
- iii) This change in quantity directly changes the Cost per unit quantity of this item by more than 1%, and
- iv) This item is not specified in the Contract as a “fixed rate item”; or

- b) i) the work is instructed under Clause 13 [Variations and Adjustments],
- ii) no rate or price is specified in the Contract for this item, and
- iii) no specified rate or price is appropriate because the item of work is not of similar character, or is not executed under similar conditions, as any item in the Contract.

12.3.3 Each new rate or price shall be derived from any relevant rates or prices in the Contract, with reasonable adjustments to take account of the matters described in sub-paragraph (a) and/or (b), as applicable. If no rates or prices are relevant for the derivation of a new rate or price, it shall be derived from the reasonable Cost of executing the work, together with profit, taking account of any other relevant matters.

12.3.4 Until such time as an appropriate rate or price is agreed or determined, the Engineer shall determine a provisional rate or price for the purposes of Interim Payment Certificates as soon as the concerned work commences.

12.3.5 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

#### 12.4 Omissions

Whenever the omission of any work form part (or all) of a Variation, the value of which has not been agreed, if:

- a) the Contractor will incur (or has incurred) cost which, if the work had not been omitted, would have been deemed to be covered by a sum forming part of the Accepted Contract Amount;
- b) the omission of the work will result (or has resulted) in this sum not forming part of the Contract Price; and
- c) this cost is not deemed to be included in the evaluation of any substituted work; then the Contractor shall give notice to the Engineer accordingly, with supporting particulars. Upon receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this cost, which shall be included in the Contract Price.

### 13. VARIATIONS AND ADJUSTMENTS

#### 13.1 Right to Vary

13.1.1 Variations may be initiated by the Engineer at any time prior to issuing the Taking-Over Certificate for the Works, either by an instruction or by a request for the Contractor to submit a proposal.

13.1.2 The Contractor shall execute and be bound by each Variation, unless the Contractor promptly gives notice to the Engineer stating (with supporting particulars) that (i) the Contractor cannot readily obtain the Goods required for the Variation, or (ii)

such Variation triggers a substantial change in the sequence or progress of the Works. Upon receiving this notice, the Engineer shall cancel, confirm or vary the instruction.

Each Variation may include:

- a) Changes to the quantities of any item of work included in the Contract (however, such changes do not necessarily constitute a Variation),
- b) Changes to the quality and other characteristics of any item of work,
- c) Changes to the levels, positions and/or dimensions of any part of the Works,
- d) Omission of any work unless it is to be carried out by others,
- e) Any additional work, Plant, Materials or services necessary for the Permanent Works, including any associated Tests on Completion, boreholes and other testing and exploratory work, or
- f) Changes to the sequence or timing of the execution of the Works.

13.1.3 The Contractor shall not make any alteration and/or modification of the Permanent Works, unless and until the Engineer instructs or approves a Variation.

## **13.2 Value Engineering**

13.2.1 The Contractor may, at any time, submit to the Engineer a written proposal which (in the Contractor's opinion) will, if adopted, (i) accelerate completion, (ii) reduce the cost to the Procuring Entity of executing, maintaining or operating the Works, (iii) improve the efficiency or value to the Procuring Entity of the completed Works, or (iv) otherwise be of benefit to the Procuring Entity.

13.2.2 The proposal shall be prepared at the cost of the Contractor or and shall include the items listed in Sub- Clause 13.3 [Variation Procedure].

If a proposal, which is approved by the Engineer, includes a change in the design of part of the Permanent Works, then unless otherwise agreed by both Parties:

- a) The Contractor shall design this part,
- b) Sub-paragraphs (a) to (d) of Sub-Clause 4.1 [Contractor's General Obligations] shall apply, and
- c) If this change results in a reduction in the contract value of this part, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine a fee, which shall be included in the Contract Price. This fee shall be half (50%) of the difference between the following amounts:
  - i) such reduction in contract value, resulting from the change, excluding adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost], and
  - ii) the reduction (if any) in the value to the Procuring Entity of the varied works, taking account of any reductions in quality, anticipated life or operational efficiencies.

13.2.3 However, if amount (i) is less than amount (ii), there shall not be a fee.

## **13.3 Variation Procedure**

13.3.1 If the Engineer requests a proposal, prior to instructing a Variation, the Contractor shall respond in writing as soon as practicable, either by giving reasons why he cannot comply (if this is the case) or by submitting:

- a) a description of the proposed work to be performed and a programme for its execution,
- b) the Contractor's proposal for any necessary modifications to the programme according to Sub-Clause 8.3 [Programme] and to the Time for Completion, and
- c) the Contractor's proposal for evaluation of the Variation.

13.3.2 The Engineer shall, as soon as practicable after receiving such proposal (under Sub-Clause 13.2 [Value Engineering] or otherwise), respond with approval, disapproval or comments. The Contractor shall not delay any work whilst awaiting a response.

13.3.3 Each instruction to execute a Variation, with any requirements for the recording of Costs, shall be issued by the Engineer to the Contractor, who shall acknowledge receipt.

Each Variation shall be evaluated in accordance with Clause 12 [Measurement and Evaluation], unless the Engineer instructs or approves otherwise in accordance with this Clause.

#### 13.4 Payment in Applicable Currencies

If the Contract provides for payment of the Contract Price in more than one currency, then whenever an adjustment is agreed, approved or determined as stated above, the amount payable in each of the applicable currencies shall be specified. For this purpose, reference shall be made to the actual or expected currency proportions of the Cost of the varied work, and to the proportions of various currencies specified for payment of the Contract Price.

#### 13.5 Provisional Sums

13.5.1 Each Provisional Sum shall only be used, in whole or in part, in accordance with the Engineer's instructions, and the Contract Price shall be adjusted accordingly. The total sum paid to the Contractor shall include only such amounts, for the work, supplies or services to which the Provisional Sum relates, as the Engineer shall have instructed. For each Provisional Sum, the Engineer may instruct:

- a) Work to be executed (including Plant, Materials or services to be supplied) by the Contractor and valued under Sub-Clause 13.3 [Variation Procedure]; and/or
- b) Plant, Materials or services to be purchased by the Contractor, from a nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]) or otherwise; and for which there shall be included in the Contract Price:
  - i) The actual amounts paid (or due to be paid) by the Contractor, and
  - ii) A sum for overhead charges and profit, calculated as a percentage of these actual amounts by applying the relevant percentage rate (if any) stated in the appropriate Schedule.
  - iii) If there is no such rate, the percentage rate stated in the **SCC** shall be applied.

13.5.2 The Contractor shall, when required by the Engineer, produce quotations, invoices, vouchers and accounts or receipts in substantiation.

#### 13.6 Daywork

13.6.1 For work of a minor or incidental nature, the Engineer may instruct that a Variation shall be executed on a daywork basis. The work shall then be valued in accordance with the Daywork Schedule included in the Contract, and the following procedure

shall apply. If a Daywork Schedule is not included in the Contract, this Sub-Clause shall not apply.

Before ordering Goods for the work, the Contractor shall submit quotations to the Engineer. When applying for payment, the Contractor shall submit invoices, vouchers and accounts or receipts for any Goods.

- 13.6.2 Except for any items for which the Daywork Schedule specifies that payment is not due, the Contractor shall deliver each day to the Engineer accurate statements in duplicate which shall include the following details of the resources used in executing the previous day's work:
- a) The names, occupations and time of Contractor's Personnel,
  - b) The identification, type and time of Contractor's Equipment and Temporary Works, and
  - c) The quantities and types of Plant and Materials used.

- 13.6.3 One copy of each statement will, if correct, or when agreed, be signed by the Engineer and returned to the Contractor. The Contractor shall then submit priced statements of these resources to the Engineer, prior to their inclusion in the next Statement under Sub-Clause 14.3 [Application for Interim Payment Certificates].

### **13.7 Adjustments for Changes in Legislation**

- 13.7.1 The Contract Price shall be adjusted to take account of any increase or decrease in Cost resulting from a change in the Laws of the Country (including the introduction of new Laws and the repeal or modification of existing Laws) or in the judicial or official governmental interpretation of such Laws, made after the Base Date, which affect the Contractor in the performance of obligations under the Contract.

- 13.7.2 If the Contract or suffers (or will suffer) delay and/or incurs (or will incur) additional Cost as a result of these changes in the Laws or in such interpretations, made after the Base Date, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) Payment of any such Cost, which shall be included in the Contract Price.

After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

- 13.7.3 Notwithstanding the foregoing, the Contractor shall not be entitled to an extension of time if the relevant delay has already been taken into account in the determination of a previous extension of time and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause

13.8 [Adjustments for Changes in Cost].

### **13.8 Adjustments for Changes in Cost**

- 13.8.1 In this Sub-Clause, "table of adjustment data" means the completed table of adjustment data for local and foreign currencies included in the Schedules. If there is no such table of adjustment data, this Sub- Clause shall not apply.

13.8.2 If this Sub-Clause applies, the amounts payable to the Contractor shall be adjusted for rises or falls in the cost of labor, Goods and other inputs to the Works, by the addition or deduction of the amounts determined by the formulae prescribed in this Sub-Clause. To the extent that full compensation for any rise or fall in Costs is not covered by the provisions of this or other Clauses, the Accepted Contract Amount shall be deemed to have included amounts to cover the contingency of other rises and falls in costs.

13.8.3 The adjustment to be applied to the amount otherwise payable to the Contractor, as valued in accordance with the appropriate Schedule and certified in Payment Certificates, shall be determined from formulae for each of the currencies in which the Contract Price is payable. No adjustment is to be applied to work valued on the basis of Cost or current prices. The formulae shall be of the following general type:

$$P_n = a + b L_n / L_o + c E_n / E_o + d M_n / M_o + \dots \text{ where:}$$

“P<sub>n</sub>” is the adjustment multiplier to be applied to the estimated contract value in the relevant currency of the work carried out in period “n”, this period being a month unless otherwise stated in the SCC;

“a” is a fixed coefficient, stated in the relevant table of adjustment data, representing the non-adjustable portion in contractual payments;

“b”, “c”, “d”, ... are coefficients representing the estimated proportion of each cost element related to the execution of the Works, as stated in the relevant table of adjustment data; such tabulated cost elements may be indicative of resources such as labor, equipment and materials;

“L<sub>n</sub>”, “E<sub>n</sub>”, “M<sub>n</sub>”, ... are the current cost indices or reference prices for period “n”, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the date 49 days prior to the last day of the period (to which the particular Payment Certificate relates); and

“L<sub>o</sub>”, “E<sub>o</sub>”, “M<sub>o</sub>” ... are the base cost indices or reference prices, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the Base Date.

