STANDARD TENDER DOCUMENT

FOR

PROCUREMENT OF WORKS

(SMALL WORKS)

Issued by the Public Procurement Oversight Authority in January, 2007

TABLE OF CONTENTS

		PAGE
	INTRODUCTION	1
SECTION I	INVITATION FOR TENDERS	2
SECTION II	INSTRUCTIONS TO TENDERERS	4
SECTION III	CONDITIONS OF CONTRACT	11
	APPENDIX TO CONDITIONS OF CONTRACT	21 - 22
SECTION IV	SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES.....	23
SECTION V	STANDARD FORMS	25

INTRODUCTION

1.1 This standard tender document for procurement of works has been prepared for use by procuring entities in Kenya in the procurement of works (e.g. Buildings, Roads, Bridges, Repairs and Maintenance) which the procuring entity considers to be small and where it is not required to be open tendering.

1.2 The following guidelines should be observed when using the document:-

(a) Specific details should be furnished in the tender notice and in the special conditions of contract (where applicable). The tender document issued to tenderers should not have blank spaces or options.

(b) The instructions to tenderers and the General Conditions of Contract should remain unchanged. Any necessary a amendments to these parts should be made through Appendix to instructions to tenderers and special conditions of contract respectively.

1.3 (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable prospective tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements

I. The invitation to tender shall be as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have been prequalified following a request for prequalification.

1.4 The cover of the tender document should be modified to include:-

II. Tender number.
III. Tender name.
IV. Name of procuring entity.
V. Delete name and address of PPOA.

SECTION I

INVITATION FOR TENDERS

Tender reference No. (as per tender document)

Tender Name (as per tender document)

1.1 The (procuring entity) invites sealed tenders for the construction of (Brief description of works)

1.2 Interested eligible candidates may obtain further information and inspect tender documents (and additional copies) at (name, address and physical location of the procuring entity including relevant office) during normal working hours.

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fees of (Amount) in cash or Bankers Cheque payable to (According officer)

1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for ( ) days from the closing date of tender.

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at (address and location) or to be addressed to (procurement entity's name and address) so as to be received on or before (day, date and time).

1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at (Address and Appropriate Officer)

For (*Accounting Officer/Procuring Entity*)

SECTION II

INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS

CLAUSE		PAGE.
1.	GENERAL ----------	4
2.	TENDER DOCUMENTS ----------	5
3.	PREPARATION OF TENDERS ----------	5 - 6
4.	SUBMISSION OF TENDERS ----------	6 - 7
5.	TENDER OPENING AND EVALUATON --------	7 - 8
6.	AWARD OF CONTRACT ----------	8 - 9

INSTRUCTIONS TO TENDERERS.

1. General

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

1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:

(a) copies of certificates of registration, and principal place of business;
(b) total monetary value of construction work performed for each of the last five years;
(c) experience in works of a similar nature and size for each of the last five years, and clients who may be contacted for further information on these contracts;
(d) major items of construction equipment owned;
(e) qualifications and experience of key site management and technical personnel proposed for the Contract;
(f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years;
(g) authority to seek references from the Tenderer's bankers.

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

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

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

1.6 The price to be charged for the tender document shall not exceed Kshs.5,000/=

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

2. Tender Documents

2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 herebelow:-

(a) These instructions to Tenderers
(b) Form of Tender
(c) Conditions of Contract and Appendix to Conditions of Contract
(d) Specifications
(e) Drawings
(f) Bills of Quantities/Schedule of Rates (whichever is applicable)
(g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions

2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.

2.3 A prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.

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

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

3. Preparation of Tenders

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

3.2 The tender submitted by the Tenderer shall comprise the following:-

(a) The Tender;

(b) Tender Security;

(c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts

(d) Any other materials required to be completed and submitted by Tenderers.

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

3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.

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

3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.

3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.

3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.

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

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

4. Submission of Tenders

4.1 The tender duly filled and sealed in an envelope shall;-

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

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

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

4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.

4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.

Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.

4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.

4.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

5. Tender Opening and Evaluation

5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.

5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer . Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.

5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to

influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.

5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

(a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and

(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.

(c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.

(d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).

(e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.

(f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.

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

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

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

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

5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%

5.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.

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

6. Award of Contract

6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.

6.2 Notwithstanding the provisions of clause 6.1 above, the Employer reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.

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

6.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 days of receipt ,the successful Tenderer will sign the Agreement and return it to the Employer.

6.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Performance Security amount stipulated in the Appendix to Conditions of Contract.

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

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

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

7. Corrupt and fraudulent practices

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

7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.

7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION III
CONDITIONS OF CONTRACT

Table of Clauses **Page**

1. DEFINITIONS..... 11

2. CONTRACT DOCUMENTS..... 12

3. EMPLOYER'S REPRESENTATIVE'S DECISIONS..... 13

4. WORKS, LANGUAGE AND LAW OF CONTRACT..... 13

5. SAFETY, TEMPORARY WORKS AND DISCOVERIES..... 13

6. WORK PROGRAM AND SUB-CONTRACTING..... 13

7. THE SITE..... 13 - 14

8. INSTRUCTIONS..... 14

9. EXTENSION OF COMPLETION DATE..... 14 - 15

10. MANAGEMENT MEETINGS..... 15

11. DEFECTS..... 15 - 16

12. BILLS OF QUANTITIES/SCHEDULE OF RATES..... 16

13. VARIATIONS..... 16

14. PAYMENT CERTIFICATES AND FINAL ACCOUNT ..... 16 - 17

15. INSURANCES 18

16. LIQUIDATED DAMAGES..... 18

17. COMPLETION AND TAKING OVER..... 18

18. TERMINATION..... 18 - 19

19. PAYMENT UPON TERMINATION..... 19

20. CORRUPT GIFTS AND PAYMENTS OF COMMISSION..... 19 - 20

21. SETTLEMENT OF DISPUTES..... 20

22. APPENDIX TO CONDITIONS OF CONTRACT ..... 21 – 22

SECTION III - CONDITIONS OF CONTRACT

1. Definitions

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

"Bills of Quantities" means the priced and completed Bill of Quantities forming part of the tender[where applicable].

"Schedule of Rates" means the priced Schedule of Rates forming part of the tender [where applicable].

"The Completion Date" means the date of completion of the Works as certified by the Employer's Representative.

"The Contract" means the agreement entered into by the Employer and the Contractor as recorded in the Agreement Form and signed by the parties.

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

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

"The Contract Price" is the price stated in the Letter of Acceptance.

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

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

"The Defects Liability Certificate" is the certificate issued by Employer's Representative upon correction of defects by the Contractor.

"The Defects Liability Period" is the period named in the Appendix to Conditions of Contract and calculated from the Completion Date.

"Drawings" include calculations and other information provided or approved by the Employer's Representative for the execution of the Contract.

"Employer" Includes Central or Local Government administration, Universities, Public Institutions and Corporations and is the party who employs the Contractor to carry out the Works.

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

"Site" means the place or places where the permanent Works are to be carried out including workshops where the same is being prepared.

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

"Employer's Representative" is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Works.

"Specification" means the Specification of the Works included in the Contract.

"Start Date" is the date when the Contractor shall commence execution of the Works.

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

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

" A Variation" is an instruction given by the Employer's Representative which varies the Works.

"The Works" are what the Contract requires the Contractor to construct, install, and turnover to the Employer.

2. Contract Documents

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

(1) Agreement,
(2) Letter of Acceptance,
(3) Contractor's Tender,
(4) Conditions of Contract,
(5) Specifications,
(6) Drawings,
(7) Bills of Quantities or Schedule of Rates [whichever is applicable)

3. Employer's Representative's Decisions

3.1 Except where otherwise specifically stated, the Employer's Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

4. Works, Language and Law of Contract

4.1 The Contractor shall construct and install the Works in accordance with the Contract documents. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Employer's Representative, and complete them by the Intended Completion Date.

4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

5. Safety, Temporary works and Discoveries

5.1 The Contractor shall be responsible for design of temporary works and shall obtain approval of third parties to the design of the temporary works where required.

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

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

6 Work Program and Sub-contracting

6.1 Within seven days after Site possession date, the Contractor shall submit to the Employer's Representative for approval a program showing the general methods, arrangements, order and timing for all the activities in the Works.

6.2 The Contractor may sub-contract the Works (but only to a maximum of 25 percent of the Contract Price) with the approval of the Employer's Representative. However, he shall not assign the Contract without the approval of the Employer in writing. Sub-contracting shall not alter the Contractor's obligations.

