REPUBLIC OF KENYA

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

BARINGO NORTH CONSTITUENCY

PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK

AT

EMBO RUTTO COMPREHENSIVE SCHOOL
PO.BOX .....
KENYA
BARINGO NORTH SUB-COUNTY
[BARINGO COUNTY]

BILL OF QUANTITIES

PREPARED/ISSUED BY:
REGIONAL WORKS OFFICE
STATE DEPARTMENT FOR PUBLIC WORKS
P.O. BOX 660-20100,
NAKURU.

REGIONAL WORKS OFFICE
State Department for
Public works
P.O Box 660-20100, NAKURU

OCT, 2026

REPUBLIC OF KENYA

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

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PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK

AT

EMBO RUTTO COMPREHENSIVE SCHOOL, BARINGO COUNTY.

TENDER DOCUMENTS

Supplied as part of the Invitation to Tender (ITT) No.....

Contract No.

Prepared by:
State Department for Public Works
P.O Box 660-20100,
NAKURU.

The contract for the above-mentioned works entered into this..... day of ..... 2026 by the undersigned refers to these Tender Documents and the Ministry of Lands, Public Works, Housing and Urban Development and public General Specification dated March, 1976 (together with any amendments issued thereto) shall be read and construed as part of the said contract.

.....
THE CONTRACTOR

Date: .....

.....
THE HEADTEACHER
EMBO RUTTO COMPREHENSIVE SCHOOL

Date: .....

SPECIAL NOTES

The Contractor is required to check the numbers of the pages of these Bills of Quantities and should he find any missing or in duplicate or figures indistinct he must inform the Principal Secretary for State Department for Public Works, Head Office, Ngong Road, Nairobi at once and have the same rectified.

Should the Contractor be in doubt about the precise meaning of any item or figure for any reason whatsoever, he must inform the Principal Secretary, State Department for Public Works, Head Office in order that the correct meaning may be decided before the date for submission of tenders.

No liability will be admitted nor claim allowed in respect of errors in the Contractor's Tender due to mistakes in the specifications, which should have been rectified in the manner, described above.



P.O. BOX 220-20100 NAKURU

REQUEST FOR QUOTATION FOR PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK AT EMBO RUTTO COMPREHENSIVE SCHOOL, BARINGO NORTH .

RFQ NO:.....

REQUEST FOR QUOTATIONS (RFQ)

TO..... ,

P.O Box .....

.....

FROM:EMBO RUTTO COMPREHENSIVE SCHOOL.

QUOTATION NAME: PROPOSED CONSTRUCTION WORK AT EMBO RUTTO COMPREHENSIVE SCHOOL, BARINGO COUNTY.

REF:

1. The BOM, EMBO RUTTO COMPREHENSIVE SCHOOL invites you to submit quotations for PROPOSED CONSTRUCTION WORK AT EMBO RUTTO COMPREHENSIVE SCHOOL BARINGO COUNTY indicated in detail
   in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours 8.00am to 5.00pm atthe address given below.

2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than *[indicate date and time]*. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.

3. Any enquiries regarding this quotation may be addressed to

   THE HEADTEACHER,
   EMBO RUTTO COMPREHENSIVE SCHOOL,
   P.O. Box .

   The Office shall only respond to enquiries by.....,2026.

4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

5. Please inform by email or express mail the undersigned within 24 hours of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

Name of Procuring Entity: BOM EMBO RUTTO

COMPREHENSIVE SCHOOL

Mailing Address: P.O. Box

Physical address: .

All quotations Must be delivered and registered at the Procurement Office, ...

PART 1: INSTRUCTIONS TO TENDERERS

1. Tenderers are advised to read carefully these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.

2. Validity of Quotations: The quotation will be held valid for 30 days from the date of submission.

3. The Quotation shall consist of completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.

4. Sealing and Marking of Quotations: Quotations in one "one original" should be sealed in a single envelope, clearly marked with the Quotation Reference Number in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. Submission of Quotations: Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

Name of Procuring Entity: BOM,EMBO RUTTO COMPREHENSIVE SCHOOL SCHOOL

Address: P.O. Box P.O.

Physical address: BARINGO NORTH.

*All quotations must be delivered and registered at the Procurement Office located at .....

Date of Submission (deadline) .....Time of Submission (deadline): 10.00am.