13.8.4 The cost indices or reference prices stated in the table of adjustment data shall be used. If their source is in doubt, it shall be determined by the Engineer. For this purpose, reference shall be made to the values of the indices at stated dates (quoted in the fourth and fifth columns respectively of the table) for the purposes of clarification of the source; although these dates (and thus these values) may not correspond to the base cost indices.

13.8.5 In cases where the “currency of index” is not the relevant currency of payment, each index shall be converted into the relevant currency of payment at the selling rate, established

- by the central Procuring Entity of the Country, of this relevant currency on the above date for which the index is required to be applicable.
- 13.86 Until such time as each current cost index is available, the Engineer shall determine a provisional index for the issue of Interim Payment Certificates. When a current cost index is available, the adjustment shall be recalculated accordingly.
- 13.87 If the Contractor fails to complete the Works within the Time for Completion, adjustment of prices thereafter shall be made using either (i) each index or price applicable on the date 49 days prior to the expiry of the Time for Completion of the Works, or (ii) the current index or price, whichever is more favorable to the Procuring Entity.
- 13.88 The weightings (coefficients) for each of the factors of cost stated in the table(s) of adjustment data shall only be adjusted if they have been rendered unreasonable, unbalanced or inapplicable, as a result of Variations.

### **14. CONTRACT PRICE AND PAYMENT**

#### **14.1 The Contract Price**

- 14.1.1 Unless otherwise stated in the Particular Conditions:
- a) the Contract Price shall be agreed or determined under Sub-Clause 12.3 [Evaluation] and be subject to adjustments in accordance with the Contract;
  - b) the Contractor shall pay all taxes, duties and fees required to be paid by him under the Contract, and the Contract Price shall not be adjusted for any of these costs except as stated in Sub-Clause 13.7 [Adjustments for Changes in Legislation];
  - c) any quantities which may be set out in the Bills of Quantities or other Schedule are estimated quantities and are not to be taken as the actual and correct quantities:
    - i) of the Works which the Contractor is required to execute, or
    - ii) for the purposes of Clause 12 [Measurement and Evaluation]; and
  - d) the Contractor shall submit to the Engineer, within 30 days after the Commencement Date, a proposed breakdown of each lumpsum price in the Schedules.
- 14.1.2 The Engineer may take account of the breakdown when preparing Payment Certificates, but shall not be bound by it.
- 14.1.3 Notwithstanding the provisions of subparagraph (b), Contractor's Equipment, including essential spare parts there for, imported by the Contractor for the sole purpose of executing the Contract shall be exempt from the payment of import duties and taxes upon importation.
- #### **14.2 Advance Payment**
- 14.2.1 The Procuring Entity shall make an advance payment, as an interest- free loan for mobilization and cashflow support, when the Contractor submits a guarantee in accordance with this Sub-Clause. The total advance payment, the number and timing of instalments (if more than one), and the applicable currencies and proportions, shall be as stated in the **SCC**. Unless and until the Procuring Entity receives this guarantee, or if the total advance payment is not stated in the **SCC**, this Sub-Clause shall not apply.
- 14.2.2 The Engineer shall deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate for the advance payment or its first instalment after receiving a Statement (under Sub-Clause 14.3 [Application for Interim Payment Certificates]) and after

- the Procuring Entity receives (i) the Performance Security in accordance with Sub-Clause 4.2 [Performance Security] and (ii) a guarantee in amounts and currencies equal to the advance payment. This guarantee shall be issued by a reputable Procuring Entity or financial institution selected by the Contractor and shall be in the form annexed to the Particular Conditions or in another form approved by the Procuring Entity.
- 14.2.3 The Contractor shall ensure that the guarantee is valid and enforceable until the advance payment has been repaid, but its amount shall be progressively reduced by the amount repaid by the Contractor as indicated in the Payment Certificates. If the terms of the guarantee specify its expiry date, and the advance payment has not been repaid by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the guarantee until the advance payment has been repaid.
- 14.2.4 Unless stated otherwise in the SCC, the advance payment shall be repaid through percentage deductions from the interim payments determined by the Engineer in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates], as follows:
- a) Deductions shall commence in the next interim Payment Certificate following that in which the total of all certified interim payments (excluding the advance payment and deductions and repayments of retention) exceeds 30 percent (30%) of the Accepted Contract Amount less Provisional Sums; and
  - b) Deductions shall be made at the amortization rate stated in the **SCC** of the amount of each Interim Payment Certificate (excluding the advance payment and deductions for its repayments as well as deductions for retention money) in the currencies and proportions of the advance payment until such time as the advance payment has been repaid; provided that the advance payment shall be completely repaid prior to the time when 90 percent (90%) of the Accepted Contract Amount less Provisional Sums has been certified for payment.
- 14.2.5 If the advance payment has not been repaid prior to the issue of the Taking-Over Certificate for the Works or prior to termination under Clause 15 [Termination by Procuring Entity], Clause 16 [Suspension and Termination by Contractor] or Clause 19 [Force Majeure] (as the case may be), the whole of the balance then outstanding shall immediately become due and in case of termination under Clause 15 [Termination by Procuring Entity], except for Sub-Clause 15.5 [Procuring Entity's Entitlement to Termination for Convenience], payable by the Contractor to the Procuring Entity.
- 14.3** *Application for Interim Payment Certificates*
- 14.3.1 The Contractor shall submit a Statement in six copies to the Engineer after the end of each month, in a form approved by the Engineer, showing in detail the amounts to which the Contractor considers itself to be entitled, together with supporting documents which shall include the report on the progress during this month in accordance with Sub-Clause 4.21 [Progress Reports].
- 14.3.2 The Statement shall include the following items, as applicable, which shall be expressed in the various currencies in which the Contract Price is payable, in the sequence listed:
- a) the estimated contract value of the Works executed and the Contractor's Documents produced up to the end of the month (including Variations but excluding items described in sub-paragraphs (b) to (g) below);

- b) any amounts to be added and deducted for changes in legislation and changes in cost, in accordance with Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost];
  - c) any amount to be deducted for retention, calculated by applying the percentage of retention stated in the **SCC** to the total of the above amounts, until the amount so retained by the Procuring Entity reaches the limit of Retention Money (if any) stated in the **SCC**;
  - d) any amounts to be added for the advance payment and (if more than one instalment) and to be deducted for its repayments in accordance with Sub-Clause 14.2 [Advance Payment];
  - e) any amounts to be added and deducted for Plant and Materials in accordance with Sub-Clause 14.5 [Plant and Materials intended for the Works];
  - f) any other additions or deductions which may have become due under the Contract or otherwise, including those under Clause 20 [Claims, Disputes and Arbitration]; and
  - g) the deduction of amounts certified in all previous Payment Certificates.
- 14.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .
- 14.4** *Schedule of Payments*
- 14.4.1 If the Contract includes a schedule of payments specifying the instalments in which the Contract Price will be paid, then unless otherwise stated in this schedule:
- a) The instalments quoted in this schedule of payments shall be the estimated contract values for the purposes of sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates];
  - b) Sub-Clause 14.5 [Plant and Materials intended for the Works] shall not apply; and
  - c) If these instalments are not defined by reference to the actual progress achieved in executing the Works, and if actual progress is found to be less or more than that on which this schedule of payments was based, then the Engineer may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine revised instalments, which shall take account of the extent to which progress is less or more than that on which the instalments were previously based.
- 14.4.2 If the Contract does not include a schedule of payments, the Contractor shall submit non-binding estimates of the payments which he expects to become due during each quarterly period. The first estimate shall be submitted within 42 days after the Commencement Date. Revised estimates shall be submitted at quarterly intervals, until the Taking-Over Certificate has been issued for the Works.
- 14.5** **Plant and Materials intended for the Works** (*see SCC for lists*)
- 14.5.1 If this Sub-Clause applies, Interim Payment Certificates shall include, under sub-paragraph (e) of Sub-Clause 14.3, (i) an amount for Plant and Materials which have been sent to the

Site for incorporation in the Permanent Works, and (ii) a reduction when the contract value of such Plant and Materials is included as part of the Permanent Works under subparagraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates].