7 The site

7.1 The Employer shall give possession of all parts of the Site to the Contractor.

7.2 The Contractor shall allow the Employer's Representative and any other person authorised by the Employer's Representative ,access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

8 Instructions

8.1 The Contractor shall carry out all instructions of the Employer's Representative which are in accordance with the Contract.

9 Extension of Completion Date

9.1 The Employer's Representative shall extend the Completion Date if an occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.

9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;

Delay by:-

(a) force majeure, or

(b) reason of any exceptionally adverse weather conditions, or

(c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or

(d) reason of the Employer's Representative's instructions issued under these Conditions, or

(e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or

(f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or

(g) reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or

(h) reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or

(i) reason of delay in appointing a replacement Employer's Representative, or

(j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or

(k) delay in receiving possession of or access to the Site.

10 Management Meetings

10.1 A Contract management meeting shall be held regularly and attended by the Employer's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Employer's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.

10.2 Communication between parties shall be effective only when in writing.

11 Defects

11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

11.2 The Employer's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins

at Completion, and is defined in the Appendix to Conditions of Contract.

11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

12 Bills of Quantities/Schedule of Rates

12.1 The Bills of Quantities/Schedule of Rates shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rates in the Bills of Quantities/Schedule of Rates for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the rates for other items in the Bills of Quantities/Schedule of Rates.

12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

13 Variations

13.1 The Contractor shall provide the Employer's Representative with a quotation for carrying out the variations when requested to do so. The Employer's Representative shall assess the quotation and shall obtain the necessary authority from the Employer before the variation is ordered.

13.2 If the Work in the variation corresponds with an item description in the Bill of Quantities/Schedule of Rates, the rate in the Bill of Quantities/Schedule of Rates shall be used to calculate the value of the variation. If the nature of the Work in the variation does not correspond with items in the Bill of Quantities/Schedule of Rates, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.

13.3 If the Contractor's quotation is unreasonable, the Employer's Representative may order the variation and make a change to the Contract Price, which shall be based on the Employer's Representative's own forecast of the effects of the variation on the Contractor's costs.

14 Payment Certificates and Final Account

14.1 The Contractor shall be paid after each of the following stages of Work listed herebelow (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Schedule of Rates.

(i) Advance payment_____(*percent of Contract Price,*
[after Contract execution] *to be inserted by the Employer).*

(ii) First stage (*define stage)* _____

(iii) Second stage *(define stage*)_____

(iv) Third stage (*define stage)* _____

(v) After defects liability period .

14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application .The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.

14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 days a schedule that states the scope of the corrections or additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.

14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the

Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

15. Insurance

15.1 The Contractor shall be responsible for and shall take out appropriate cover against, among other risks, personal injury; loss of or damage to the Works, materials and plant; and loss of or damage to property.

16. Liquidated Damages

16.1 The Contractor shall pay liquidated damages to the Employer at the rate 0.001 per cent of the Contract price per day for each day that the actual Completion Date is later than the Intended Completion Date except in the case of any of the occurrences listed under clause 9.2. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

17. Completion and Taking Over

17.1 Upon deciding that the Work is complete the Contractor shall request the Employer's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed.

The Employer shall take over the Site and the Works within seven days of the Employer's Representative issuing a Certificate of Completion.

18. Termination

18.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;

(a) the Contractor stops Work for 30 days continuously without reasonable cause or authority from the Employer's Representative;

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

(c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove.

(d) the Employer's Representative gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time.

18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

19. Payment Upon Termination

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

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

19.3 Until after completion of the Works under this clause, the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefor the Employer's Representative shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

20. Corrupt Gifts and Payments of Commission

20.1 The Contractor shall not;

(a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for

showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.

(b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

21. Settlement of Disputes

21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS

Name: _____

Address: _____

Name of Employer's Representative: _____

Title;_____

Telephone: _____

The name (and identification number) of the Contract is _____

The Works consist of _____

_____

The Start Date shall be _____

The Intended Completion Date for the whole of the Works shall be

_____

The following documents also form part of the Contract:

_____

_____

The Site Possession Date shall be _____

The Site is located at _____ and is defined in drawings nos.

_____

The Defects Liability Period is _____ days.

Amount of Tender Security is Kshs……(Note: This amount should be between one (1) percent and three (3) percent of the value of the Works)

The name and Address of the Employer for the purposes of submission of tenders is……
……

The tender opening date and time is.....(*insert tender opening time*) on ..... day of .....(*insert date of tender opening)*

The amount of performance security is Kshs.....(Note: the Employer must select the form of performance security to be accepted. A bank guarantee of between five (5) and ten (10) percent is acceptable. A performance bond on the other hand from an insurance company may be of up to thirty (30) percent of the Contract Price).

SECTION IV – SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES

I. SPECIFICATIONS

Notes for preparing Specifications

1.0 Specifications must be drafted to present a clear and precise statement of the required standards of materials and workmanship for tenderers to respond realistically and competitively to the requirements of the Employer and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models and incorporating all recent improvements in designs and materials unless provided otherwise in the Contract.

2.0 Specifications from previous similar projects are useful and it may not be necessary to rewrite specifications for every works contract.

3.0 Care must be taken in drafting Specifications to ensure they are not restrictive. In the specification of standards for materials, plant and workmanship existing Kenya Standards should be used as much as possible otherwise recognized international standards may also be used.

II DRAWINGS

NOTE: 1. A list of the Contract Drawings should be inserted here
2. The actual Contract Drawings including Site plans should be annexed in a separate booklet

III BILL OF QUANTITIES/SCHEDULE OF RATES

Notes for preparing Bills of Quantities

1. The objectives of the Bills of Quantities are;

(a) to provide sufficient information on the quantities of Works to be performed to enable tenders to be prepared efficiently and accurately; and
(b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Notes for preparing Schedule of Rates

Where the time limit or other constraints do not allow the preparation of a Bill of Quantities for the Works, a lump-sum Contract shall be adopted and a Schedule of Rates (in place of a Bills of Quantities) shall be issued as part of the tender documents.

The objectives of the Schedule of Rates are;

(a) to provide sufficient information on the nature of work items to be performed to enable tenders to be prepared efficiently and accurately; and

(b) when a Contract has been entered into, to provide a basis for the pricing of Works executed for interim and final valuations.

In order to attain these objectives, Works should be itemized in the Schedule of Rates in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of Schedule of Rates should be as simple and brief as possible.

Measurement of Work executed after every agreed stage should be done and the quantities so obtained used alongside the rates in the schedule to arrive at interim valuation [for each stage]and the final valuation.

SECTION V

STANDARD FORMS

List of Standard Forms

(i) Form of Invitation for Tenders

(ii) Form of Tender

(iii) Letter of Acceptance

(iv) Form of Agreement

(v) Form of Tender Security

(vi) Performance Bank Guarantee

(vii) Performance Bond

(viii) Bank Guarantee for Advance Payment

(ix) Qualification Information

(x) Tender Questionnaire

(xi) Confidential Business Questionnaire

(xii) Details of Sub-Contractors

(xiii) Request for Review Form

FORM OF INVITATION FOR TENDERS

_____*[date]*

To: _____ *[name of Contractor]*
_____*[address]*
_____
_____

Dear Sirs:

*Reference:*_____*[Contract Name]*

You have been prequalified to tender for the above project.

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

A complete set of tender documents may be purchased by you from ____
_____
[mailing address, cable/telex/facsimile numbers].

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____number of copies of the same and a tender security in the form and amount specified in the tendering documents, and must be delivered to
_____
[address and location]

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

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

Yours faithfully,

_____ Authorised Signature

_____ Name and Title

FORM OF TENDER

TO: _____*[Name of Employer)* _____*[Date]*

_____*[Name of Contract]*

Dear Sir,

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

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.

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

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

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____20_____

Signature _____in the capacity of_____

duly authorized to sign tenders for and on behalf of _____*[Name of Tenderer*] of _____[*Address of Tenderer]*

Witness; Name_____

Address_____

Signature_____

Date_____

(*Amend accordingly if provided by Insurance Company)*

LETTER OF ACCEPTANCE
[letterhead paper of the Employer]

_____*[date]*

To: _____
[name of the Contractor]

_____
[address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated _____
for the execution of _____
[name of the Contract and identification number,as given in the Tender documents]
for the Contract Price of Kshs. _____ *[amount in figures]*[Kenya Shillings_____*(amount in words)*] in accordance with the Instructions to Tenderers is hereby accepted.