6. Opening of Quotations: Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.

7. Tenderer Eligibility: Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract.

8. Invitation not transferable: This invitation is not transferable to other firms or individuals not so invited.

9. Goods Eligibility: Tenderer must submit as evidence documents to show the country of origin of any good to be supplied or incorporated in the work or services

10. Technical Specifications: Documentary evidence to show that the goods meet the technical specifications.

11. Alternative Quotations: Tenderers are not permitted to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.

12. Currency: Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The Procuring Entity shall not allow quotations in foreign currency.

13. Evaluation of Quotations: The evaluation of quotations will be conducted using the procedure set out below:

EVALUATION CRITERIA – BUILDERS WORK

1. Preliminary examination to determine Tenderer eligibility:

I. Dully signed and stamped Valid trading license.;

II. Dully signed and stamped Certificate of registration/Incorporation,

III. Dully signed and stamped Valid Tax Compliance Certificate.

IV. Copy of recent CR12/CR13 Form issued not earlier than 12 Months from tender advertisementdate.

V. Dully signed and stamped Current NCA registration certificate (NCA 8 and above in Builder's work)

VI. Dully signed and stamped current class of practicing license for NCA for the above registration certificates.

VII. Dully signed and stamped Form of Quotation.

IX. Dully signed and stamped Schedule of requirements table.

X. Dully signed and stamped Form for disclosure of interest.

XI. Dully signed and stamped certificate of independent quotation determination.

XII. Dully signed and stamped self-declaration form.

XIII. Dully signed and stamped Tender Securing Declaration Form

XIV. Dully signed, dated and stamped summary page

Quotations failing this stage will be rejected and not considered in next stage.

2.Technical examination

i. KeyPersonel	PASS/FAIL
ii. Contract Completed in the last Three years (2)	PASS/FAIL
iii. Schedules of contractor's equipment	PASS/FAIL
iv. Evidence of financial resources	PASS/FAIL

OVERALL REMARKS PASS/FAIL

The detailed scoring plan shall be as shown in table 1.

Item	Description	Remarks
1	Key Personnel (Attach evidence)	PASS/FAIL
	a) Director of the firm	PASS/FAIL
	b) At least 1No. degree/diploma holder of key personnel in relevant construction field • With over 2 years relevant experience	PASS/FAIL
	c) At least 1No certificate holder of key personnel in relevant field • With over 2 years relevant experience	PASS/FAIL
	d) At least 1No artisan (trade test certificate in relevant field) • With over 2 years relevant experience	PASS/FAIL
2.	Contracts completed in the last three (3) years-Provide Evidence of (Contract Award, Contract agreement and Completion Certificate) a) 2 No. Projects of similar nature, complexity or magnitude or	PASS/FAIL
3.	Schedule of contractor's equipment and transport (proof or evidence of ownership/Lease) • At least 3 no. relevant equipment for work being tendered (Pick up, drills, steel trowel and tile cutter)	PASS/FAIL
4	Financial report	
	a) Evidence of Financial Resources (Current bank statements signed and stamped by the Bank.)	PASS/FAIL
	REMARKS	

Any bidder who FAILS in any of the above requirements shall not be evaluated further

2. Financial comparison of quotations to determine the lowest evaluated quotation

14. Lowest Evaluated Quotation: The lowest evaluated quotation shall be recommended for award of contract.

15. Award of contract: Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation

16. Right to Reject: The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderers. Tenderers must complete and submit as part of the Form of quotation.

(i) SCHEDULE OF REQUIREMENTS TABLE

(ii) FORM FOR DISCLOSURE OF INTEREST

(iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

(iv) SELF-DECLARATION FORM

(v) FOREIGN TENDERER 40% RULE *(where provided)*

FORM OF QUOTATION *[To be completed by Tenderer]*

Quotation Addressed to (*Procuring Entity)*	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.

2. In compliance with your request for quotations dated_____, referenced above, we offer to_____(*specify complete the works*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings.....

(in words) _____

3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in

Part 1: INSTRUCTIONS TO TENDERERS.

4. We also confirm that the.....(*works to be constructed*) conform to the SCHEDULE OF REQUIREMENTS TABLE below and in conformity with technical specifications listed in PART2: SCHEDULE OF REQUIREMENTS of this RFQ Document.

5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from *www.ppra.go.ke* during the procurement process and the execution of any resulting contract.

6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.

7. The validity period of our quotation is: 30 days from the time and date of the submission deadline.

8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.