- 14.5.2 If the lists referred to in subparagraphs (b) (i) or (c) (i) below are not included in the Schedules, this Sub-Clause shall not apply. The Engineer shall determine and certify each addition if the following conditions are satisfied:
- a) The Contractor has:
    - i) Kept satisfactory records (including the orders, receipts, Costs and use of Plant and Materials) which are available for inspection, and
    - ii) Submitted a statement of the Cost of acquiring and delivering the Plant and Materials to the Site, supported by satisfactory evidence; and either:
  - b) The relevant Plant and Materials:
    - i) Are those listed in the Schedules for payment when shipped,
    - ii) Have been shipped to the Country, enroute to the Site, in accordance with the Contract; and
    - iii) are described in a clean shipped bill of lading or other evidence of shipment, which has been submitted to the Engineer together with evidence of payment of freight and insurance, any other documents reasonably required, and an Procuring Entity guarantee in a form and issued by an entity approved by the Procuring Entity in amounts and currencies equal to the amount due under this Sub- Clause: this guarantee may be in a similar form to the form referred to in Sub-Clause 14.2[Advance Payment] and shall be valid until the Plant and Materials are properly stored on Site and protected against loss, damage or deterioration;
  - c) the relevant Plant and Materials:
    - i) are those listed in the Schedules for payment when delivered to the Site, and
    - ii) have been delivered to and are properly stored on the Site, are protected against loss, damage or deterioration, and appear to be in accordance with the Contract.
- 14.5.3 The additional amount to be certified shall be the equivalent of eighty percent (80%) of the Engineer's determination of the cost of the Plant and Materials (including delivery to Site), taking account of the documents mentioned in this Sub-Clause and of the contract value of the Plant and Materials.
- 14.5.4 The currencies for this additional amount shall be the same as those in which payment will become due when the contract value is included under subparagraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates]. At that time, the Payment Certificate shall include the applicable reduction which shall be equivalent to, and in the same currencies and proportions as, this additional amount for the relevant Plant and Materials.
- 14.6** *Issue of Interim Payment Certificates*
- 14.6.1 No amount will be certified or paid until the Procuring Entity has received and approved the Performance Security. Thereafter, the Engineer shall, within 30 days after receiving a Statement and supporting documents, deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate which shall state the amount which the Engineer fairly determines to be due, with all supporting particulars for any reduction or

withholding made

However, prior to issuing the Taking-Over Certificate for the Works, the Engineer shall not be bound to issue an Interim Payment Certificate in an amount which would (after retention and other deductions) be less than the minimum amount of Interim Payment Certificates (if any) stated in the **SCC**. In this event, the Engineer shall give notice to the Contractor accordingly.

14.6.2 An Interim Payment Certificate shall not be withheld for any other reason, although:

- a) if anything supplied or work done by the Contractor is not in accordance with the Contract, the cost of rectification or replacement may be withheld until rectification or replacement has been completed; and/or
- b) if the Contractor was or is failing to perform any work or obligation in accordance with the Contract, and had been so notified by the Engineer, the value of this work or obligation may be withheld until the work or obligation has been performed.

14.6.3 The Engineer may in any Payment Certificate make any correction or modification that should properly be made to any previous Payment Certificate. A Payment Certificate shall not be deemed to indicate the Engineer's acceptance, approval, consent or satisfaction.

### 14.7 *Payment*

14.7.1 The Procuring Entity shall pay to the Contractor:

- a) The first instalment of the advance payment within 42 days after issuing the Letter of Acceptance or within 21 days after receiving the documents in accordance with Sub-Clause 4.2 [Performance Security] and Sub-Clause 14.2 [Advance Payment], whichever is later;
- b) the amount certified in each Interim Payment Certificate within 56 days after the Engineer receives the Statement and supporting documents; or, at a time when the Procuring Entity's loan or credit (from which part of the payments to the Contractor is being made) is suspended, the amount shown on any statement submitted by the Contractor within 14 days after such statement is submitted, any discrepancy being rectified in the next payment to the Contractor; and
- c) the amount certified in the Final Payment Certificate within 56 days after the Procuring Entity receives this Payment Certificate; or, at a time when the Procuring Entity's loan or credit (from which part of the payments to the Contractor is being made) is suspended, the undisputed amount shown in the Final Statement within 56 days after the date of notification of the suspension in accordance with Sub-Clause 16.2 [Termination by Contractor].

14.7.2 Payment of the amount due in each currency shall be made in to the Procuring Entity account, nominated by the Contractor, in the payment country (for this currency) specified in the Contract.

### 14.8 *Delayed Payment*

14.8.1 If the Contractor does not receive payment in accordance with Sub-Clause 14.7 [Payment], the Contractor shall be entitled to receive financing charges compounded monthly on the amount unpaid during the period of delay. This period shall be deemed to commence on the date for payment specified in Sub-Clause 14.7 [Payment], irrespective (in the case of its sub-paragraph (b)) of the date on which any Interim Payment Certificate is issued.

- 14.8.2 Unless otherwise stated in the Particular Conditions, these financing charges shall be calculated at the annual rate of three percentage points above the discount rate of the central Procuring Entity in the country of the currency of payment, or if not available, the inter-Procuring Entity offered rate, and shall be paid in such currency.  
The Contractor shall be entitled to this payment without formal notice or certification, and without prejudice to any other right or remedy.
- 14.9 *Payment of Retention Money*
- 14.9.1 When the Taking-Over Certificate has been issued for the Works, the first half of the Retention Money shall be certified by the Engineer for payment to the Contractor. If a Taking-Over Certificate is issued for a Section or part of the Works, a proportion of the Retention Money shall be certified and paid. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section or part, by the estimated final Contract Price.
- 14.9.2 Promptly after the latest of the expiry dates of the Defects Notification Periods, the outstanding balance of the Retention Money shall be certified by the Engineer for payment to the Contractor. If a Taking-Over Certificate was issued for a Section, a proportion of the second half of the Retention Money shall be certified and paid promptly after the expiry date of the Defects Notification Period for the Section. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section by the estimated final Contract Price.
- 14.9.3 However, if any work remains to be executed under Clause 11 [Defects Liability], the Engineer shall be entitled to withhold certification of the estimated cost of this work until it has been executed.
- 14.9.4 When calculating these proportions, no account shall be taken of any adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost].
- 14.9.5 Unless otherwise stated in the Particular Conditions, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment by the Engineer, the Contractor shall be entitled to substitute a guarantee, in the form annexed to the Particular Conditions or in another form approved by the Procuring Entity and issued by a reputable Procuring Entity or financial institution selected by the Contractor, for the second half of the Retention Money. The Contractor shall ensure that the guarantee is in the amounts and currencies of the second half of the Retention Money and is valid and enforceable until the Contract or has executed and completed the Works and remedied any defects, as specified for the Performance Security in Sub-Clause 4.2. On receipt by the Procuring Entity of the required guarantee, the Engineer shall certify and the Procuring Entity shall pay the second half of the Retention Money. The release of the second half of the Retention Money against a guarantee shall then be in lieu of the release under the second paragraph of this Sub-Clause. The Procuring Entity shall return the guarantee to the Contractor within 21 days after receiving a copy of the Performance Certificate.
- 14.9.6 If the Performance Security required under Sub-Clause 4.2 is in the form of a demand guarantee, and the amount guaranteed under it when the Taking-Over Certificate is issued

is more than half of the Retention Money, then the Retention Money guarantee will not be required. If the amount guaranteed under the Performance Security when the Taking-Over Certificate is issued is less than half of the Retention Money, the Retention Money guarantee will only be required for the difference between half of the Retention Money and the amount guaranteed under the Performance Security.

### **14.10** *Statement at Completion*

Within 84 days after receiving the Taking-Over Certificate for the Works, the Contractor shall submit to the Engineer six copies of a Statement at completion with supporting documents, in accordance with Sub-Clause 14.3 [Application for Interim Payment Certificates], showing:

- a) the value of all work done in accordance with the Contract up to the date stated in the Taking-Over Certificate for the Works,
- b) any further sums which the Contractor considers to be due, and
- c) an estimate of any other amounts which the Contractor considers will become due to him under the Contract. Estimated amounts shall be shown separately in this Statement at completion.

The Engineer shall then certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates].

### **14.11** *Application for Final Payment Certificate*

**14.11.1** Within 56 days after receiving the Performance Certificate, the Contractor shall submit, to the Engineer, six copies of a draft final statement with supporting documents showing in detail in a form approved by the Engineer:

- a) The value of all work done in accordance with the Contract, and
- b) Any further sums which the Contractor considers to be due to him under the Contractor otherwise.

**14.11.2** If the Engineer disagrees with or cannot verify any part of the draft final statement, the Contractor shall submit such further information as the Engineer may reasonably require within 30 days from receipt of said draft and shall make such changes in the draft as may be agreed between them. The Contractor shall then prepare and submit to the Engineer the final statement as agreed. This agreed statement is referred to in these Conditions as the “Final Statement”.

**14.11.3** However, if, following discussions between the Engineer and the Contractor and any changes to the draft final statement which are agreed, it becomes evident that a dispute exists, the Engineer shall deliver to the Procuring Entity (with a copy to the Contractor) an Interim Payment Certificate for the agreed parts of the draft final statement. Thereafter, if the dispute is finally resolved under Sub-Clause 20.4 [Obtaining Dispute Board's Decision] or Sub-Clause 20.5 [Amicable Settlement], the Contractor shall then prepare and submit to the Procuring Entity (with a copy to the Engineer) a Final Statement.

### **14.12** *Discharge*

When submitting the Final Statement, the Contractor shall submit a discharge which confirms that the total of the Final Statement represents full and final settlement of all moneys due to the Contractor under or in connection with the Contract. This discharge may state that it becomes effective when the Contractor

has received the Performance Security and the outstanding balance of this total, in which event the discharge shall be effective on such date.

**14.13** *Issue of Final Payment Certificate*

14.13.1 Within 30 days after receiving the Final Statement and discharge in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Engineer shall deliver, to the Procuring Entity and to the Contractor, the Final Payment Certificate which shall state:

- (a) The amount which he fairly determines is finally due, and
- (b) After giving credit to the Procuring Entity for all amounts previously paid by the Procuring Entity and for all sums to which the Procuring Entity is entitled, the balance (if any) due from the Procuring Entity to the Contractor or from the Contractor to the Procuring Entity, as the case may be.

14.13.1 If the Contractor has not applied for a Final Payment Certificate in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Engineer shall request the Contractor to do so. If the Contractor fails to submit an application within a period of 30 days, the Engineer shall issue the Final Payment Certificate for such amount as he fairly determines to be due.

*14.14 Cessation of Procuring Entity's Liability*

14.14.1 The Procuring Entity shall not be liable to the Contractor for any matter or thing under or in connection with the Contract or execution of the Works, except to the extent that the Contractor shall have included an amount expressly for it:

- a) In the Final Statement and also
- b) (Except for matters or things arising after the issue of the Taking-Over Certificate for the Works) in the Statement at completion described in Sub-Clause 14.10 [Statement at Completion].

14.14.2 However, this Sub-Clause shall not limit the Procuring Entity's liability under his indemnification obligations, or the Procuring Entity's liability in any case of fraud, deliberate default or reckless misconduct by the Procuring Entity.