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

Authorized Signature ……

Name and Title of Signatory ……

Attachment : Agreement

FORM OF AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH as follows:

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

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

   (i) Letter of Acceptance

   (ii) Form of Tender

   (iii) Conditions of Contract Part I

   (iv) Conditions of Contract Part II and Appendix to Conditions of Contract

   (v) Specifications

   (vi) Drawings

   (vii) Priced Bills of Quantities/Priced Schedule of Rates[whichever is applicable]

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby

covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

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

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

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name_____

Address_____

Signature_____

[ii] Name _____

Address_____

Signature_____

FORM OF TENDER SECURITY

WHEREAS ……(hereinafter called "the Tenderer") has submitted his tender dated …… for the construction of ……
…… *(name of Contract)*

KNOW ALL PEOPLE by these presents that WE …… having our registered office at ……(hereinafter called "the Bank"), are bound unto ……(hereinafter called "the Employer") in the sum of Kshs…… for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this ……. Day of ……20……

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
   Or

2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:

   (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or

   (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

   We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

   This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

[date[	*[signature of the Bank]*
[witness]	*[seal]*

PERFORMANCE BANK GUARANTEE

To: _____(*Name of Employer*) _____*(Date)*
_____(*Address of Employer)*

Dear Sir,

WHEREAS _____(hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called "the Works");

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

PERFORMANCE BOND

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

WHEREAS the Contractor has entered into a Contract with the Employer dated the _____ day of _____ 20 _____ for the execution of _____
[name of Contract] in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

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

(1) complete the Contract in accordance with its terms and conditions; or

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

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

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

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

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

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

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

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

SIGNED ON _____ SIGNED ON _____

On behalf of _____ On behalf of _____
[name of Contractor] *[name of Surety]*

By _____ By _____

In the capacity of _____ In the capacity of _____

In the presence of;Name _____In the presence of;Name_____

Address_____ Address_____

_____ _____

Signature_____ Signature_____

Date_____ Date_____

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ *[name of Employer]* _____*(Date)*
_____*[address of Employer]*

Gentlemen,

Ref: _____*[name of Contract]*

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

We, _____[*bank or financial institution*], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____[*name of Employer*] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs_____[*amount of Guarantee in figures*] Kenya Shillings _____[*amount of Guarantee in words*], such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

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

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the Contractor pursuant to the Contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____(*name of Employer*) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

QUALIFICATION INFORMATION

1. Individual Tenderers or Individual Members of Joint Ventures

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

Principal place of business _____

Power of attorney of signatory of tender _____

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

Year	Volume	
	Currency	Value

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

Project name	Name of client and contact person	Type of work performed and year of completion	Value of Contract
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

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

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

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

_____
_____

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

_____
_____
_____

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

_____
_____

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

_____
_____
_____

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

2 Joint Ventures

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

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

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

2.3 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

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

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

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

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;

   .....

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

   .....

3. Telephone number (s) of tenderer;

   .....

4. Telex of tenderer;
   .....

5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;
   .....

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

   .....

   .....

_____
Signature of Tenderer

Make copy and deliver to:_____(*Name of Employer*)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name .....

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

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

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

Nature of Business.....

Current Trade Licencee No..... Expiring date.....

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

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

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

Citizenship details .....

Part 2 (b) – Partnership

Give details of partners as follows:

	Name in full	*Nationality*	*Citizenship Details*	*Shares*
1	.....			
2	.....			
3	.....			

DETAILS OF SUB-CONTRACTORS

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

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet: .....

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

.....

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

.....

.....

(2) Portion of Works to sublet: .....

(i) Full name of sub-contractor and address of head office: .....

.....

.....

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

.....

_____ _____

[Signature of Tenderer) Date

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity
_____
_____

To:_____
_____
_____
_____

RE: Tender No._____

Tender Name_____

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

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

2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

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

   *(FULL PARTICULARS)*_____
   _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…….OF…….….20……...

BETWEEN

…….APPLICANT

AND

……RESPONDENT *(Procuring Entity*)

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

REQUEST FOR REVIEW

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

1.

2.

etc.

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

1.

2.

etc

SIGNED …….(Applicant)

Dated on…….day of ……/…20…

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary

REPUBLIC OF KENYA

JUDICIARY

REPUBLIC OF KENYA

MIGORI COUNTY GOVERNMENT
DEPARTMENT OF PUBLIC WORKS,
ROADS & TRASNPORT
27 JUN 2026
AWENDO SUB-COUNTY WORKS OFFICER
P. O. Box 280 - 40405 SARE-
AWENDO MIGORI COUNTY.

CONSTITUENCY PROTOTYPE 1

BILLS OF QUANTITIES ID/CONST-TYPE 1 /262701

Prepared By:-

DEPARTMENT OF CONSTRUCTION AND MAINTENANCE WORKS
JUDICIARY

JULY 2026

DEPARTMENT OF CONSTRUCTION
& MAINTENANCE WORKS
P. O. Box 30041 - 00100,
NAIROBI - KENYA

Certified by
Arch SUGO
DDCMW.

REPUBLIC OF KENYA

MIGORI COUNTY GOVERNMENT
DEPARTMENT OF PUBLIC WORKS,
ROADS & TRANSPORT
27 JUN 2026
AWENDO SUB-COUNTY WORKS OFFICER
P. O. Box 280 - 40405 SARE-
AWENDO MIGORI COUNTY.

PROPOSED CONSTRUCTION OF LAW COURT

AT

AWENDO TOWN;

BILL OF QUANTITIES.

PREPARED BY; ..... SIGN.....

SUB-COUNTY WORKS OFFICER (AWENDO)

DEPARTMENT OF PUBLIC WORKS

MIGORI COUNTY

P.O BOX 164 -40400

SUNA –MIGORI.

CLERK OF WORKS
AWENDO NG-CDF
SIGN;

JUNE, 2026

PROPOSED CONSTRUCTION OF LAW COURT Pg……1

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01-SUBSTRUCTURE				
	(ALL MEASURED PROVISIONAL)				
	Excavation and Earthwork				
	Excavation including trimming sides and bottom of excavations; maintaining and supporting sides;and keeping free from water,mud and fallen material;with and including destruction of termites nets within site of works,take out and destroy queens,impregnate holes and tunnels with insecticide and fill voids with approved material				
A	Excavate over site average 300mm deep to remove top vegetable soil and cart away	410	SM		
B	Excavate for foundation trenches;commencing from stripped level not exceeding 1.5m deep	208	CM		
C	Ditto column bases	76	CM		
D	Extra over for excavating in rock irrespective of class	21	CM		
E	***Plunking and strutting*** Allow for maintaining and supporting sides of excavation and for keeping the same free from fallen materials	1	Item		
F	***Disposal of water*** Allow for keeping the whole excavation free from all water including spring or running water and mud pumping bailing or other approved means	1	Item		
G	***Disposal*** Load and cart away surplus excavated material from site to county Government approved dumping site	83	CM		
H	Return, fill and well ram selected materials well watered and compacted in layers maximum 150mm thick	125	CM		
	Carried to collection			**Kshs**	

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01 CONT'D				
	Filling				
A	300mm thick approved hand packed hardcore,compacted in layers not exceeding 150mm thick below ground for slab	61	CM		
B	Ditto 150mm thick below paving slabs around building	108	SM		
C	50mm thick quary dustblinding to surfaces of hardcore filling,levelled and compacted to approval	495	SM		
	Anti-Ternite Treatment				
	Chemical anti-termite treatment as "Bayer premise 200sc" or other equal and approved treatment including providing a 10 year guarantee; applied asper the manufacturer's printed instruction to				
C	Surfaces of filling	383	SM		
	Damp proof membrane;				
D	Single layer of 1000 gauge polythene sheet laid on blinded hardcore with 150mm side laps to receive concrete	281	SM		
	CONCRETE WORKS				
	Plain concrete class 15/20 (mix 1:4;8)as described in;				
E	50mm thick blinding laid under strip footing	164	SM		
	Vibrated Reinforced Concrete Class 25/20 as described in;				
F	Column bases	25	CM		
H	Ditto columns	20	CM		
I	Foundation strip	45	CM		
J	150mm thick floor bed	281	SM		
K	Ditto steps	22	CM		
L	Ditto ramps	38	SM		
	Carried to collection.....			**Kshs**	