10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.

12. We, the Tenderer, have completed fully and signed the FORM FOR DISCLOSURE OF INTEREST- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is:_____days from date of acceptance of Quotation.

The warranty period offered is_____weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

i) SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).

A Item	B Description of works/services *(Procuring Entity to select one)*	C Quantity	D Unit price	E Total Price in Ksh
1				
2				
3				
TOTAL TENDER SUM IN KES.				

Signature:_____

And seal/Stamp

Name:_____

Position:

Authorized for and on behalf of (*specify name of tenderer*) _____

_____

Date _____

ii) FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

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

If yes, provide details as follows.

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

ii) Conflict of interest disclosure

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

iii) Certification

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

Full Name_____

Title or Designation_____

_____ _____)_____

(Signature) *(Date)*

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the_____

_____*[Name of Procuring Entity]* for: _____

_____

_____*[Name and number of quotation]* in response to the request for tenders made by:

_____*[Name of Tenderer]* do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of ..... *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;

2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;

4. For the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:

   a) has been requested to submit a quotation in response to this request for quotations;
   b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;

5. The Tenderer discloses that [check one of the following, as applicable]:

   a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;

   b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   a) prices;

   b) methods, factors or formulas used to calculate prices;

   c) the intention or decision to submit, or not to submit, a quotation; or

   d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

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

Name_____

Title_____

Date_____

v) SELF-DECLARATION FORM

We, the Tenderer_____*(insert name)* submitting our Quotation in respect of Quotation

No_____for
(insert quotation

Title Description) for_____*(insert Name of Procuring Entity)*

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:

i) the RFQ for the above Quotation;
ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;

iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and iv) any such other Acts or Regulations of Government of Kenya;

b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of..... *(name of the procuring entity);*

c) Have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: ..... *[Insert complete name of tenderer signing the quotation]*

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: ..... *[Insert complete name of person dulyauthorized to sign the quotation]*

Title of the person signing the Quotation..... *[Insert complete title of the person signing the quotation]*

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

TENDER-SECURING DECLARATION FORM

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

Date: .....*[insert date (as day, month and year) of Tender Submission]* Tender No.....*[insert number of tendering process]* To: ..... *[insert complete name of Purchaser]*
I/We, the undersigned, declare that:

1 I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.

2 I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.

3 I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
a) our receipt of a copy of your notification of the name of the successful Tenderer; or
b) thirty days after the expiration of our Tender.

4 I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed .....Capacity / title

(director or partner or sole proprietor, etc.) ..... Name:

..... Duly

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

Dated on ..... day of.....*[Insert date of signing]* Seal or stamp

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS (SEE ATTACHED THE BILLS OF QUANTITIES)

	Description of Goods/works/services *(Procuring Entity to select one)*	**Quantity**		**CONFORMITY WITH TECHNICAL SPECIFICATIONS**
	B	C	D	E
9				
ATTACHMENTS *(to be listed below and supplied by Procuring Entity)* ETC.				

TECHNICAL SPECIFICATIONS FOR WORKS

(a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

(b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(PLEASE SEE THE ATTACHED BILLS OF QUANTITIES)

Item	Description of Goods/works/services *(Procuring Entity to select one)*	Quantity	Unit price	Total Price
1	B	C	D	E
8				
9				
TOTALTENDER SUM				

Signature:

And seal/Stamp

Name:

Position:

Authorised for and on behalf of (*specify name of tenderer*) _____

_____

Date _____

PART 3: CONTRACT

CONTRACT AGREEMENT

(1) THIS CONTRACT AGREEMENT is made _____ *(specify date)*.

Between _____
[Insert complete name of Procuring Entity], and having its principal place of Business at

_____

_____
[Insert address of Procuring Entity]

_____
and *[Insert name of Supplier, or contractor or service provider]*, and having its principal place of

_____
business at *[Insert address of Supplier, contractor or service provider]*.

(2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described in Table B, i.e.
[insert brief description of Goods, works and Services] and has accepted a Quotation by the Tenderer in the sum of

_____ *[insert Contract Price in words and figures]* (hereinafter called "the Contract Price").

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

(a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS (b)
Table B. QUOTATIONSUBMISSION TABLE
(c) FORM OF QUOTATION
(d) Conditions of Contract

2. In consideration of the payments to be made by the Procuring Entity to the *Supplier/contractor/service provider* as hereinafter mentioned, the *Supplier/contractor/service provider* hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider *(select one)* in consideration of the provision of the Goods/works/services *(select one)* 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.