*14.15 Currencies of Payment*

The Contract Price shall be paid in the currency or currencies named in the Schedule of Payment Currencies. If more than one currency is so named, payments shall be made as follows:

- a) If the Accepted Contract Amount was expressed in Local Currency only:
  - (i) The proportions or amounts of the Local and Foreign Currencies, and the fixed rates of exchange to be used for calculating the payments, shall be as stated in the Schedule of Payment Currencies, except as otherwise agreed by both Parties;
  - ii) payments and deductions under Sub-Clause 13.5 [Provisional Sums] and Sub-Clause 13.7 [Adjustments for Changes in Legislation] shall be made in the applicable currencies and proportions; and
  - iii) other payments and deductions under sub-paragraphs (a) to (d) of Sub-Clause 14.3 [Application for Interim Payment Certificates] shall be made in the currencies and proportions specified in sub-paragraph (a) (i) above;

- b) payment of the damages specified in the **SCC**, shall be made in the currencies and proportions specified in the Schedule of Payment Currencies;
- c) other payments to the Procuring Entity by the Contractor shall be made in the currency in which the sum was expended by the Procuring Entity, or in such currency as may be agreed by both Parties;
- d) if any amount payable by the Contractor to the Procuring Entity in a particular currency exceeds the sum payable by the Procuring Entity to the Contractor in that currency, the Procuring Entity may recover the balance of this amount from the sums otherwise payable to the Contractor in other currencies; and
- e) if no rates of exchange are stated in the Schedule of Payment Currencies, they shall be those prevailing on the Base Date and determined by the central Procuring Entity of the Country.

**15. TERMINATION BY PROCURING ENTITY**

**15.1 Notice to Correct**

If the Contractor fails to carry out any obligation under the Contract, the Engineer may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

**15.2 Termination by Procuring Entity**

15.2.1 The Procuring Entity shall be entitled to terminate the Contract if the Contractor:

- a) fails to comply with Sub-Clause 4.2 [Performance Security] or with a notice under Sub-Clause 15.1 [Notice to Correct],
- b) abandons the Works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the Contract,
- c) without reasonable excuse fails:
  - (i) to proceed with the Works in accordance with Clause 8 [Commencement, Delays and Suspension], or
  - ii) to comply with a notice issued under Sub-Clause 7.5 [Rejection] or Sub-Clause 7.6 [Remedial Work], within 30 days after receiving it,
- d) subcontracts the whole of the Works or as signs the Contract without the required agreement,
- e) becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events, or
- f) gives or offers to give (directly or indirectly) to any person any bribe, gift, gratuity, commission or other thing of value, as an inducement or reward:
  - i) for doing or forbearing to do any action in relation to the Contract, or
  - ii) for showing or for bearing to show favor or disfavor to any person in relation to the Contract, or if any of the Contractor's Personnel, agents or Subcontractors gives or offers to give (directly or indirectly) to any person any such inducement

or reward as is described in this sub-paragraph (f). However, lawful inducements and rewards to Contractor's Personnel shall not entitle termination, or

g) based on reasonable evidence, has engaged in Fraud and Corruption as defined in paragraph 2.2 of the Appendix B to these General Conditions, in competing for or in executing the Contract.

15.2.2 In any of these events or circumstances, the Procuring Entity may, upon giving 14 days' notice to the Contractor, terminate the Contract and expel the Contractor from the Site. However, in the case of sub- paragraph (e) or (f) or (g), the Procuring Entity may by notice terminate the Contract immediately.

15.2.3 The Procuring Entity's election to terminate the Contract shall not prejudice any other rights of the Procuring Entity, under the Contract or otherwise.

The Contractor shall then leave the Site and deliver any required Goods, all Contractor's Documents, and other design documents made by or for him, to the Engineer. However, the Contractor shall use his lowest efforts to comply immediately with any reasonable instructions included in the notice (i) for the assignment of any subcontract, and (ii) for the protection of life or property or for the safety of the Works.

After termination, the Procuring Entity may complete the Works and/or arrange for any other entities to do so. The Procuring Entity and these entities may then use any Goods, Contractor's Documents and other design documents made by or on behalf of the Contractor.

The Procuring Entity shall then give notice that the Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall promptly arrange their removal, at the risk and cost of the Contractor. However, if by this time the Contractor has failed to make a payment due to the Procuring Entity, these items may be sold by the Procuring Entity in order to recover this payment. Any balance of the proceeds shall then be paid to the Contractor.

**15.3** *Valuation at Date of Termination*

As soon as practicable after a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of the Works, Goods and Contractor's Documents, and any other sums due to the Contractor for work executed in accordance with the Contract.

**15.4** *Payment after Termination*

After a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Procuring Entity may:

- a) Proceed in accordance with Sub-Clause 2.5 [Procuring Entity's Claims],
- b) Withhold further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Procuring Entity, have been established, and/or
- c) Recover from the Contractor any losses and damages incurred by the Procuring Entity and any extra costs of completing the Works, after allowing for any sum due to the

Contractor under Sub-Clause 15.3 [Valuation at Date of Termination]. After recovering any such losses, damages and extra costs, the Procuring Entity shall pay any balance to the Contractor.

### **15.5** *Procuring Entity's Entitlement to Termination for Convenience*

15.5.1 The Procuring Entity shall be entitled to terminate the Contract, at any time for the Procuring Entity's convenience, by giving notice of such termination to the Contractor. The termination shall take effect 30 days after the later of the dates on which the Contractor receives this notice or the Procuring Entity returns the Performance Security. The Procuring Entity shall not terminate the Contract under this Sub-Clause in order to execute the Works itself or to arrange for the Works to be executed by another contractor or to avoid a termination of the Contract by the Contractor under Clause 16.2[Termination by Contractor].

15.5.2 After this termination, the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment] and shall be paid in accordance with Sub-Clause 16.4 [Payment on Termination].

### **15.6** *Fraud and Corruption*

The Procuring Entity requires compliance with the national law and regulations against corruption. All available sanctions will apply where corruption is detected.

## **16.** *SUSPENSION AND TERMINATION BY CONTRACTOR*

### **16.1** *Contractor's Entitlement to Suspend Work*

16.1.1 If the Engineer fails to certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates] or the Procuring Entity fails to comply with Sub-Clause 2.4 [Procuring Entity's Financial Arrangements] or Sub- Clause 14.7 [Payment], the Contractor may, after giving not less than 21days' notice to the Procuring Entity, suspend work (or reduce the rate of work) unless and until the Contractor has received the Payment Certificate, reasonable evidence or payment, as the case may be and as described in the notice.

16.1.2 Notwithstanding the above, if the Procuring Entity has suspended disbursements under the loan or credit from which payments to the Contractor are being made, in whole or in part, for the execution of the Works, and no alternative funds are available as provided for in Sub-Clause 2.4 [Procuring Entity's Financial Arrangements], the Contractor may by notice suspend work or reduce the rate of work at any time, but not less than 7 days after the Procuring Entity having received the suspension notification from the Procuring Entity.

16.1.3 The Contractor's action shall not prejudice his entitlements to financing charges under Sub-Clause 14.8 [Delayed Payment] and to termination under Sub-Clause 16.2[Termination by Contractor].

16.1.4 If the Contractor subsequently receives such Payment Certificate, evidence or payment (as described in the relevant Sub-Clause and in the above notice) before giving a notice of termination, the Contractor shall resume normal working as soon as is reasonably practicable.

16.1.5 If the Contractor suffers delay and/or incurs Cost as a result of suspending work (or reducing the rate of work) in accordance with this Sub-Clause, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor's

Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost-plus profit, which shall be included in the Contract Price.

16.1.6 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

**16.2** *Termination by Contractor*

16.2.1 The Contractor shall be entitled to terminate the Contract if:

- a) the Contractor does not receive the reasonable evidence within 42 days after giving notice under Sub- Clause 16.1 [Contractor's Entitlement to Suspend Work] in respect of a failure to comply with Sub-Clause 2.4 [Procuring Entity's Financial Arrangements],
- b) the Engineer fails, within 56 days after receiving a Statement and supporting documents, to issue the relevant Payment Certificate,
- c) the Contractor does not receive the amount due under an Interim Payment Certificate within 42 days after the expiry of the time stated in Sub-Clause 14.7 [Payment] within which payment is to be made (except for deductions in accordance with Sub-Clause 2.5 [Procuring Entity's Claims]),
- d) the Procuring Entity substantially fails to perform his obligations under the Contract in such manner as to materially and adversely affect the economic balance of the Contract and/or the ability of the Contractor to perform the Contract,
- e) the Procuring Entity fails to comply with Sub-Clause 1.6 [Contract Agreement] or Sub-Clause 1.7 [Assignment],
- f) a prolonged suspension affects the whole of the Works as described in Sub-Clause 8.11 [Prolonged Suspension], or
- g) the Procuring Entity becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.
- h) The Contractor does not receive the Engineer's instruction recording the agreement of both Parties on the fulfilment of the conditions for the Commencement of Works under Sub-Clause 8.1 [Commencement of Works].

16.2.2 In any of these events or circumstances, the Contractor may, upon giving 14 days' notice to the Procuring Entity, terminate the Contract. However, in the case of sub-paragraph (f) or (g), the Contractor may by notice terminate the Contract immediately.

16.2.3 In the event the Procuring Entity suspends the loan or credit from which part or whole of the payments to the Contractor are being made, if the Contractor has not received the sums due to him upon expiration of the 14 days referred to in Sub-Clause 14.7 [Payment] for payments under Interim Payment Certificates, the Contractor may, without prejudice to the Contractor's entitlement to financing charges under Sub-Clause 14.8 [Delayed Payment], take one of the following actions, namely (i) suspend work or reduce the rate of work under Sub-Clause 16.1 above, or (ii) terminate the Contract by giving notice to the Procuring Entity, with a copy to the Engineer, such termination to take effect 14 days

after the giving of the notice.

The Contractor's election to terminate the Contract shall not prejudice any other rights of the Contractor, under the Contract or otherwise.