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01 CONT'D				
	Deformed high yield steel ribbed bars reinforcementto BS 4466 for cutting,bending,hoisting and fixing including all necessary tying wires,spacer blocks and stools				
A	8mm bars	1098	KG		
B	10mm bars	662	KG		
C	12mm	3678	KG		
	Mesh fabric reinforcement complying with B.S 4483 A142 embedded in floor slab (measured net with no allowance for minimum of 225mm laps) including tying wire and supporting as required				
D	To floor bed and ramps	304	SM		
	Formwork				
	Sawn timber formwork				
E	Sides ofstrip footing	92	SM		
F	Ditto risers	48	LM		
G	Ditto bases	32	SM		
H	Ditto columns	42	SM		
I	Edges of horizontal floor bed exceeding 75mm but not exceeding 150 mm high	90	LM		
	Walling				
	Approved local natural load bearing squared hand dressed stone walling with a comprehensive strength of 7.0N/mm2 (Class A1) bedded and jointed in cement and sand (1:4) mortar;reinforced with 25mm x 20-gauge hoop iron at every alternate course as described to all Structural Engineers approval in;				
J	200mm thick foundation walls	347	SM		
	ELEMENT N0. 01			**Kshs**	

					Pg……4
Item	Description	Qty	Unit	Rate	Amount
	Plaster work				
	Cement and sand (1:4) render				
A	15mm thick to plinths	127	SM		
	Painting and Decorating				
	Prepare and apply three coats black bituminous paint to:				
B	Rendered surfaces	127	SM		
	To Collection				
	COLLECTION				
	Total brought forward from page no:				
		Pg 1			
		Pg 2			
		Pg 3			
		Above			
	Total for Substructure Carried to collection			**Kshs**	

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 02- REINFORCED CONCRETE FRAME				
	(All measured Provisional)				
	Concrete works				
	Vibrated reinforced concrete class 25/20; as described to structural Engineer approval to;				
A	Ring beams	42	CM		
B	Columns	36	CM		
	Reinforcement				
	Deformed high yield steel ribbed bars reinforcementto BS 4466 for cutting,bending,hoisting and fixing including all necessary tying wires,spacer blocks and stools				
C	12mm diameter	2790	KG		
D	8mm diameter	2328	KG		
	Formwork				
	Fairfaced finished formwork a marine boardor equal to:				
E	Sides and soffits of beams	228	SM		
F	Sides of columns	95	SM		
G	Extra over ditto for curved surfaces	30	SM		
	Total for Concrete frame			**Kshs**	

					Pg…6
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 03-EXTERNAL WALLING				
	Natural Loadbearing Stonework				
	Approved local natural load bearing squared hand dressed stone walling with a comprehensive strength of 7.0N/mm2 (Class A1) bedded and jointed in cement and sand (1:4) mortar;reinforced with 25mm x 20-gauge hoop iron at every alternate course as described to all Structural Engineers approval in;				
A	200mm thick walling	647	SM		
B	200mm thick gables,walls in roof and parapet walling	261	LM		
	Damp proof course				
	Three-ply bituminous felt damp proof coursebedded in cement and sand (1:3)mortar(measured net,no allowances for laps)				
C	200mm wide	91	LM		
	Precast Concrete coping				
	Precast concrete units;class 25/20mm vibrated;reinforced as necessary for handling; fairface finished on all exposed faces; bedded and jointed in cement sand mortar (1:3)				
D	275x75mm coping:weathered and throated to sides	68	LM		
	Internal Walling				
	Approved local natural load bearing squared hand dressed stone walling with a comprehensive strength of 7.0N/mm2 (Class A1) bedded and jointed in cement and sand (1:4) mortar;reinforced with 25mm x 20-gauge hoop iron at every alternate course as described to all Structural Engineers approval in;				
E	200mm thick walling	544	SM		
	TOTAL			**Kshs**	

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT NO. 04 ROOF STRUCTURE & FINISHES				
	Structural steel trusses;fabricated in grade 43/43B steel including all accessories ,bolt,nuts,sheer connectors,bracings,cleats etc including shop/site welding,grinding and filling & priming of surfaces with zinc chromate red leadoxide primer;transport to site,hoist,assembling on site and erect/fixing on site; touch up surfaces with zinc chromate red lead oxide primer all to structural engineers details				
A	Truss type T1 spanning 13700 x 2653 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-11.8m; approximate weight of truss-580kgs)	4	NO		
B	Truss type T2 spanning 3425 x 1200 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-5.3m; approximate weight of truss-81kgs)	1	NO		
C	Truss type T3a spanning 6850 x 1188 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-5.3m; approximate weight of truss-164kgs)	2	NO		
D	Truss type T4a spanning 11700 x 1315 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-14.2m; approximate weight of truss-240.3kgs)	1	NO		
E	Truss type T3 spanning 6850 x 2628 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-19.28m; approximate weight of truss-288.3kgs)	1	NO		
F	Truss type T4 spanning 11700 x 2268mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm-430; approximate weight of truss-430kgs)	4	NO		
	ELEMENT N0. 04			**Kshs**	

					Pg……8
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 05				
A	Truss type T5 spanning 3600 x 650 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm- approximate weight of truss-155kgs)	2	NO		
B	Truss type T6 spanning 7400 x 1315 mm high consisting of 75 x 50 x3mm RHS rafters,tie beams & kingposts,50 x 50 x 3mm thick struts & ties (Member lengths -75 x 50 x 3mm- approximate weight of truss-37kgs)	1	N0		
C	75 x50 x3mm common rafters	200	LM		
D	100 x 50 x2mm Z purlins	500	LM		
E	75 x50 x3mm RHS wall plate held with or J bolts	142	LM		
	Collection				
	COLLECTION				
	Total brought forward from	Pg…7			
		Above			
	ELEMENT N0. 05			**Kshs**	

					Pg…….9
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 06				
	ROOF COVERING				
	IT4 profile prepainted roofing shhets; 28 gauge; fixed to steel purlins (measured seperately) at appropriate spacing with galvanised steel bolts,150mm end laps and one and a half side laps;roofing sheets as per mabati rolling mills ltd or other equal and approved rolling sheets supplier;fixed in strict accordance with manufacturers printed instructions				
A	Roof covering not exceeding 45 degrees from horizontal	369	SM		
B	Standard ridge and hip cap;ditto	51	LM		
C	1200mm wide coat d steel sheet with three labours in valley	25	LM		
	Carpentry				
	Treated wrot cypress ;selected;pressure impregnated ;12mm thick tounge and grooved eaves lining security nailed at 300mm centres with galvanised nails including 50 x50 mm brandering at 600mm centres and stainless steel insect mesh;25 x12mm treated softwood beading to edges				
D	Horizontal suspended eaves finish	45	SM		
	Joinery				
	Treaated wrot cypress (primer grade)				
E	300 x 25mm fascia or barge board	64	LM		
	Steel Flushing				
F	1200mm wide steel sheeting twice bended; one end built into concrete all to approval	27	LM		
	Collection				
	COLLECTION				
	Total brought for from	Pg…8			
		Above			
	Carried to collection on page……..			**Kshs**	

					Pg.....10
Item	Description	Qty	Unit	Rate	Amount
	Painting and Decation				
	Prepare and supply one coat primer, one undercoat and two coats gloss oil paint on woodwork				
A	General surfaces;eaves boarding	45	SM		
B	Ditto facia board or barge boards ;over 225mm but not exceeding 300mm girth	64	LM		
	Rain Water installation				
	Supply and fix heavy duty UPVC rain water gutter including fittings				
C	150mm diameter gutter	64	LM		
D	Extra over ditto for stopped ends	8	NO		
E	Ditto for nozzle outlets	8	NO		
	Supply and fix Complete heavy duty UPVC rain water gutter including fittings				
F	100mm diameter downpipe	64	LM		
G	Extra over pipe for swan neck bend	8	NO		
H	Extra over ditto for downpipe outlets	8	NO		
I	Ditto for hot shoe projection	8	NO		
	Collection				
	COLLECTION	Pg ..9 Above			
	ELEMENT N0. 06			**Kshs**	

