

REPUBLIC OF KENYA



PROJECT NAME: MWIRERI BASIC DIGITAL HUB

TENDER NO: UDH/DGTHUB/58/2025/2026

**LOCATION: MWIRERI, UMANDE WARD, LAIKIPIA EAST
CONSTITUENCY**

ISSUED BY:

Directorate of Public Works

Department of Infrastructure

County Government of Laikipia

P.O. Box 67 - 10400, Nanyuki, Kenya

FUND ACCOUNT MANAGER:

NG-CDF Laikipia East Constituency

DATE OF ISSUANCE: OCTOBER 2026

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SECTION I: INVITATION FOR TENDERS

TENDER REF NO: UDH/DGTHUB/58/2025/2026

TENDER NAME: PROPOSED CONSTRUCTION TO COMPLETION OF MWIRERI BASIC DIGITAL HUB, UMANDE WARD

1.1 NG-CDF Laikipia East Constituency invites sealed tenders for the construction of the **Proposed Construction to completion of Mwireri Basic Digital Hub**

1.2 Interested eligible candidates may obtain further information and inspect tender documents at the office of the NGCDF -Laikipia east constituency P.O. Box 920 - 10400 Nanyuki, during normal working hours (0800hrs to 1700hrs East Africa Time, Monday to Friday).

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of **Kshs. 1,000/=** in cash or Banker's Cheque payable to the NGCDF Laikipia east constituency, or downloaded free of charge from the official portal.

1.4 Prices quoted should be net inclusive of all taxes (including 16% V.A.T.), must be in **Kenya Shillings**, and shall remain valid for **One Hundred and Twenty (120) days** from the date of tender opening.

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 located at the NGCDF Laikipia East office, Nanyuki, or addressed to:

THE FUND ACCOUNT MANAGER
NGCDF LAIKIPIA EAST CONSTITUENCY
P.O. BOX 920- 10400, NANYUKI, KENYA

so as to be received on or before the specified closing date and time.

1.6 Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the NGCDF LAIKIPIA EAST office boardroom, Nanyuki.

SECTION II: INSTRUCTIONS TO TENDERERS

1. General

1.1 **Scope:** The Employer invites tenders for the construction of the Proposed Mwireri Basic Digital Hub as detailed in the Bills of Quantities.

1.2 **Eligibility & Qualifications:** Tenderers must provide the following documentation with their submission:

- Dully filled, stamped and signed tender form, self-declaration form, ethics and anticorruption commission form
- Certificate of Incorporation / Business Registration
- Valid Tax Compliance Certificate
- Valid National Construction Authority (NCA) Registration Certificate (NCA 6 or higher for Building Works)
- Latest Cr12 and ID copies
- Current Single business permit
- Annual turnover and construction work performance history for the last 3 years
- Qualifications and experience of key technical personnel proposed for the site
- List of major construction equipment owned or leased
- Audited financial statements for the last 2 years
- Authority to seek references from the tenderer's banker
- Litigation history
- Bid bond of 50,000/= fifty thousand shillings only

1.3 **Site Visit:** The Tenderer is required to visit and examine the site of works at Mwireri, Umande Ward, to inspect soil conditions, accessibility, and local site conditions before pricing.

2. Tender Validity & Security

2.1 **Validity Period:** Tenders shall remain valid for **120 days** from the date of tender opening.

2.2 **Tender Security:** Tender Security is **Not Applicable (N/A)** for this standard tender unless specified under special evaluation criteria.

3. Submission of Tenders

3.1 Tenders must be submitted in one original copy, typed or written in indelible ink, signed, stamped, and paginated. must be submitted before or on **13th November 2026 10:00AM**

3.2 Late bids received after the submission deadline will be rejected and returned unopened.

4. Tender Evaluation & Award

4.1 Evaluation Steps:

- **Stage 1:** Mandatory Preliminary Examination (Compliance with technical and statutory docs)
- **Stage 2:** Technical Evaluation (Capacity, personnel, experience, equipment, methodology)
- **Stage 3:** Financial Evaluation & Arithmetic Checks 4.2 **Award:** Award will be made to the lowest evaluated responsive tenderer who satisfies all technical, financial, and regulatory requirements.