**16.3** *Cessation of Work and Removal of Contractor's Equipment*

After a notice of termination under Sub-Clause 15.5 [Procuring Entity's Entitlement to Termination for Convenience], Sub-Clause 16.2 [Termination by Contractor] or Sub-Clause 19.6 [Optional Termination, Payment and Release] has taken effect, the Contractor shall promptly:

- a) Cease all further work, except for such work as may have been instructed by the Engineer for the protection of life or property or for the safety of the Works,
- b) Handover Contractor's Documents, Plant, Materials and other work, for which the Contractor has received payment, and
- c) Remove all other Goods from the Site, except as necessary for safety, and leave the Site.

**16.4** *Payment on Termination*

After a notice of termination under Sub-Clause 16.2 [Termination by Contractor] has taken effect, the Procuring Entity shall promptly:

- a) Return the Performance Security to the Contractor,
- b) Pay the Contractor in accordance with Sub-Clause 19.6 [Optional Termination, Payment and Release], and
- c) Pay to the Contractor the amount of any loss or damage sustained by the Contractor as a result of this termination.

**17.** *RISK AND RESPONSIBILITY*

**17.1** **Indemnities**

17.1.1 The Contractor shall indemnify and hold harmless the Procuring Entity, the Procuring Entity's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of:

- (a) Bodily injury, sickness, disease or death, of any person whatsoever arising out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless attributable to any negligence, willful actor breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, or any of the irrespective agents, and
- (b) Damage to or loss of any property, real or personal (other than the Works), to the extent that such damage or loss arises out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless and to the extent that any such damage or loss is attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, the irrespective agents, or any one directly or indirectly employed by any of them.

17.1.2 The Procuring Entity shall indemnify and hold harmless the Contractor, the Contractor's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of (1) bodily injury, sickness, disease or death, which is attributable to any negligence, willful act or breach of the Contract by

the Procuring Entity, the Procuring Entity's Personnel, or any of their respective agents, and (2) the matters for which liability may be excluded from insurance cover, as described in sub-paragraphs (d)(i), (ii) and (iii) of Sub-Clause 18.3 [Insurance Against Injury to Persons and Damage to Property].

**17.2** *Contractor's Care of the Works*

17.2.1 The Contractor shall take full responsibility for the care of the Works and Goods from the Commencement Date until the Taking-Over Certificate is issued (or is deemed to be issued under Sub-Clause 10.1 [Taking Over of the Works and Sections]) for the Works, when responsibility for the care of the Works shall pass to the Procuring Entity. If a Taking-Over Certificate is issued (or is so deemed to be issued) for any Section or part of the Works, responsibility for the care of the Section or part shall then pass to the Procuring Entity.

17.2.2 After responsibility has accordingly passed to the Procuring Entity, the Contractor shall take responsibility for the care of any work which is outstanding on the date stated in a Taking-Over Certificate, until this outstanding work has been completed.

17.2.3 If any loss or damage happens to the Works, Goods or Contractor's Documents during the period when the Contractor is responsible for their care, from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks], the Contractor shall rectify the loss or damage at the Contractor's risk and cost, so that the Works, Goods and Contractor's Documents conform with the Contract.

17.2.4 The Contractor shall be liable for any loss or damage caused by any actions performed by the Contractor after Taking-Over Certificate has been issued. The Contractor shall also be liable for any loss or damage which occurs after a Taking-Over Certificate has been issued and which arose from a previous event for which the Contractor was liable.

**17.3** *Procuring Entity's Risks*

The risks referred to in Sub-Clause 17.4 [Consequences of Procuring Entity's Risks] below, insofar as they directly affect the execution of the Works in the Country, are:

- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war, within the Country,
- c) riot, commotion or disorder within the Country by persons other than the Contractor's Personnel,
- d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, within the Country, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity,
- e) pressure waves caused by aircraft or other aerial devices traveling at sonic or supersonic speeds,
- f) use or occupation by the Procuring Entity of any part of the Permanent Works, except as may be specified in the Contract,
- g) design of any part of the Works by the Procuring Entity's Personnel or by others for whom the Procuring Entity is responsible, and
- h) any operation of the forces of nature which is Unforeseeable or against which an experienced contractor could not reasonably have been expected to have taken adequate preventive precautions.

### 17.4 *Consequences of Procuring Entity's Risks*

- 17.4.1 If and to the extent that any of the risks listed in Sub-Clause 17.3 above results in loss or damage to the Works, Goods or Contractor's Documents, the Contractor shall promptly give notice to the Engineer and shall rectify this loss or damage to the extent required by the Engineer.
- 17.4.2 If the Contractor suffers delay and/or incurs Cost from rectifying this loss or damage, the Contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1[Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost, which shall be included in the Contract Price. In the case of sub-paragraphs (f) and (g) of Sub-Clause 17.3 [Procuring Entity's Risks], Cost plus profit shall be payable.
- 17.4.3 After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

### 17.5 *Intellectual and Industrial Property Rights*

- 17.5.1 In this Sub-Clause, “infringement” means an infringement (or alleged infringement) of any patent, registered design, copyright, trademark, tradename, trade secret or other intellectual or industrial property right relating to the Works; and “claim” means a claim (or proceedings pursuing a claim) alleging an infringement.
- 17.5.2 Whenever a Party does not give notice to the other Party of any claim within 30 days of receiving the claim, the first Party shall be deemed to have waived any right to indemnity under this Sub-Clause.
- 17.5.3 The Procuring Entity shall indemnify and hold the Contractor harmless against and from any claim alleging an infringement which is or was:
- a) An unavoidable result of the Contractor's compliance with the Contract, or
  - b) A result of any Works being used by the Procuring Entity:
    - i) For a purpose other than that indicated by, or reasonably to be inferred from, the
    - ii) Contract, or
    - iii) In conjunction with anything not supplied by the Contractor, unless such use was disclosed to the Contractor prior to the Base Date or is stated in the Contract.
- 17.5.4 The Contractor shall indemnify and hold the Procuring Entity harmless against and from any other claim which arises out of or in relation to (i) the manufacture, use, sale or import of any Goods, or (ii) any design for which the Contractor is responsible.
- 17.5.5 If a Party is entitled to be indemnified under this Sub-Clause, the indemnifying Party may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it. The other Party shall, at the request and cost of the indemnifying Party, assist in contesting the claim. This other Party (and its Personnel) shall not make any admission which might be prejudicial to the indemnifying Party, unless the indemnifying Party failed to take over the conduct of any negotiations, litigation or arbitration upon being requested to do so by such other Party.

### 17.6 *Limitation of Liability*

- 17.6.1 Neither Party shall be liable to the other Party for loss of use of any Works, loss of profit,

loss of any contractor for any indirect or consequential loss or damage which may be suffered by the other Party in connection with the Contract, other than as specifically provided in Sub-Clause 8.7 [Delay Damages]; Sub-Clause 11.2 [Cost of Remedying Defects]; Sub-Clause 15.4 [Payment after Termination]; Sub-Clause 16.4 [Payment on Termination]; Sub-Clause 17.1 [Indemnities]; Sub-Clause 17.4 (b) [Consequences of Procuring Entity's Risks] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights].

17.6.2 The total liability of the Contractor to the Procuring Entity, under or in connection with the Contract other than under Sub-Clause 4.19 [Electricity, Water and Gas], Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], Sub-Clause 17.1 [Indemnities] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights], shall not exceed the sum resulting from the application of a multiplier (less or greater than one) to the Accepted Contract Amount, as stated in the **SCC**, or (if such multiplier or other sum is not so stated) the Accepted Contract Amount.

17.6.3 This Sub-Clause shall not limit liability in any case of fraud, deliberate default or reckless misconduct by the defaulting Party.

### **17.7** *Use of Procuring Entity's Accommodation/Facilities*

17.7.1 The Contractor shall take full responsibility for the care of the Procuring Entity provided accommodation and facilities, if any, as detailed in the Specification, from the respective dates of hand-over to the Contract or until cessation of occupation (where hand-over or cessation of occupation may take place after the date stated in the Taking-Over Certificate for the Works).

17.7.2 If any loss or damage happens to any of the above items while the Contractor is responsible for their care arising from any cause whatsoever other than those for which the Procuring Entity is liable, the Contractor shall, at his own cost, rectify the loss or damage to the satisfaction of the Engineer.

## **18.** *INSURANCE*

### **18.1** **General Requirements for Insurances**

18.1.1 In this Clause, "insuring Party" means, for each type of insurance, the Party responsible for effecting and maintaining the insurance specified in the relevant Sub-Clause.

18.1.2 Wherever the Contractor is the insuring Party, each insurance shall be effected with insurers and in terms approved by the Procuring Entity. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.

18.1.3 Wherever the Procuring Entity is the insuring Party, each insurance shall be effected with insurers and in terms acceptable to the Contractor. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.