(4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of the Procuring Entity

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier/Contractor/Service Provider *(select one)*

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Supplier/Contractor/Service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier/Contractor/Service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/Contractor/Service Provider Responsibilities

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by Contractor under the Contract shall not vary f rom the prices quoted by the Contractor/Service Provider (*select one*) in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows *(select one*):

1. For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
2. For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
3. For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments upto final completion certificate.

9. Inspections and Tests

The Supplier/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contracts

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK				
	ADMINISTRATION BLOCK				
	ELEMENT NO. 1				
	SUBSTRUCTURE *(ALL PROVISIONAL)*				
	Site clearance				
A	Clear site of works off grass, shrubs, small trees and grub up roots and burn the arising debris.	SM	150		
B	Excavate oversite to remove vegetable top soil average 150mm deep and cart away.	SM	150		
	Excavations				
	Excavations including maintaining and supporting sides of excavations from fallen soil, mud by plunking or strutting and sub-surface water by baling, pumping or otherwise				
C	For strip foundations, 0-1500mm deep in murram from the reduced levels	CM	44		
D	For column bases ditto	CM	7		
E	Extra over for excavation in rock irrespective of class	CM	4		
	Disposal				
F	Return, fill in and ram selected excavated material around foundation walls and columns.	CM	27		
G	Load and cart away surplus excavated materials away from site of work and dispose off as per local authority directives	CM	47		
	Mass concrete class 15/20 aggregates as described in:-				
H	50mm Thick blinding under strip footing	SM	37		
I	Ditto under column bases	SM	4		
	To collection				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	Vibrated reinforced concrete class 20/20 aggregates as described in:-				
A	Strip footing	CM	11		
B	Column bases & sub columns	CM	2		
C	125mm Thick ground floor slab	SM	109		
	Formwork				
	Marine ply formwork as described to:-				
D	Sides of columns; curved to various radii	SM	8		
E	Edges of ground floor slab 75-150mm girth	LM	51		
	Reinforcement				
	Fabric mesh reinforcement to B.S 4483 as described in:-				
F	B.R.C fabric mesh reinforcement to Ref No. A142 laid in surface bed with minimum 200 mm side and end laps *(measured net with no allowance for overlaps)* with and including precast concrete spacer blocks	SM	109		
	Supply and fix reinforcement bar including bending, hooks, precast spacer blocks, tying wire, cutting spacers and supporting all in position as described:				
G	12mm dia bars	KG	94		
H	10mm dia bars.	KG	151		
I	8mm dia bars	KG	99		
	To collection				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	Foundation walling				
	Approved natural load bearing square shaped quarry stone wall of minimum crushing strength of 7.5/mm^2 built to courses of cement/sand (1:3) mortar mix as described in:-				
A	200mm Thick foundation stone walling reinforced at each alternate course with and including 24 gauge galvanized mild steel hoop iron and staggered.	SM	68		
	Imported filling				
B	Approved hardcore filling to make up levels hand packed and compacted in 150mm thick layers to Structural Engineer's details.	SM	96		
C	50mm Thick (nett) quarry dust blinding spread over hardcore bed and ram over by a roller while moist for proper consolidation	SM	96		
	Anti-termite treatment				
D	Chemical anti-termite treatment as "Termidor" or other equal and approved sprayed over surfaces of hardcore bed and walls. The Contractor to provide a treatment guarantee of 10No. Years after treatment.	SM	109		
	Damp proof membrane				
E	1000 Gauge polythene sheet damp proof membrane spread over blinded hardcore bed and walls with 300mm side and end laps *(measured nett with no allowance for overlaps)*	SM	109		
	Dump-proof course				
F	200 mm Wide 3-ply Hessian based bituminous felt damp proof course laid on and including 200mm cement/sand (1:4) setting screed under external walling	LM	53		
G	200 mm Ditto, internal walling	LM	8		
	Plinth finishes				
	Cement/sand (1:3) render as described to:-				
H	16mm Thick render to plinths, finished with wood float.	SM	20		
	Prepare and apply three coats bituminous emulsion paint from Crown Paints or other equal and approved sources to:-				
I	General surfaces of rendered plinths	SM	20		
	To collection				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	COLLECTION				
	From page : A/1				
	: A/2				
	: A/3				
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 2				
	REINFORCED CONCRETE SUPERSTRUCTURE				
	Vibrated reinforced concrete class 20/20 aggregates as described in:-				
A	Beams	CM	5		
B	Columns	CM	1		
	Marine ply formwork as described to:-				
C	Sides of columns; curved to various radii	SM	16		
D	Sides and soffits of beams	SM	68		
	Bar reinforcement to B.S 4449 complete with precast spacer blocks supplied, cut, bent and fixed as described in:-				
	Beams				
E	12mm dia bars	Kg	303		
F	8mm dia bars	Kg	142		
	Columns				
G	12mm dia bars	Kg	77		
H	8mm dia bars	Kg	35		
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 3				
	WALLING				
	External Walling				
	Approved natural load bearing quarry stone wall of minimum crushing strength of 7.5N/mm2 built to courses in cement/sand (1:3) mortar mix as described in:-				
A	200mm Thick Chisel dressed stone walling reinforced at each alternate course with and including 24 gauge galvanized mild steel hoop iron and staggered.	SM	88		
B	Ditto gable walling ditto.	SM	22		
	Internal walling				