SECTION III: CONDITIONS OF CONTRACT

Key Contractual Parameters & Appendix

- **Employer:** NG-CDF Laikipia East Constituency
- **Project Manager:** County Quantity Surveyor / Directorate of Public Works, Laikipia County, P.O. Box 67 - 10400, Nanyuki
- **Location of Site:** Mwireri, Umande Ward, Laikipia East Sub-County
- **Start Date:** To be agreed with the Project Manager upon issuing Notice to Commence
- **Contract Completion Period:** 12 Weeks from date of site possession
- **Defects Liability Period:** 6 Months from Practical Completion
- **Period of Final Measurement:** 3 Months from Practical Completion
- **Liquidated and Ascertained Damages:** Kshs. 5,000 per day or part thereof for delay
- **Performance Security:** 5% of the Contract Sum from an approved Bank or Insurance Company
- **Retention:** 10% of certified interim work value
- **Limit of Retention Fund:** 10% of the Contract Price
- **Advance Payment:** No advance payment shall be made. Payments are against interim certificates for work done and materials delivered on site.
- **Period of Honouring Certificates:** 30 Days

SECTION IV: BILLS OF QUANTITIES & TECHNICAL SPECIFICATIONS

Summary of Scope of Works

The proposed works involve the complete civil, structural, architectural, electrical, and mechanical construction of the **Proposed Mwireri Basic Digital Hub (Umande Digital Hub)** comprising:

1. Substructure & Foundation Works
2. Ground Floor Reinforced Concrete Superstructure & Stone Masonry Walling
3. First Floor Structure, Structural Steel Roof Trusses & IT5 Box Profile Roofing
4. Electrical, Data/LAN Installations (including 18U Data Cabinet, Ubiquiti Access Points, and CCTV Camera Systems)
5. Mechanical Works (Internal Plumbing, Drainage, Bio-Digester System, Water Harvesting Tanks, and Fire Fighting Equipment)

GRAND SUMMARY OF BILL OF QUANTITIES

ITEM	DESCRIPTION	OFFICIAL ESTIMATE (KSHS)	TENDERER'S AMOUNT (KSHS)
1	Particular Preliminaries		
2	Ground Floor Building Works		
3	First Floor Building Works		
4	Electrical Works & ICT Infrastructure		

ITEM	DESCRIPTION	OFFICIAL ESTIMATE (KSHS)	TENDERER'S AMOUNT (KSHS)
5	Mechanical Works & Plumbing		
SUB- TOTAL			
6	V.A.T. (16%)		
TOTAL	CARRIED TO FORM OF TENDER		

Total Amount of Tender in Words (Kenya Shillings):

Tenderer's Signature & Stamp: _____ **Date:**

Witness Name & Signature: _____ **Date:**

Address:

SECTION V: STANDARD FORMS

1. FORM OF TENDER

TO: NGCDF Laikipia East Constituency, **P.O. Box 920-10400, Nanyuki**

TENDER REF NO: UDH/DGTHUB/58/2025/2026

NAME OF CONTRACT: Proposed Construction to completion of Mwireri Basic Digital Hub

Dear Sir/Madam,

1. In accordance with the Conditions of Contract, Specifications, Drawings, and Bills of Quantities for the execution of the above-named Works, we, the undersigned offer to construct, install, complete such Works and remedy any defects therein for the sum of:

Kshs. _____

(Amount in figures)

Kenya Shillings _____

(Amount in words)

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within **12 Weeks**.
3. We agree to abide by this tender for a period of **120 days** from the date fixed for tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
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: _____

Address: _____

Witness Name: _____

Witness Signature: _____

2. FORM OF AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20__ BETWEEN NGCDF Laikipia east of P.O. Box 920 - 10400, Nanyuki (hereinafter called "the Employer") of the one part AND _____ of P.O. Box _____ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous that the Contractor execute **Proposed Construction to completion of Mwireri Basic Digital Hub, Umande Ward** (hereinafter called "the Works") and the Employer has accepted the Tender submitted by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the Contract Price of:

Kshs _____ [Kenya Shillings
_____].

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.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - Letter of Acceptance
 - Form of Tender
 - Conditions of Contract and Appendix
 - Bills of Quantities
 - Project Drawings & Specifications
3. In consideration of the payments to be made by the Employer to the Contractor, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity 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, the Contract Price 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 written above.

Signed for and on behalf of the Employer:

Signature: _____ Date: _____

Name & Title: _____

Signed for and on behalf of the Contractor:

Signature: _____ Date: _____

Name & Title: _____

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1 - General

- Business Name: _____
- Location of Business Premises: _____
- Plot No: _____ Street/Road: _____
- Postal Address: _____ Tel No: _____
- Nature of Business: _____
- Current Trade License No: _____ Expiring Date: _____
- Maximum value of business handled at any time (Kshs): _____
- Name of Bankers: _____ Branch: _____

Part 2 (a) - Sole Proprietor

- Full Name: _____
- Nationality: _____ Country of Origin: _____

Part 2 (b) - Partnership

- Give details of partners as follows:
 1. Name: _____ Nationality: _____ Shares: _____
 2. Name: _____ Nationality: _____ Shares: _____

Part 2 (c) - Registered Company

- Private or Public: _____
- State Nominal Capital of Company (Kshs): _____
- Issued Capital (Kshs): _____

Date: _____ Signature & Stamp: _____