18.1.4 If a policy is required to indemnify joint insured, the cover shall apply separately to each insured as though a separate policy had been issued for each of the joint insured. If a policy indemnifies additional joint insured, namely in addition to the insured specified in this Clause, (i) the Contractor shall act under the policy on behalf of these additional joint insured except that the Procuring Entity shall act for Procuring Entity's Personnel, (ii)

- additional joint insured shall not be entitled to receive payments directly from the insurer or to have any other direct dealings with the insurer, and (iii) the insuring Party shall require all additional joint insured to comply with the conditions stipulated in the policy.
- 18.15 Each policy insuring against loss or damage shall provide for payments to be made in the currencies required to rectify the loss or damage. Payments received from insurers shall be used for the rectification of the loss or damage.
- 18.16 The relevant insuring Party shall, within the respective periods stated in the **SCC** (calculated from the Commencement Date), submit to the other Party:
- a) Evidence that the insurances described in this Clause have been effected, and
  - b) Copies of the policies for the insurances described in Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment] and Sub-Clause 18.3 [Insurance against Injury to Persons and Damage to Property].
- 18.17 When each premium is paid, the insuring Party shall submit evidence of payment to the other Party. Whenever evidence or policies are submitted, the insuring Party shall also give notice to the Engineer.
- 18.18 Each Party shall comply with the conditions stipulated in each of the insurance policies. The insuring Party shall keep the insurers informed of any relevant changes to the execution of the Works and ensure that insurance is maintained in accordance with this Clause.
- Neither Party shall make any material alteration to the terms of any insurance without the prior approval of the other Party. If an insurer makes (or attempts to make) any alteration, the Party first notified by the insurer shall promptly give notice to the other Party.
- 18.19 The insuring Party fails to effect and keep in force any of the insurances it is required to effect and maintain under the Contract or fails to provide satisfactory evidence and copies of policies in accordance with this Sub- Clause, the other Party may (at its option and without prejudice to any other right or remedy) effect insurance for the relevant coverage and pay the premiums due. The insuring Party shall pay the amount of these premiums to the other Party, and the Contract Price shall be adjusted accordingly.
- 18.1.10 Nothing in this Clause limits the obligations, liabilities or responsibilities of the Contractor or the Procuring Entity, under the other terms of the Contract otherwise. Any amounts not insured or not recovered from the insurers shall be borne by the Contractor and/or the Procuring Entity in accordance with these obligations, liabilities or responsibilities. However, if the insuring Party fails to effect and keep in force an insurance which is available and which it is required to effect and maintain under the Contract, and the other Party neither approves the omission nor effects insurance for the coverage relevant to this default, any moneys which should have been recoverable under this insurance shall be paid by the insuring Party.
- 18.1.11 Payments by one Party to the other Party shall be subject to Sub-Clause 2.5 [Procuring Entity's Claims] or Sub- Clause 20.1[Contractor's Claims], as applicable.
- 18.1.12 The Contractor shall be entitled to place all insurance relating to the Contract (including, but not limited to the insurance referred to Clause 18) with insurers from any eligible source country.

**18.2** *Insurance for Works and Contractor's Equipment*

- 18.2.1 The insuring Party shall insure the Works, Plant, Materials and Contractor's Documents for not less than the full reinstatement cost including the costs of demolition, removal of debris and professional fees and profit. This insurance shall be effective from the date by which the evidence is to be submitted under sub-paragraph (a) of Sub-Clause 18.1 [General Requirements for Insurances], until the date of issue of the Taking-Over Certificate for the Works.
- 18.2.2 The insuring Party shall maintain this insurance to provide cover until the date of issue of the Performance Certificate, for loss or damage for which the Contractor is liable arising from a cause occurring prior to the issue of the Taking-Over Certificate, and for loss or damage caused by the Contractor in the course of any other operations (including those under Clause 11 [Defects Liability]).
- 18.2.3 The insuring Party shall insure the Contractor's Equipment for not less than the full replacement value, including delivery to Site. For each item of Contractor's Equipment, the insurance shall be effective while it is being transported to the Site and until it is no longer required as Contractor's Equipment.
- 18.2.4 Unless otherwise stated in the Particular Conditions, insurances under this Sub-Clause:
- a) Shall be effected and maintained by the Contractor as insuring Party,
  - b) shall be in the joint names of the Parties, who shall be jointly entitled to receive payments from the insurers, payments being held or allocated to the Party actually bearing the costs of rectifying the loss or damage,
  - c) shall cover all loss and damage from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks],
  - d) shall also cover, to the extent specifically required in the tendering documents of the Contract, loss or damage to a part of the Works which is attributable to the use or occupation by the Procuring Entity of another part of the Works, and loss or damage from the risks listed in sub-paragraphs (c), (g) and (h) of Sub-Clause 17.3 [Procuring Entity's Risks], excluding (in each case) risks which are not insurable at commercially reasonable terms, with deductibles per occurrence of not more than the amount stated in the **SCC**(if an amount is not so stated, this sub-paragraph (d) shall not apply), and
  - e) may however exclude loss of, damage to, and reinstatement of:
    - i) a part of the Works which is in a defective condition due to a defect in its design, materials or workmanship (but cover shall include any other parts which are lost or damaged as a direct result of this defective condition and not as described in sub-paragraph (ii) below),
    - ii) a part of the Works which is lost or damaged in order to reinstate any other part of the Works if this other part is in a defective condition due to a defect in its design, materials or workmanship,
    - iii) a part of the Works which has been taken over by the Procuring Entity, except to the extent that the Contractor is liable for the loss or damage, and
    - iv) Goods while they are not in the Country, subject to Sub-Clause 14.5 [Plant and Materials intended for the Works].
- 18.2.5 If, more than one year after the Base Date, the cover described in sub-paragraph (d)

above ceases to be available at commercially reasonable terms, the Contractor shall (as insuring Party) give notice to the Procuring Entity, with supporting particulars. The Procuring Entity shall then (i) be entitled subject to Sub- Clause 2.5 [Procuring Entity's Claims] to payment of an amount equivalent to such commercially reasonable terms as the Contractor should have expected to have paid for such cover, and (ii) be deemed, unless he obtains the cover at commercially reasonable terms, to have approved the omission under Sub-Clause 18.1 [General Requirements for Insurances].

### **18.3** *Insurance against Injury to Persons and Damage to Property*

18.3.1 The insuring Party shall insure against each Party's liability for any loss, damage, death or bodily injury which may occur to any physical property (except things insured under Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment]) or to any person (except persons insured under Sub-Clause 18.4 [Insurance for Contractor's Personnel]), which may arise out of the Contractor's performance of the Contract and occurring before the issue of the Performance Certificate.

18.3.2 This insurance shall be for a limit per occurrence of not less than the amount stated in the **SCC**, with no limit on the number of occurrences. If an amount is not stated in the **SCC**, this Sub-Clause shall not apply. Unless otherwise stated in the Particular Conditions, the insurances specified in this Sub-Clause:

- a) Shall be effected and maintained by the Contractor as insuring Party,
- b) Shall be in the joint names of the Parties,
- c) Shall be extended to cover liability for all loss and damage to the Procuring Entity's property (except things insured under Sub-Clause 18.2) arising out of the Contractor's performance of the Contract, and
- d) May however exclude liability to the extent that it arises from:
  - i) The Procuring Entity's right to have the Permanent Works executed on, over, under, in or through any land, and to occupy this land for the Permanent Works,
  - ii) damage which is an unavoidable result of the Contractor's obligations to execute the Works and remedy any defects, and
  - iii) a cause listed in Sub-Clause 17.3 [Procuring Entity's Risks], except to the extent that cover is available at commercially reasonable terms.

### **18.4** *Insurance for Contractor's Personnel*

18.4.1 The Contract or shall effect and maintain insurance against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel.

18.4.2 The insurance shall cover the Procuring Entity and the Engineer against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel, except that this insurance may exclude losses and claims to the extent that they arise from any act or neglect of the Procuring Entity or of the Procuring Entity's Personnel.

18.4.3 The insurance shall be maintained in full force and effect during the whole time that these personnel are assisting in the execution of the Works. For a Subcontractor's employees,

the insurance may be effected by the Subcontractor, but the Contractor shall be responsible for compliance with this Clause.

**19. FORCE MAJEURE**

**19.1 Definition of Force Majeure**

19.1.1 In this Clause, “Force Majeure” means an exceptional event or circumstance:

- a) Which is beyond a Party's control,
- b) Which such Party could not reasonably have provided against before entering into the Contract,
- c) Which, having arisen, such Party could not reasonably have avoided or overcome, and
- d) Which is not substantially attributable to the other Party.

19.1.2 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- i) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- ii) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,
- iii) riot, commotion, disorder, strike or locked out by persons other than the Contractor's Personnel,
- iv) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio- activity, and
- v) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

**19.2 Notice of Force Majeure**

19.2.1 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.

19.2.2 The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them. Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

**19.3 Duty to Minimize Delay**

Each Party shall at all times use all reasonable endeavors to minimize any delay in the performance of the Contract as a result of Force Majeure. A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.

**19.4 Consequences of Force Majeure**

19.4.1 If the Contractor is prevented from performing his substantial obligations under the Contract by Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], and suffers delay and/or incurs Cost by reason of such Force Majeure, the Contractor shall be entitled subject to Sub-Clause

20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) if the event or circumstance is of the kind described in sub-paragraphs (i) to (iv) of Sub-Clause 19.1 [Definition of Force Majeure] and, in sub-paragraphs (ii) to (iv), occurs in the Country, payment of any such Cost, including the costs of rectifying or replacing the Works and/or Goods damaged or destroyed by Force Majeure, to the extent they are not indemnified through the insurance policy referred to in Sub- Clause 18.2 [Insurance for Works and Contractor's Equipment].

19.4.2 After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

**19.5** *Force Majeure Affecting Subcontractor*

If any Subcontractor is entitled under any contract or agreement relating to the Works to relief from force majeure on terms additional to or broader than those specified in this Clause, such additional or broader force majeure events or circumstances shall not excuse the Contractor's non-performance or entitle him to relief under this Clause.

**19.6** *Optional Termination, Payment and Release*

If the execution of substantially all the Works in progress is prevented for a continuous period of 84 days by reason of Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], or for multiple periods which total more than 140 days due to the same notified Force Majeure, then either Party may give to the other Party a notice of termination of the Contract. In this event, the termination shall take effect 7 days after the notice is given, and the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment].

Upon such termination, the Engineer shall determine the value of the work done and issue a Payment Certificate which shall include:

- a) The amounts payable for any work carried out for which a price is stated in the Contract;
- b) The Cost of Plant and Materials ordered for the Works which have been delivered to the Contractor, or of which the Contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the Procuring Entity when paid for by the Procuring Entity, and the Contractor shall place the same at the Procuring Entity's disposal;
- c) other Cost or liabilities which in the circumstances were reasonably and necessarily incurred by the Contractor in the expectation of completing the Works;
- d) the Cost of removal of Temporary Works and Contractor's Equipment from the Site and their turn of these items to the Contractor's works in his country (or to any other destination at no greater cost); and
- e) the Cost of repatriation of the Contractor's staff and labor employed wholly in connection with the Works at the date of termination.