	Approved natural load bearing quarry stone wall of minimum crushing strength of 7.5N/mm^2 built to courses in cement/ sand (1:3) mortar mix as described in:-				
C	200mm Thick machine cut stone walling reinforced at each alternate course with and including 24 gauge galvanized mild steel hoop iron and staggered.	SM	44		
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 4				
	ROOFING AND RAIN WATER DISPOSAL				
	Roof covering				
	Gauge 28 prepainted resin coat IT5 roofing sheets; colour as selected by Architect; fixed with self-drilling fasteners to steel purlins; allow foam fillers to open eaves and ridge				
A	Roof covering not exceeding 30 degrees from the horizontal	SM	164		
B	400mm girth ridge/hip cap in matching roof covering materials	LM	21		
C	600mm wide ditto valley flashing four times bent	LM	20		
	CARPENTRY				
	Structural timbers				
	All timber to be sawn cypress of G.S grade seasoned to an equilibrium moisture content between 9%and 15% and to a requirement of K.S 02771 of 1991 treated with approved wood preservative.				
D	150x50mm Tie beam & Kingpost.	LM	104		
E	100 x 50mm Trussed rafters	LM	124		
F	750x 50mm Tie or struts	LM	82		
G	75 x 50mm Purlins.	LM	196		
H	100 x 50mm Wall plate bedded in cement : sand (1:3) mortar secured to reinforced concrete ring beam (m/s) by mild steel16mm diameter anchor bolts at 1000mm centres	LM	39		
	To collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Boarding				
	Wrought cypress, prime grade, pressure impregnated				
A	225 x 25mm thick Fascia or barge boards	LM	68		
	Painting and decorating				
	One undercoat and two coats oil paint full gloss finish to crown paints or equal and approved				
B	Timber surfaces 200 to 300mm girth external	LM	68		
	To collection below				
	COLLECTION				
	From page : A/7				
	From above:				
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 5				
	FINISHES				
	Internal finishes				
	Floor finishes				
	Insitu cement/sand (1:4) screed as described in:-				
A	32mm Thick pavings to receive non-slip ceramic tiles	SM	97		
	Ceramic floor tiles as "SAJ" or other equal and approved as described in:-				
B	400 x 400 x 10mm Thick non-slip ceramic floor tiles laid in 2mm thick continuous joints both ways and fixed with and including spacers and cement/sand (1:4) mortar mix backing and grouted.	SM	97		
C	300 x 100 x 10mm Thick to skirting ditto	LM	81		
	Wall finishes				
	Plaster				
D	Apply 9mm thick first coat of cement/sand (1:3) plaster and then 3mm thick second coat of cement /lime (1:5) putty steel trowelled smooth to walls including skimming.	SM	154		
E	Extra over plaster to window reveals and doors openings	SM	10		
	Ceiling finishes				
	Gypsum ceilings				
F	9mm Thick gypsum plasterboard screwed to and including galvanized mild steel studs and channels including taping at the joints and skimming with gyproc filler.	SM	95		
G	100 x 25mm Gypsum arstyl cornices from approved sources fixed with gyproc adhesive or other equal approved.	LM	99		
H	Extra over ceiling for trap door size 600 x450mm complete with framing.	NO	1		
	To collection				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	Prepare, touch up one coat universal undercoat and three coats vinyl matt emulsion paint from Crown Paints or other equal approved sources to:-				
A	Plastered wall surfaces	SM	154		
B	Soffits of gypsum ceilings	SM	95		
C	Surfaces of gypsum cornices, 0-100mm girth	LM	99		
	External finishes				
	Gauged cement/sand (1:4) render as described in:-				
D	16mm Thick render to gable walls, beams and columns finished with wood float.	SM	75		
E	Extra over fair faced walls for key pointing with cement /sand (1:4) mortar in flush vertical and recessed horizontal joints	SM	76		
	Painting and decorating				
	Prepare and apply one universal undercoat and three coats of Permacote exterior quality paint from Crown Paints or other equal approved sources to:-				
F	Rendered surfaces of external walls, beams and columns.	SM	75		
	To collection below				
	COLLECTION				
	From page : A/9				
	From above				
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 6				
	WINDOWS				
	Window Cills				
A	Precast concrete window cills size 150 x 50mm one side weathered and throated, bedded and jointed in cement/sand (1:3) mortar mix.	LM	10		
	Mild steel casement windows				
	Purpose made mild steel casement windows in 3mm thick angle and T-sections complete with fixing lugs, brass stay bars, fasteners and permanent vents with 3-ply mosquito gauze at the top and hood complete with in-built burglar grilles in small openings in 4mm thick flats and building into masonry works, including bedding frames in cement/ sand (1:3) mortar mix and pointing in mastic all round as described in:-				
B	Window size 1500 x 1500mm high	No.	6		
	Glazing				
C	***Provide size as per details*** x 4mm thick clear glass. Glazing units installed with good quality glazing putty.	SM	14		
	Painting and decoration				
	Prepare, touch up one coat grey oxide primer and apply three coats of first quality gloss oil paint from approved sources to:-				
D	General surface of metal windows and grilles	SM	27		
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	ELEMENT NO. 7				
	DOORS				
	Door frames and fittings in wrot cypress as described in:-				
A	Ex 50 x 15mm Architraves	LM	16		
B	Ex 20mm Diameter quadrant	LM	16		
C	Ex 15 x 15mm Glazing beads	LM	8		
D	Ex 150 x 50mm Frames with three labours	LM	21		
	Flush doors				
E	45mm Thick solid core flush doors mahogany veneered both sides and hardwood lipped on all exposed edges, overall size 900 x 2100mm high	No.	2		
F	Ditto double door overall size 1200 x 2100mm high ditto.	No.	1		
	Metal work				
	Purpose made units				
	Purpose made mild steel doors				
G	50mm Thick mild steel double door overall size 1200 x 2400mm high complete with steel frames and all ironmongery, primed with grey oxide. All to architect's details.	No.	2		
	To collection				