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 06 WINDOWS				
	Mild Steel Casement Windows				
	Supply and fix the following purpose made heavy duty mild steel casement windows with frame ,sub frame,mullion glazing bars; all necessary pegs,bolts,brass handles,fasteners and stays,heavy duty hinges,hooded mosquito proved parmanent vent; 10 x 30mm flat bars to all openable panes to match; fixing lugs cast on and built into wall : one coat red oxide primer before fixing and pointing allround with mastic sealant all round frame				
A	Overall size 1200 x 1500mm high W03	9	NO		
B	Overall 1800 x 1500mm high WO6	2	NO		
C	Overall size 900 x 600mm high WO2	2	NO		
D	Overall size 600 x 600mm high W01	1	NO		
E	Overall size 1200 x 600mm high W04	2	NO		
F	Overall 1000 x 1000mm high W05	1	NO		
G	Overall size 900 x 2400mm high W07	1	NO		
	Mild Steel Grilles				
	Mild steel grilles fabricated from 16mm diameter steel rods spaced at 100mm centers both ways and patterened as per details weided to 25mm x 25mm mild steel frame; including priming with oxide primer before dilivering to site and all necessary welding and grinding welds smooth preparing and applying three coats automative spray painting				
H	1200 x 300mm high grille window-W12	10	NO		
I	600 x 300mm high grille window-W12	4	NO		
	Window cill				
J	Precast concrete window cill 200mm x 75mm thick extreme;concrete class 20/20; slope;twice weathered;twice throated,reinforced as necessary for handling,bedding,jointing and pointing in cement sand mortar (1:4)	36	LM		
	BUILDING WORKS			**Kshs**	

PROPOSED CONSTRUCTION OF AWENDO LAW COURT					
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 7				
	Window Board				
A	Wrot cypress window board;125mm wide x 20mm thick with rounded edge	32	LM		
	Glazing				
	6mm thick clear sheet glass and glazing with putty in metal frames;in panes and various sizes				
B	Exceeding 0.1m2 but not exceeding 0.5m2	30	SM		
	6mm thick obscure sheet glass and glazing with putty in metal frames;in panes and various sizes				
C	Exceeding 0.1m2 but not exceeding 0.5m2	1	SM		
	Backings				
	Render; cement and sand (1:4) 12mm thick one coat bed; wood floated;to masonry base				
D	100mm-200mm wide plaster band around windows	123	LM		
	Painting and Decorating				
	Prepare and apply one coat approved aluminium primer on woodwork before fixing				
E	Surfaces over 100mm but not exceeding 200mm girth (window board)	32	LM		
	Prepare and apply three coats approved polyurethane clear varnish on timber				
C	Surfaces over 100mm but not exceeding 200mm girth (window board)	32	LM		
	Prepare and apply tone undercoat and two coats of approved gloss oil paint to metalwork;				
D	General surfaces	69	SM		
	Carried to main sammury page.....				

PROPOSED CONSTRUCTION OF LAW COURT

Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 7 -DOORS				
	(All Provisional)				
	Lintel				
	Precast concrete lintel class 20/20(12mm aggregate) including formwork and 4no. 10mm diameter reinforcement bars with 8mm diameter stirrups at 200mm centers concrete finished on all exposed surfaces including hoisting and placing in position;bedded,jointing and pointing in cement and sand (1:3) mortar				
A	200mm x 200mm lintel	12	LM		
	Joinery				
	Wrot cypress or other equal and approved soft wood prime grade as described in;				
	Door frames				
B	150mm x 50mm, rebated and moulded to detail	38	LM		
C	Ditto transome	5	LM		
	Architraves				
D	600mm x 32mm moulded to detail	38	LM		
	Quardrants				
E	25mm x 16mm,moulded to detail	38	LM		
	Wrot mahogany or other equal and approved hardwood,prime grade as described in;				
	Door frames				
F	150mm x 50mm,rebated and moulded to detail	123	LM		
G	Ditto transome	21	LM		
	Architraves				
H	60mm x 32mm, moulded to detail	123	LM		
	Quardrants				
I	25mm x 16mm, moulded to detail	123	LM		
	Carried to main sammury page.....				

Item	Description	Qty	Unit	Rate	Amount
	Solid timber doors				
	50mm thick solid mahogany timber panel door; all to details				
A	1800mm x 2400mm high overall;comprising double leafe, each leafe 900mm x 2100mm ,300mm high fanlight	4	NO		
B	900mm x 2400mm high overall;comprising single leafe 900mm x 2100mm; 300mm high fanlight	15	NO		
	Flush doors				
	45mm thick solid core mahogany veneered flush door;wrot hardwood lipping to all edges				
C	Single leafe door overall size 900mm x 2400mm high;comprising 45mm thick 900mm x 2100mm door leaf;300mm high fanlight in obscure glass (m.s)	6	NO		
	Metal works				
	Mild steel grille door; comprising 50mm x 50mm x3mm thick RHS frame fish tall grouted into concrete or masonry walling infilled with 20mm diameter steel rods spaced at 100mm centers neatly welded to frame;inluding priming with red oxide primer before delivery to site and all necessary welding and grinding welds smoothly preparing and applying three coats automative spray painting and supplying and fixing 3no. brass hinges per door leaf,brass finish to back handle 5 lever "union" mortise lock, all welding gound to smooth finish and including priming metal surfaces with zinc chromate primer before delivery to site and three coats gloss oil automative spray paint finish				
D	Door overall size 900mm wide x 2400mm high	6	NO		
E	Ditto overall size 1500mm wide x 2400mm high	2	NO		
F	900mm x 2400mm high louvered doors	1	NO		
	BUILDING WORKS			**Kshs**	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Ironmongery				
	Supply and fix the following "ASSA ABLOY" Ironmongery or equal and approved including for matching screws and all labours as specified				
A	2-lever mortise;complete with furniture ;satin finish	25	NO		
B	100mm stainless steel (grade 304) ball bearing butt hinges	38	PAIR		
C	150mm satin nickel flush bolt ;REF.DB-02-250 SN	29	NO		
D	Stainless steel rubber tipped hat and coat hook,ref. CH-39-SSS	2	NO		
E	Overall satin nickel floor mounted door stop ,ref.DS-002 SNP	29	NO		
	Glazing				
	5mm thick obscure sheet glass and glazing with putty in timber frames;in panes including timber beadings				
F	Exceeding 0.1m2 but not exceeding 0.5m2 to fanlights	6	SM		
	Painting and Decorating				
	Prepare and apply one coat aluminium hardwood primer to crown paints or other equal and approved				
G	Not exceeding 100mm wide	76	LM		
H	100mm- 200mm wide	161	LM		
	Prepare and apply one coat of sanding sealer followed by two coats of 2 pack clear polyurethane varnish to;				
I	General timber door surfaces	87	SM		
J	Not exceeding 100mm wide	76	LM		
K	100mm- 200mm wide	76	LM		
	Total			KSHS	

					Pg.....16
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	COLLECTION Total brought forward from page No.				
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	ELEMENT NO. 6-EXTERNAL FINISHES				
	Insitu finishes				
	15mm thick cement and sand (1:3) mortar render finished smooth with steel trowel to;				
A	Masonry and concrete surfaces	1336	SM		
	Prepare surfaces and apply three coats;first quality acrylic exterior quality paint to;				
B	Rendered concrete or masonry surfaces,externally	1336	SM		
	INTERNAL WALL FINISHES				
	Insitu finishes				
	15mm thick cement and sand (1:3) plaster finished smooth with steel trowel to;				
C	12mm thick overall to masonry and concrete surfaces;internally	1,410	SM		
	12mm thick cement sand (1:4) to receive ceramic tiles to;				
D	Masonry and concrete surfaces	32	SM		
E	Reveals of walls;not exceding 100mm girth	3	SM		
	Tile finishing				
	8mm thick ceramic wall tiles including all necessary corner stripsin aluminium;to regular pattern;bedded on screeded surface with an approved adhesive jointed and flush pointed with grouting to match tile;laid to completion and neatly finished				
F	Screeded wall surface	32	SM		
G	Reveals of walls;not exceding 100mm girth	3	LM		
	Pinting and Decorating				
	Prepare surfaces and apply skim coat;fone undercoat and three coats silk vynil paint to crown paint or other equal and approved				
H	Plastered wall surfaces	1,410	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	ELEMENT NO. 8- FLOOR FINISHES **(All Provisional)**				
	Screed or Backing				
	Cement and sand (1:3)				
A	32mmthick;wood floated to receive ceramic floor tiles (m.s)	410	SM		
B	40mm thick coloured screed;steel trowelled to smooth finish	45	LM		
	Supply and fix non slip ceramic floor tiles;purpose made;bedded and jointed in cement sand (1:4) mortar ;including pointing with matching coloured grout;tile adhesive;aluminium edge trims silicon joints and all other materials laid to completion and neatly installed to regular pattern incorporating all spacers and expansion joints				
C	8mm thick floor tiles in approved pattern	410	SM		
D	100mm high skirting;rounded junction with wall finish and covered junction with floor	235	LM		
E	150mm high risers	80	LM		
	Precast paving slabs				
F	600x600mm thick slabs laid on and including 50mm thick compacted bed of sand;jointed and pointed in cement sand 1;3 mortar v-joints	108	SM		
	To Collection				
	COLLECTION				
	Total brought forward from page No.				
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	ELEMENT NO. 9-CEILING FINISHES (All Provisional)				
	Plain Sheet Finishes				
	9mm thick chipboard plasterboard ceilings screwed to and including 50x50mm sawn cypress brandering at 600x600mm centers on hangers as per details;taped and filled joints;approval including all cutting and trimming to light fittings,access panels;fixed to completion to approval				
A	Horizontal suspended ceilings	410	SM		
	Extra over ceilings for trap doors;where directed;allow for all vertical trims;to approval				
B	600 x 600mm trap door	2	NO		
	Cornices				
C	75mm crown moulded wrot timber cornice	303	LM		
	Painting and Decorating				
	Prepare and apply one coat aluminium wood primer,on back of timber before fixing				
D	Surfaces not exceeding 100mm girth (cornice)	303	LM		
	Prepare surfaces and apply skim coat,one coat and two coats first quality matt emulsion paint to; crown paints or other equal and approved				
E	Suspended ceilings	410	SM		
F	Surfaces not exceeding 100mm girth (cornice)	303	LM		
	Total			KSHS	