**19.7** *Release from Performance*

Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the Parties (including, but not limited to, Force Majeure) arises which makes it impossible or unlawful for either or both Parties to fulfil its

or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by either Party to the other Party of such event or circumstance:

- a) The Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract, and
- b) The sum payable by the Procuring Entity to the Contractor shall be the same as would have been payable under Sub-Clause 19.6 [Optional Termination, Payment and Release] if the Contract had been terminated under Sub-Clause 19.6.

## **20. CLAIMS, DISPUTES AND ARBITRATION**

### **20.1 Contractor's Claims**

20.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Engineer, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.

20.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.

20.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.

20.1.3 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Engineer. Without admitting the Procuring Entity's liability, the Engineer may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Engineer to inspect all these records, and shall (if instructed) submit copies to the Engineer.

20.1.4 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Engineer, the Contractor shall send to the Engineer a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

- a) This fully detailed claim shall be considered as interim;
- b) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Engineer may reasonably require; and
- c) The Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Engineer.

20.1.5 Within 42 days after receiving a Notice of a claim or any further particulars supporting a

previous claim, or within such other period as may be proposed by the Engineer and approved by the Contractor, the Engineer shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

- 20.16 Within the above defined period of 42 days, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 20.17 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 20.18 If the Engineer does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Engineer and any of the Parties may refer to Arbitration in accordance with Sub-Clause 20.4 [Arbitration].
- 20.19 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of Sub-Clause 20.3 (f).

### 20.2 *Amicable Settlement*

Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 20.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

#### *20.3 Matters that may be referred to arbitration*

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:

- a) The appointment of a replacement Engineer upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Engineer is empowered by these Conditions.
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) 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 Procuring Entity and the Contractor agree otherwise in writing.

### 20.4 Arbitration

- 20.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 20.3 shall be finally settled by arbitration.
- 20.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute 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.
- 20.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 20.4.4 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.
- 20.4.5 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.
- 20.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Engineer, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Engineer from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 20.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 20.4.7 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Engineer shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 20.4.8 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

### 20.5 Arbitration with National Contractors

- 20.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or 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, on the request of the applying party, 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

2052 The institution written to first by the aggrieved party shall take precedence over all other institutions.

**206** *Arbitration with Foreign Contractors*

207.1 Arbitration with foreign contractors shall be conducted in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.

207.2 The place of arbitration shall be a location specified in the **SCC**; and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].

**207** *Alternative Arbitration Proceedings*

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

**208** *Failure to Comply with Arbitrator's Decision*

2081 The award of such Arbitrator shall be final and binding upon the parties.

2082 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

**209** *Contract operations continue*

Notwithstanding any reference to arbitration herein,

- a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) The Procuring Entity shall pay the Contractor any monies due the Contractor.

## SECTION X - SPECIAL CONDITIONS OF CONTRACT

The following Particular Conditions shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Conditions	GCC Clause	Data
Procuring Entity's name and address	1	LAKE BASIN DEVELOPMENT AUTHORITY, P. O. BOX 1516 City: KISUMU ZIP Code: 40100 Country: KENYA
Time for Completion	1	16 Weeks
Engineer's name and address	1	TO THE MANAGING DIRECTOR, LAKE BASIN DEVELOPMENT AUTHORITY, P. O. BOX 1516 City: KISUMU ZIP Code: 40100 Country: KENYA  Attention to: <b>The Project Manager Water Projects</b>
Electronic transmission	1.3	Electronic Transmission shall be allowed on E-mail and shall be regarded as an advance copy. Only official emails shall be used in communication between the Contract Parties
Time for the Parties entering into a Contract Agreement	1.6	14 days after Notification of award and end of stand still period
Time for access to the Site	2.1	No later than the Commencement Day
Engineer's Authority to make variations.	3.1.2 (b) (ii)	Variation would increase the Accepted Contract Amount by not exceeding-1-% of the contract Price. Variations resulting in an increase of the Accepted Contract Amount in excess of <b>1%</b> shall require approval of the Procuring Entity.
Performance Security	4.2.2	The performance security will be in the form of a <b>bank guarantee or Insurance</b> in the amount(s) of <b>5% Percent</b> of the Accepted Contract Amount in the same currency(ies) of the Contract Amount.
Contractor's Representative's name	4.3	<i>[insert the name of the Contractor's Representative agreed by the Procuring Entity prior to Contract signature]</i> Shall be as nominated through a letter signed by an advocate or directors
Working Hours	6.5	Normal working hours shall be from 0800 HRS to 1700hrs from Monday to Friday.
Key Personnel names	6.9.1	<i>[insert the name of each Key Personnel agreed by the Procuring Entity prior to Contract signature]</i> <b>As defined in the definitions and section...of Contract</b>
Commencement of Works	8.1.1(c)	<b>As shall be agreed with the Project Manager</b>
Delay Damages/ liquidated damages	8.7.1	Delay damages/ Liquidated damages shall be 50,000_____per day of delay.
Maximum amount of delay damages	8.7.1	30 % of the final Contract Price.
Defects Notification Period		90 days or 3 months.
Adjustments for Changes in Cost	13.8.3	Period "n" applicable to the adjustment multiplier "Pn": is <b>NOT APPLICABLE</b>

Section IX – General Conditions

Conditions	GCC Clause	Data
Delay damages for the Works	8.7 & 14.15(b)	The liquidated damages for the whole of the works are 0.1% per day the maximum amount of liquidated damages for the whole of the works is 10% of the final contract price
Provisional Sums	13.5. (b)(iii)	<i>[If there are Provisional Sums, insert a percentage for adjustment of Provisional Sums] %</i> , otherwise insert "NONE".
Total advance payment	14.2.1	__% Percentage of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable <i>[Insert number and timing of installments if applicable]</i>
Repayment amortization rate of advance payment	14.2.4(b)	<b>30%</b>
Limit of Retention	14.3.2(c)	The limit of Retention Money (if any) shall be <b>5% of the Contract Amount</b>
Percentage of Retention	14.3.2(c)	10% of the Contract Amount
Plant and Materials	14.5.2(b)(i)	If Sub-Clause 14.5 applies: Plant and Materials for payment Free on Board <i>[list]</i> .
	14.5.2(c)(i)	<b>Plant and Materials for payment when delivered to the Site</b> <i>[list]</i> .
Minimum Amount of Interim Payment Certificates	14.6.1	25 % of the Accepted Contract Amount or KES 10,000,000.00; whichever is greater.
Publishing source of commercial interest rates for financial charges in case of delayed payment	14.8	Three percentage points above the discount rate given by the Central bank of Kenya.
Maximum total liability of the Contractor to the Procuring Entity	17.6.2	<i>[Select one of the two options below as appropriate]</i> The product of _____ <i>[insert a multiplier less or greater than one]</i> times the Accepted Contract Amount, or _____ <i>[insert amount of the maximum total liability]</i>
Periods for submission of insurance:	18.1.6	
a. evidence of insurance.		14 days
b. relevant policies		7 days
Maximum number of deductibles for insurance of the Procuring Entity's risks	18.2(d)	<i>[Insert maximum amount of deductibles]</i>
Minimum amount of third-party insurance	18.3.2	KES 1000,000.00
The place of arbitration	20.7.2	The place of arbitration shall be ----- -----

## SECTION XI - CONTRACT FORMS

### Table of Forms

FORM No. 1 -	NOTIFICATION OF INTENTION TO AWARD
FORM NO. 2 –	REQUEST FOR REVIEW
FORM No. 3-	LETTER OF AWARD
FORM No. 4 -	CONTRACT AGREEMENT
FORM No. 5 -	PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]
FORM No. 6-	PERFORMANCE SECURITY [Option 2– Performance Bond]
FORM No. 7 -	PAYMENT SECURITY
FORM No. 8 -	RETENTION MONEY SECURITY
FORM NO. 9	BENEFICIAL OWNERSHIP DISCLOSURE FORM

*Form No. 1 - Notification of Intention to Award*

*[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form]*

**FORMAT**

For the attention of Tenderer's Authorized Representative

Name: ..... *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]* Telephones: *[insert Authorized Representative's telephone/fax numbers]* Email Address: *[insert Authorized Representative's email address]*

**[IMPORTANT:** *insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

**Date of Transmission:** This Notification is sent by: *[email]* on *[date]* (local time)

Procuring Entity: *[insert the name of the Procuring Entity]* Contract title: *[insert the name of the contract]*

Country: Kenya, County \_\_\_\_\_ *(if the Procuring Entity is from a County)*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

- a) Request a debriefing in relation the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

**1. The successful Tenderer**

Name: *[insert name of successful Tenderer]*. Address: *[insert address of the successful Tenderer]* Contract price: *[insert contract price of the successful Tender]*

**1. Other Tenderers:** *[insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]*

	Name of Tenderer	Tender price	Evaluated Tender price	Comments (if any)
1				

**1. How to request a debriefing**

**DEADLINE:** The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award. Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention:** *[insert full name of person, if applicable]* **Title/position:** *[insert title/position]*



**Procuring Entity:** *[insert name of Procuring Entity]* **Email address:** *[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end. The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

## 2. How to make a complaint

**Period:** Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date]* (local time).

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement- related Complaint as follows:

Attention: *[insert full name of person, if applicable]* Title/position: *[insert title/position]* Procuring Entity: *[insert name of Procuring Entity]* Email address: *[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

- a) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
- b) The complaint can only challenge the decision to award the contract.
- c) You must submit the complaint within the period stated above.
- d) You must include, in your complaint, all of the information necessary to support your case.
- e) The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at [www.ppra.go.ke](http://www.ppra.go.ke)).

## 3. Standstill Period

- a) **DEADLINE:** The Standstill Period is due to end at midnight on *[insert date]* (local time).
  - i) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- (ii) The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Name \_\_\_\_\_



**Section XI – Contract Forms**

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Title and Position\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

*Form No. 2 - Request For Review*

**FORM FOR REVIEW (r.203 (1))**

**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 ..... for ..... (Tender description).

**REQUEST FOR REVIEW**

I/We..... the above-named Applicant(s), of address: Physical address..... P.O. Box 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.