ITEM	DESCRIPTION	UNIT	QTY	RATE	KSHS CTS
	Fanlight glazing				
A	***Provide size as per details*** x 5mm thick clear glass. Glazing units installed with timber beads (m.s)	SM	1		
B	Ditto but to steel doors with putty to casement door in panes 0.10m - 0.05m squared	SM	1.5		
	Supply and fix the following ironmongery with screws to match 'Union' Catalogue or equal and approved:				
C	2- Lever brass mortice locks with matching handles	No.	3		
D	100mm Long stainless steel butt hinges	Prs.	6		
E	40mm Diameter half moon chrome door stops with rawl bolts	No.	4		
	Prepare and apply three coats stained polyurethane varnish from approved sources to:-				
F	Surfaces of woodwork, 0-100mm girth	LM	32		
G	Ditto, 200-300mm girth	LM	21		
H	General surfaces of flush doors	SM	15		
	Prepare, touch up one coat grey oxide primer and apply three coats of first quality gloss oil paint from approved sources to:-				
I	General surface of steel doors.	SM	12		
	To collection below				
	COLLECTION				
	From page : A/13				
	From above:				
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT NO. 9				
	ELECTRICAL INSTALLATION WORKS				
	Supply, install, test and commission the following :-				
	LIGHTING POINTS				
	Lighting point wired in 3x1.5mm^2 SC-PVC-Cu cables drawn in 20mm diameter HG PVC conduits concealed inside ceiling complete with all necessary accessories excluding switches and fittings for:-				
A	i). one way switching	No.	10		
	SWITCHES				
	10A moulded ivory switch plates as Crabtree or approved equivalent as follows:				
B	ii). One gang one way	No.	7		
	LIGHTING FITTINGS				
	Light fittings complete with fixing accessories and lamps as follows:-				
C	i) 1200mm 1 x 36w Fluorescent batten fitting of slim crosssection with clip-on cover plate and adjustable end cap system. As Thorn Popular Pack Batten.	No	10		
	SOCKET OUTLETS AND POWER POINTS				
D	i) 13A power points wired in 3x2.5mm single core P.V.C cables drawn in 25mm diameter HG P.V.C condiut.	No	6		
E	ii) Double socket outlet	No.	6		
	TOTAL CARRIED TO SUMMARY				