					Pg……20
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	ELEMENT NO.10-JOINERY FITTINGS **(All Provisional)** **Jurge's Pordium** **Walling** *Hollow concrete block walling laid and jointed in cement sand (1:3) mortar;reinforced with 25 x 20 gauge hoop iron at every alternate courses as described*				
A	100mm thick dwarf wall	8	SM		
	8mm thick first coat cement and sand (1:4) plaster;3mm thick second coat of cement and putty (1:5) steel trowel finish to;				
B	12mm thick overall plaster to masonry surfaces	16	SM		
	Prepare surfaces and apply one undercoat and three coats matt emulsion paint to; crown paints or other equal and approved				
C	Plastered wall surfaces	16	SM		
	Concrete works				
	Plain in-situ concrete class 15/20 using ordinary portland cement in;				
D	Concrete plinth	8	CM		
	Formwork; fairfaced finish as before described				
E	Vertical edge of plinth over 75-150mm high	14	LM		
	Metal work				
F	25 x 25 x3mm SHS mild steel sections as described plugged to masonry surfaces;including welding and three coats oil gloss paint	34	LM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Joinery				
	In wrot mahogany;well treated and kept clean;rounded edges				
A	600mm wide x 20mm thick desk top	4	SM		
B	150mm wide x 20mm thick fascia	7	LM		
C	150mm wide x 20mm thick coping	7	LM		
D	45 x 45mm wide moulded quardrant	14	LM		
	Prepare surfaces and apply one undercoat and three coats 2 pack clear polyurethane clear varnish on timber or other equal and approved to;				
E	General timber surfaces	4	SM		
F	Surfaces not exceeding 100mm girth	14	SM		
G	Surfaces over 100mm but not exceeding 200mm girth	14	SM		
	Accused Dock				
	Walling				
	Hollow concrete block walling laid and jointed in cement sand (1:3) mortar;reinforced with 25 x 20 gauge hoop iron at every alternate courses as described				
H	100mm thick dwarf walls	5	SM		
	9mm thick first coat cement sand (1:4) plaster;3mm thick second coat of cement and lime putty (1:5) steel trowel finish to;				
I	12mm thick overall plaster to masonry surfaces	10	SM		
	Prepare surfaces and apply one undercoat and three coats matt emulsion paint to; crown paints or other equal and approved				
J	Plastered wall surfaces	10	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Joinery				
	In wrot mahogany;well treated and kept clean;rounded edges				
	Coping				
A	150mm wide x 200mm thick coping	4	LM		
B	45 x 45mm wide moulded quardrant	16	LM		
	Door frame				
C	100mm x 50mm;rebated and moulded to detail	2	LM		
D	60mm x32mm ; moulded to detail	2	LM		
	45mm thick solid core embossed mohagany veneered flush door;wrot hardwood lipping to all edges				
E	Single leaf door;45mm thick overall size 1000mm x1200mm high	1	NO		
	Supply and fix the following "UNION" ironmonger, to be approved by project manager and including for matching screws and all labours there with as specified				
F	150mm satin brass barrel bolt	1	NO		
G	100mm stainless steel butt hinges	1	Pair		
	Prepare surfaces and apply one undercoat and three coats approved 2 pack polyurethane clear varnish on timber or equal and approved to;				
H	General timber surfaces	2	SM		
I	Surfaces not exceeding 100mm girth	28	SM		
J	Surfaces over 100mm but not exceeding 200mm girth	6	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Joinery				
	In wrot mahogany;well treated and kept clean;rounded edges				
	Coping				
A	150mm wide x 200mm thick coping	4	LM		
B	45 x 45mm wide moulded quardrant	16	LM		
	Door frame				
C	100mm x 50mm;rebated and moulded to detail	2	LM		
D	60mm x32mm ; moulded to detail	2	LM		
	45mm thick solid core embossed mohagany veneered flush door;wrot hardwood lipping to all edges				
E	Single leaf door;45mm thick overall size 1000mm x1200mm high	1	NO		
	Supply and fix the following "UNION" ironmonger, to be approved by project manager and including for matching screws and all labours there with as specified				
F	150mm satin brass barrel bolt	1	NO		
G	100mm stainless steel butt hinges	1	Pair		
	Prepare surfaces and apply one undercoat and three coats approved 2 pack polyurethane clear varnish on timber or equal and approved to;				
H	General timber surfaces	2	SM		
I	Surfaces not exceeding 100mm girth	28	SM		
J	Surfaces over 100mm but not exceeding 200mm girth	6	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Witness Dock				
	Walling				
	Hollow concrete block walling laid and jointed in cement sand (1:3) mortar;reinforced with 25 x 20 gauge hoop iron at every alternate courses as described				
A	100mm thick dwarf walls	5	SM		
	9mm thick first coat cement sand (1:4) plaster;3mm thick second coat of cement and lime putty (1:5) steel trowel finish to:				
B	12mm thick overall plaster to masonry surfaces	1O	SM		
	Prepare surfaces and apply one undercoat and three coats matt emulsion paint to; crown paints or other equal and approved				
C	Plastered wall surfaces	10	SM		
	Joinery				
	In wrot mahogany;well treated and kept clean;rounded edges				
	Coping				
D	150mm wide x 200mm thick coping	8	LM		
E	45 x 45mm wide moulded quardrant	32	LM		
	Door frame				
F	100mm x 50mm;rebated and moulded to detail	4	LM		
G	60mm x32mm ; moulded to detail	8	LM		
	45mm thick solid core embossed mohagany veneered flush door;wrot hardwood lipping to all edges				
H	Single leaf door;45mm thick overall size 1000mm x1200mm high	1	NO		
	Total			KSHS	