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

- 1.
- 2.

SIGNED ..... (Applicant) Dated on..... Day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

*Form No. 3 - Letter of Award*

*[Letter head paper of the  
Procuring Entity] [Date]*

**FORMAT**

To: *[name and address of the Contractor]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the SCC]* for the Accepted Contract Amount *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

We attach a copy of the Contract for your

Authorized

Signature:

Name and

Title of

Signatory:

Name of

Agency:

**Attachment: Contract Agreement**

**Section XI – Contract Forms**

*Form No. 4 – Contract Agreement*

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter “the Procuring Entity”), of the one part, and \_\_\_\_\_ of \_\_\_\_\_ (herein after “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as \_\_\_\_\_ should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein, The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - a) The Letter of Acceptance
  - b) The Letter of Tender
  - c) The addenda Nos \_\_\_\_\_ (if any)
  - d) The Particular Conditions
  - e) The General Conditions;
  - f) The Specification
  - g) The Drawings; and
  - h) The completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the 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 hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year specified above.

Signed by \_\_\_\_\_  
\_\_\_\_\_(For the Procuring Entity)

Signed by \_\_\_\_\_  
\_\_\_\_\_(For the Contractor)

**Section XI – Contract Forms**

*Form No. 5 - Performance Security*

– (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

**Beneficiary:** \_\_\_\_\_ [insert name and Address of Procuring Entity]

**Date:** \_\_\_\_\_ [Insert date of issue]

**PERFORMANCE GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ (herein after called "the Applicant") has entered into Contract No. dated \_\_\_\_\_ with the Beneficiary, for the execution of (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_ ( ),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the ..... Day of ..... 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

\_\_\_\_\_  
[Name of Authorized Official, signature(s) and seals/stamps]

**Note:**

All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup>The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency (cies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>2</sup>Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the pen ultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

(Performance Bond)

*[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of Procuring Entity]* **Date:** \_\_\_\_\_ *[Insert date of issue]* **PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letter head]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called \_\_\_\_\_ “the Contractor”) and \_\_\_\_\_] as Surety (hereinafter called “the Surety”), are held and firmly bound unto \_\_\_\_\_] as Oblige (hereinafter called “the Procuring Entity”) in the amount of, for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
- 2 WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the day of, 20\_\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent here in provided for, are by reference made part hereof and are herein after referred to as the Contract.
- 3 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 Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, 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 Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity 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



**Section XI – Contract Forms**

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paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or

- 3) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions upto a total not exceeding the amount of this Bond.
- 4 The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
- 5 Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named here in or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
- 6 In testimony where of, the Contractor has here unto 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 \_\_\_\_\_ on behalf of \_\_\_\_\_  
By \_\_\_\_\_ in the capacity of \_\_\_\_\_  
In the presence of \_\_\_\_\_

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_  
By \_\_\_\_\_ in the capacity of \_\_\_\_\_  
In the presence of \_\_\_\_\_

## Section XI – Contract Forms

### Form No. 7 - Advance Payment Security

[Demand Bank Guarantee] [Guarantor letterhead or SWIFT identifier code] [Guarantor letterhead or SWIFT identifier code]

**Beneficiary:** \_\_\_\_\_ [Insert name and Address of Procuring Entity]

**Date:** \_\_\_\_\_ [Insert date of issue]

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ [Insert guarantee reference number]

**Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ (herein after called “the Applicant”) has entered into Contract No. dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called" the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_ ( )' upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number \_\_\_\_\_ at \_\_\_\_\_
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of \_\_\_\_\_, 2 \_\_\_\_\_, <sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's Written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.  
[Name of Authorized Official, signature(s) and seals/stamps]

**Note:**

All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

<sup>2</sup> Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

Form No. 8 - Retention Money Security

[Demand Bank Guarantee]

[Guarantor letterhead]

**Beneficiary:** \_\_\_\_\_ [Insert name and Address of Procuring Entity]

**Date:** \_\_\_\_\_ [Insert date of issue]

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ [Insert guarantee reference number]

**Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ [insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture] (herein after called" the Contractor") has entered into Contract No. \_\_\_\_\_ [Insert reference number of the contract] dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ [insert name of contract and brief description of Works] (herein after called" the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of [insert the second half of the Retention Money] is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ [insert amount in figures], \_\_\_\_\_ [insert amount in words]<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number at \_\_\_\_\_ [insert name and address of Applicant's bank].
5. This guarantee shall expire no later than the..... Day of....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

\_\_\_\_\_  
[Name of Authorized Official, signature(s) and seals/stamps]

**Note:**

All italicized text (including foot notes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

<sup>2</sup> Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

Form No. 9 - Beneficial Ownership Disclosure Form

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:*

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

1. BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

Tender Reference No.: \_\_\_\_\_ [insert identification no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We hereby provide the following beneficial ownership information.

*Details of beneficial ownership*

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights, a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
<b>1.</b>	Full Name	Directly----- ----- % of shares	Directly..... ..... % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----- 2. Is this right held directly or indirectly?	1. Exercises significant influence or control over the Company body of the Company (tenderer)  Yes -----No-- --
	National identity card number or Passport number				
	Personal Identification Number (where applicable)	Indirectly---- ----- % of shares	Indirectly----- % of voting rights		
	Nationality				
	Date of birth [dd/mm/yyyy]				



Section XI – Contract Forms

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights, a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Postal address			Direct..... .....	2. Is this influence or control exercised directly or indirectly?  Direct..... .....  Indirect..... ...
	Residential address				
	Telephone number				
	Email address			Indirect..... .....	
	Occupation or profession				
<b>2.</b>	Full Name	Directly----- ----- % of shares	Directly..... ..... % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No-- --
	National identity card number or Passport number			2. Is this right held directly or indirectly?	
	Personal Identification Number (where applicable)	Indirectly---- ----- % of shares	Indirectly----- % of voting rights	Direct..... .....	2. Is this influence or control exercised directly or indirectly?
	Nationality(ies)			Indirect..... .....	Direct..... ....
	Date of birth [dd/mm/yyyy]				Indirect..... ...
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
<b>3.</b>					
<b>e.t</b>					
<b>.c</b>					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and



made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp

*Pretender Site Conference Program*

**PROJECT NAME: PROPOSED DRILLING, EQUIPPING BOREHOLE AND CONSTRUCTION OF WATER SUPPLY INFRASTRUCTURE IN THE LAKE VICTORIA BASIN REGION-KENYA**

The pretender site conference about the sites below scheduled for **27<sup>TH</sup> APRIL, 2026**

SN	PROJECT NAME	LOCATION GEO-TAG CODE	SUB COUNTY/ CONSTITUENCY	COUNTY
1	MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT	<u>4HCR+22</u> <u>Emalele</u>	KHWISERO	KAKAMEGA

This exercise is **Mandatory to all Interested bidders**, and the bidders are asked to strictly adhere to time as indicated against each activity.

ACTIVITY NUMBER	TIME	ACTIVITY DESCRIPTION	MEETING VENUE	PERSON IN CHARGE
01	9.00-9.30 Am	Bidders Arrival and Registration	LBDA Room Board	Director Supply Chain Management
02	9.30-10.00am	Welcome Introductions & Clarification of Tender Documents	LBDA Room Board	Director Supply Chain Management
		Tender Documents	LBDA Room Board	Director Supply Chain Management/Director Engineering Services & Infrastructure
	11.00Am- 11:40 Pm		LBDA Room Board	
		A. Drawings and Specifications	LBDA Room Board	Project Manager/Project Engineer
		B. Bill of Quantities	LBDA Room Board	Project Manager/Project Engineer
			LBDA Room Board	
	11:40pm to 12:30 Pm	Evaluation Criteria	LBDA Room Board	Director Supply Chain Management/Director Engineering Services & Infrastructure
	12:30 Pm to 13:00Pm	Q & A	LBDA Room Board	

Site Visit Certificate

MINISTRY OF EASTAFRICAN COMMUNITY ASALS & REGIONAL DEVELOPMENT, P. O. Box 8846 – 00200 NAIROBI, KENYA.



LAKE BASIN DEVELOPMENT AUTHORITY P. O. Box 1516 – 40100 KISUMU, KENYA

SITE VISIT CERTIFICATE FOR THE PROPOSED DRILLING, EQUIPPING BOREHOLE AND CONSTRUCTION OF WATER SUPPLY INFRASTRUCTURE IN THE LAKE VICTORIA BASIN REGION-KENYA

1. This is to certify that;

..... (Name and address of tenderer or the Firm intending to participate in the tender process)

2. This is to certify that I

..... (Name of tenderer’s representative) visited the site in connection with tender for,

THE PROPOSED BOREHOLE DRILLING, EQUIPPING, WATER TOWER INSTALLATION, ELEVATION OF 1 No. 20M3 DOUBLE LAYERED PLASTIC TANK AND CONSTRUCTION OF 2 No. WATER COLLECTION POINTS AT MUKHUNZULU PRIMARY SCHOOL AND COMMUNITY WATER PROJECT SITUATED IN KHWISERO SUB-COUNTY, KAKAMEGA COUNTY TENDER NO. LBDA/RT 12/2025/2026 Lot 11

- 3. Having previously studied the contract Documents, I carefully examined the site.
4. I have made myself familiar with the local conditions and access roads likely to influence the works and the cost thereof.
5. I further certify that I am satisfied with description of the work and the explanations given by the said representative and that I understand perfectly the work to be done as specified and implied in the execution of the contract.

Name ..... (Tenderer or his representative)

Signed ..... Date .....

Name ..... (Project Engineer- Lake Basin Development Authority to be signed at the boardroom)

Signed ..... Date .....

Name .....(Supply Chian Management- Lake Basin Development Authority-To be signed at the boardroom)

Signed ..... Date .....

Name .....(Mukhunzulu Primary School Representative)

Signed ..... Date .....

*NB: Submit the original site visit form*