ITEM	DESCRIPTION		KSHS CTS
	PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK .		
	BUILDERS WORK.		
	SUMMARY	**PAGE No.**	
1.0	SUBSTRUCTURE *(ALL PROVISIONAL)*	A/4	
2.0	REINFORCED CONCRETE SUPERSTRUCTURE	A/5	
3.0	WALLING	A/6	
4.0	ROOFING AND RAIN WATER DISPOSAL	A/8	
5.0	FINISHES	A/10	
6.0	WINDOWS	A/12	
7.0	DOORS	A/14	
8.0	ELECTRICAL INSTALLATION WORKS	A/14	
	TOTAL TO BUILDERS WORK SUMMARY		

PROPOSED ADMINISTRATION BLOCK

ITEM	DESCRIPTION				KSHS CTS
	PROVISIONAL SUMS				
	CONTINGENCIES				
B	Allow a Provisional sum of Kenya Shillings Seventy Thousand Only (Ksh. 70,000.00) for Supervision expenses for project Management Committee(PMC).				70,000.00
B	Allow a Provisional sum of Kenya Shillings Seventy Thousand Only (Ksh. 70,000.00) for Supervision expenses for Public works.				70,000.00
C	Allow a provisional sum of Kenya Shillings Ten Thousand (50,000.00) for contigencies.				50,000.00
C	Allow a provisional sum of Kenya Shillings Ten Thousand (10,000.00) for branding.				10,000.00
	TOTAL TO GRAND SUMMARY			**KSHS.**	**200,000.00**

GRAND SUMMARY

1	PARTICULAR PRELIMINARIES	PP/8		
2	GENERAL PRELIMINARIES	GP/15		
3	ADMINISTRATION BLOCK	A/15		
4	PROVISIONAL SUMS	PS/1		200,000.00
	TOTAL CARRIED TO FORM OF TENDER (VAT INCL.) KSHS.			

Amount in words: Kenya Shilings.....

.....

Tenderer's signature and stamp.....

Address.....

Date.....

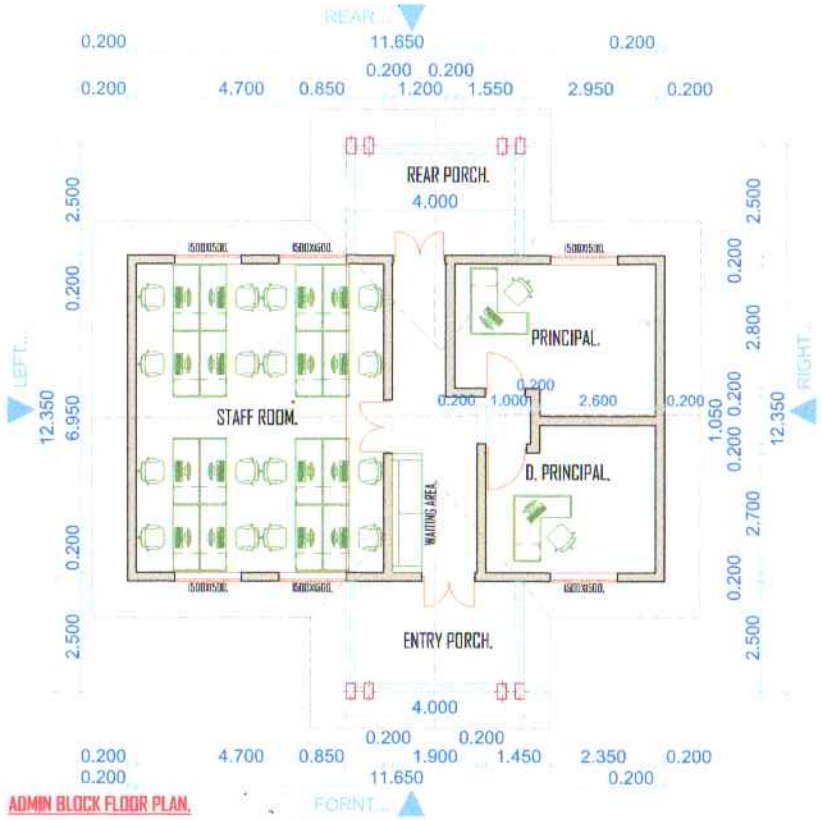
Witness: Name and signature.....