					Pg.....25
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	Supply and fix the following "UNION" ironmonger, to be approved by project manager and including for matching screws and all labours there with as specified				
A	150mm satin brass barred bolt	1	NO		
B	100mm satainless steel butt hinges	1	Pair		
	Prepare surface and apply one undercoat and three coats approved 2 pack polyurethane clear varnish on timber or other or other equal and approved				
C	General timber surfaces	4	SM		
D	Surfaces not exceeding 100mm girth	40	SM		
E	Surfaces over 100mm girth but not exceeding 200mm girth	12	SM		
	Cell Benches				
	Walling				
	Solid concrete block walling laid and jointed in cement and sand (1:3) mortar;reinforced with 25 x 20 gauge hoop iron at every alternate course				
F	100mm thick dwarf walls	7	SM		
	9mm thick first coat cement and sand (1:4) plaster;3mm thick second coat of cement and lime putty (1:5) steel trowel finish to;				
G	12mm thick overall plaster to masonry surfaces	16	SM		
	Prepare surfaces and apply one undercoat and three coats matt emulsion paint to; crown paints or other equal and approved				
H	Plastered walls	16	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Concrete works				
	Reinforced vibrated in-situ ; class 20/20 using ordinary portland cement				
A	75mm thick in-situ (class 20/20mm) bench top;including 6mm diameter mild steel reinforcement bars at 150mm centers both	21	SM		
	Formwork; fairfaced finish as described before				
B	Soffits of worktops	21	SM		
C	Vertical edge of plinth over 75-150mm high	35	LM		
	Beds or Backing				
	Cement and sand (1:4) backing				
D	40mm thick to benches;steel trowelled	21	SM		
E	Ditto but 100mm wide edges to benches	35	LM		
	Registry Counters				
	Walling				
	Hollow concrete block walling laid and jointed in cement sand (1:3) mortar;reinforced with 25 x 20 gauge hoop iron at every alternate courses as described				
F	150mm dwarf walls	8	SM		
	9mm thick first coat cement and sand (1:4) plaster;3mm thick second coat of cement and lime putty (1:5) steel trowel finish to;				
G	12mm thick overall plaster to masonry surfaces	16	SM		
	Prepare surfaces and apply one undercoat and three coats matt emulsion paint to; crown paints or other equal and approved				
H	Plastered wall surfaces	16	SM		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Concrete Works				
	Reinforced vibrated in-situ ; class 20/20 using ordinary portland cement				
A	75mm thick in-situ (class 20/20mm) bench top;including 6mm diameter mild steel reinforcement bars at 150mm centers both	3	SM		
	Formwork; fairfaced finish as described before				
B	Soffits of worktops	3	SM		
C	Vertical edge of plinth over 75-150mm high	10	LM		
	Beds or Backing				
	Cement and sand (1:4) backing				
D	20mm thick to worktops; to receive granite (m.s)	3	SM		
E	Ditto but 100mm wide fascia	10	LM		
	Tile; Slab or Block Finishes				
	Supply and fix non slip ceremic tiles;purpose made ;bedded and jointed in cement and sand (1:4)mortar;including pointing with matching coloured grout;tile adhesive;aluminium edge trims and silicon joints and all other materials and laid to completion and neatly installed and finished to regular pattern incorporating all spacers and expansion joints				
F	8mm thick floor tiles to counter tops	8	SM		
G	Ditto but 100mm wide fascia	10	LM		
H	Extra over for forming opening for 450 x340mm wide cash tray (m.s)	4	NO		
I	Ditto for 80mm diater grommets (m.s)	4	NO		
	Total			KSHS	

					Pg.....28
Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Aluminium framed partitions				
	5mm thick natural anodized aluminium framed partitions;comprising 75x45x4mm thick heavy duty aluminiun framine;including all necessary beadings ,neoprene gaskets, as per details				
A	Partition comprising top,sides and bottom framing;infilled with and including 10mm thick laminated clear sheet glazing;panels;beadings and gaskets;clear silicon joints	8	SM		
B	8mm thick clear glass dividers (between cashiers)size 525mm wide x 600mm high one side fixed to vertical aluminium members and bottom side embedded into counter top including fixing and making good all disturbed surfaces	6	SM		
C	One way patterned film and fixing as per approved suppliers to glass dividers	5	SM		
C	Allow for raking cutting to shape 8mm glass dividers	12	LM		
	Collection				
	COLLECTION				
	Total brought forward from page No.				
	Allow sum of Two hundred thousand for kitchennette joinery works	1	Item		
	Total			KSHS	

					Pg.....29
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	Summary				
1	SUBSTRUCTURE				
2	RC-FRAME				
3	EXTERNAL WALLING				
4	INTERNAL WALLING				
5	ROOFING				
6	WINDOWS				
7	DOORS				
8	EXTERNAL WALL FINISHES				
9	INTERNAL WALL FINISHES				
10	FLOOR FINISHES				
11	CEILING FINISHES				
12	JOINERY FITTINGS				
	Total			KSHS	

					Pg……30
Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	SUBMAINS CABLE,LV BOARD AND CHANGE OVER SUBMAIN CABLES				
A	4x16mm2 Amoured copper cables with glands for underground outdoor use drawn with 32mm diameter concealed HG PVC conduits	70	LM		
B	The following for items above;-				
	i) Trenching to depth of a minimum of 700mm	50	LM		
	ii) Back filling of the the trenches	50	LM		
C	Supply and install enclosure box of dimensions 700mm x 500mm x 500mm for cable inspection as Tonic or approved equivalent	3	NO		
	LIGHTING PROTECTION SYSTEM				
D	Copper Air terminals (spikes) consisting 200mm rod length and diameter of 15mm as Furse or approved equivalent	2	NO		
E	25mm x 3m bare copper tape for vertical down conductor as Furse part no. TC035 or approved equivalent	20	LM		
F	25mm x3mm Copper tape saddles	20	NO		
G	Test clamp	2	NO		
H	Earth inspection concrete chamber ;300mm x 300mm with concrete cover	2	NO		
I	16mm diameter ,1500mm long copper Earth rod as Furse Cat. No. RC 020 complete with clamp and driving stud	2	NO		
J	Allow for labelling and documentation	1	Item		
	Total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	POWER SYSTEM				
A	Power points wired in 3x2.5mm SC'CU cables distribution board for twin ring socket outlet points for power on the flower and data boxes	2	NO		
B	Power points wired in 3x2.5mm SC'CU cables distribution board for twin ring socket outlet points drawn in 25mm diameter HG PVC conduit	50	NO		
C	13mm twin piloted socket with 2.1A USB, white ,Model E8215USB,Schneider Electric or approved equal. Conform BS 1363-2	50	LM		
	POWER DISTRIBUTION				
D	12 way TP & N,flush mounted distribution board complete with intergral 160A isolator as SchindlerElectric or other approved equivalent complete with all accessories but excluding MCBs .As MCB's for item above IC60N 1P	1	NO		
	i) 6A SP MCB	2	NO		
	ii) 10A SP MCB	3	NO		
	iii) 20A SP MCB	4	NO		
	iv) 32A SP MCB	6	NO		
E	10mm2 PVC/PVC 3-core cables as submain from the nearest duct to the distribution board (*Approx. total length to be confirmed on site*)	20	LM		
F	Tv outlet points installed using 25mm diameter pvc conduits complete with draw wires complete with Tv and data outlet fittings	1	NO		
	Sub-Total power system total				
	Sub-Total carried from lighting total				
	Sub-Total carried from power system total				
	Lighting and power system total			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	Supply,install,test and commission the following				
	LIGHTING POINTS				
A	Lighting points wired in 3x 1.5mm2 SC CU cables drawn in 20mm diameter concealed HG PVC conduits for one gang one way switching	30	NO		
B	Lighting points wired in 3x 1.5mm2 SC CU cables drawn in 20mm diameter concealed HG PVC conduits for one gang two way switching	23	NO		
C	Fire exit signage point wired in 3x1.5mm2 SC fire tuff CU cables drawn in 20mm diameter concealed HG PVC conduits	4	NO		
D	10Amps architrave switch plate as Panasonic Simplus or approved equevalent as for				
	a) one way one gang	14	NO		
	b) one gang two way	4	NO		
	c) two gang two way	2	NO		
	LIGHT FITTINGS				
E	Lighting fittings complete with electronic panel with rated gear and dimmable lamps as follows				
	a) Closed surface mounted ceiling light Body;polycarbonate Diffuser;opal polycarbonate plastic diffuser;with Gear tray; pre-coated steel 30cmX10Cm 13W LED lamp 1P code;IP65,dust tight,protection from jetting water color Temperature 4000 Kelvi,intergrated presence sensorwith easy adjustments for sensitivity; As LEOPARD THORN or approved equal	4	NO		
	b) Trim slimmest reces common panel 12W LED 4000K (**luminaire type A**) as Trim clipow LED panel or approve equivalent	20	NO		
	*c) 200 surface mounted IP44 florescent luminate in 24W (l**uminaire type E**)as Philips or approved equivalent*	25	NO		
	Total			KSHS	

					Pg…….33
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	d) Mounted 8W florescent double sided exit of aluminium construction with inbuilt rechargeable battery as Euro Legend or approved equivalent	4	NO		
	e) Bathroom ceiling light polycarbonate,IP65 rated surface luminaire with opal diffuser and white body c/w E 27 40W 2D lamp (luminaire type 2D) or approved equivalent	2	NO		
	f) Waterproof mirror light as EGLO 87016 chrome finish as Thorn SONPAK,IP65 (luminaire type M) or approved eqivalent	2	NO		
	Collection				
	COLLECTION Total brought forward from page……..31 page …….32 page ……above				
	Sub-Total for lighting			KSHS	

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	PC AND PRIME COST SUMS				
A	Allow for kenya shillings One million five hundred thousand (1,500,000) for internal plumbing works and septic tank		Item		1,500,000
C	Allow for kenya shillings Five hundred thousand (500,000) for other statutory requirements and approvals		Item		500,000
D	Allow for kenya shillings One million (1,000,000) for project supervision and documentation by the public works officer		Item		1,000,000
	Total			KSHS	**3,000,000**

Item	DESCRIPTION OF WORKS	Qty	Unit	Rate	Amount
	OVERALL GRAND SUMMARY				
A	**PRELIMINARIES**				
B	**GRAND TOTAL FOR BUILDERS WORK**				
C	**TOTAL FOR ELECTRICAL WORKS**				
D	**GRAND TOTAL FOR PC & PRIME COST SUMS**				
E	**CONTIGENCIES**				
F	**PLUMBING AND AND DRAINAGE**				
	TOTAL COLLECTION SUMMARY				
	GRAND TOTAL FOR PROJECT			KSHS	

Amount in words.....
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Contractor's Name.....

Signature.....

Adress.....

Stamp.....

Date.....

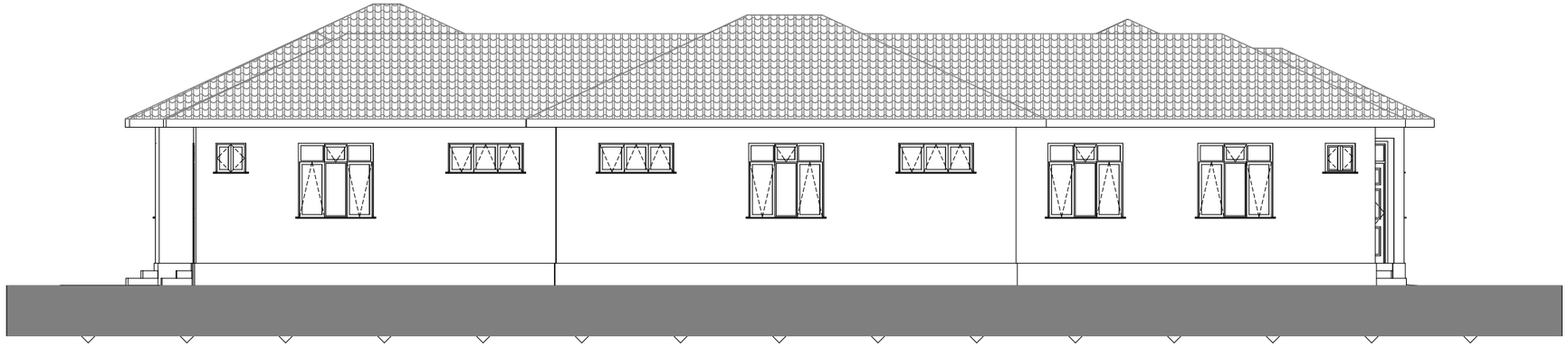
Witness Name.....

Signature.....

Adress.....

Stamp.....

Date.....

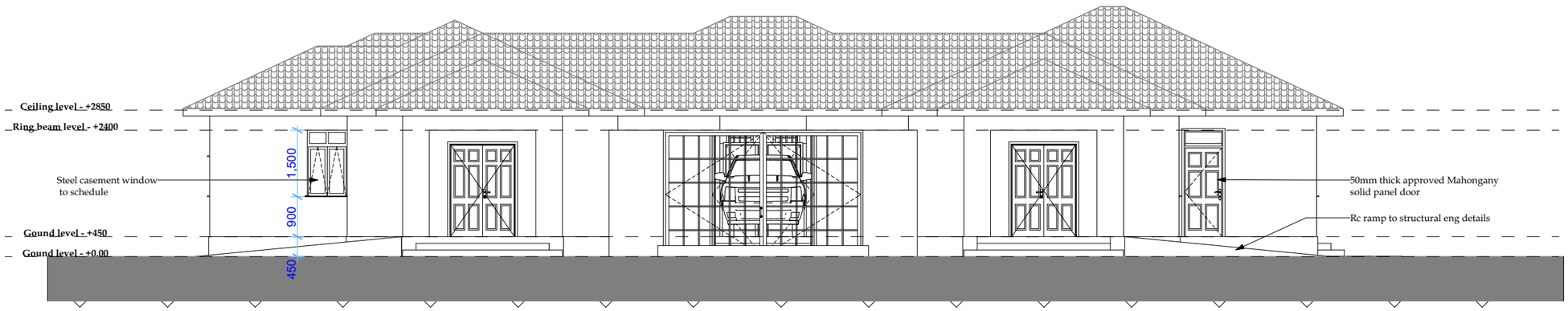


ELEVATION 03

SCALE 1:100

ELEVATION 02

SCALE 1:100



ELEVATION 01

SCALE 1:100

NOTES

REVISIONS

PROJECT:
PROPOSED STANDARD DONOR FUNDED MAGISTRATE COURT

Drawing title

ELEVATIONS 01,02& 03

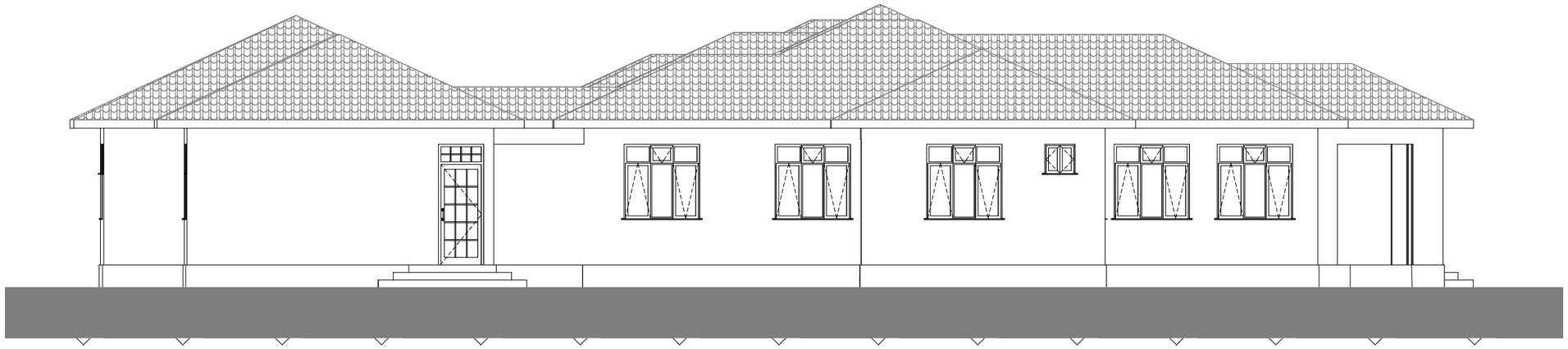
Client THEJUDICIARY

Project job No.		Drawing No.	
	Name	Signed	Date
Drawn	B.M.M		
Checked	Arch J.Mosheh		

APPROVED

THE JUDICIARY OF KENYA

DIRECTORATE OF BUILDING SERVICES



ELEVATION 04

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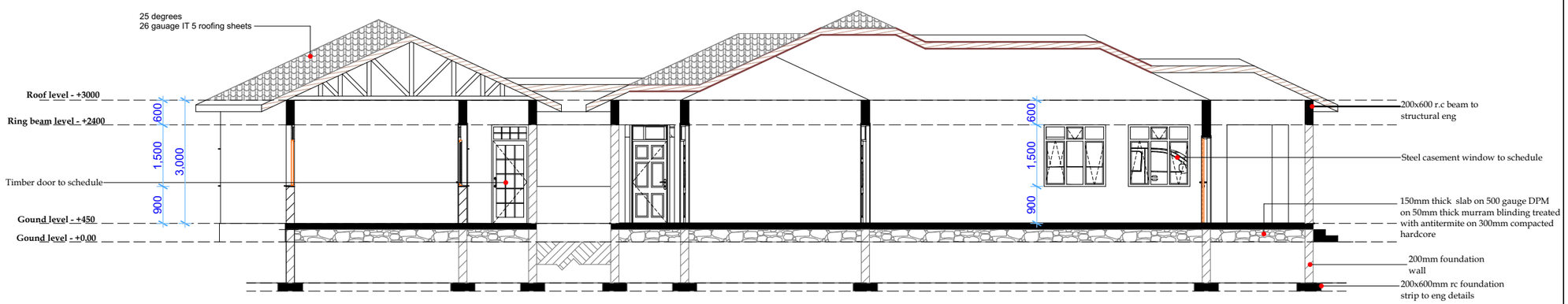

SECTION 01

SCALE 1:100

NOTES

REVISIONS

PROJECT:
PROPOSED STANDARD DONOR FUNDED MAGISTRATE COURT

Drawing title

GROUND FLOOR PLAN

Client THEJUDICIARY

Project job No.		Drawing No.	
	Name	Signed	Date
Drawn	B.M.M		
Checked	Arch J.Mosheh		

APPROVED

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