Address.....

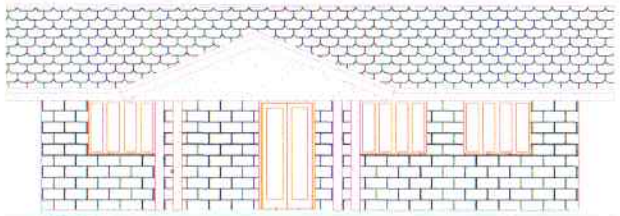
Date.....

G/S

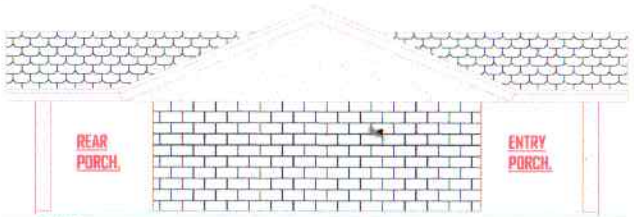
REGIONAL WORKS OFFICE
State Department for
Public works
P.O. Box 660-20100, NAKURU



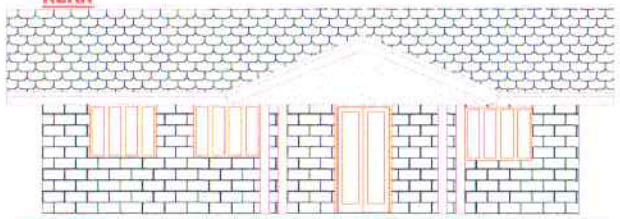
ADMIN BLOCK FLOOR PLAN.



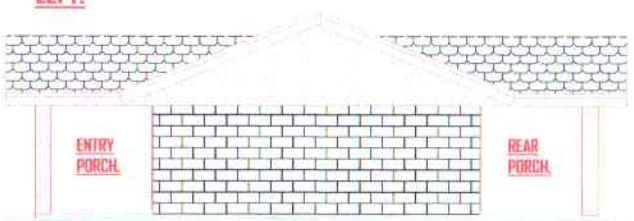
REAR



LEFT.



FRONT.



RIGHT.

NOTES.

GENERAL.

All dimensions are in mm unless otherwise specified.
Drawings are not to be scaled only figured dimensions to be used.

CONSTRUCTION.

all slab at ground floor to be poured over 150 gauge polythene sheet on 50mm thick murram blinding on hardcore.
all wall under slab advance and under foundation to be protected for termite control.

CUT.

all wall on cut embankment to be established, the slope not to exceed the natural angle of repose.

STRUCTURAL.

all block cotton wall to be rendered from all buildings and plinth surfaces.
for all R C work refer to structural Engineers details.
depth of foundation to be determined on site to S Es approval.
all walls less than 150mm thick to be reinforced with wrap hire at every alternate course.
all adjacent RC work and necessary walls to be bonded with wrap iron at every alternate course.

ELECTRICALS

all conduits must be laid before plastering.

Project: PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK

Client: NG-CDF BARINGO NORTH.
P.O BOX .....
KENYA.

Client's Approval: ..... Date: .....

Drawing title: FLOOR PLAN, ELEVATIONS.

Scale (@ A1): 1:100

Project no: NG-CDF/BN/ADMIN/2026

Drawing no: BNG-CDF/01

	Name		Date
Drawn/Designed	M.C. KIBET		OCT, 2026
Approved	ARCH. ISAAC KIBAARA		OCT, 2026

ARCH. ISAAC KIBAARA
REGIONAL WORKS OFFICER - SOUTH RIFT REGION

MINISTRY OF LANDS, HOUSING, PUBLIC WORKS AND URBAN DEVELOPMENT.
STATE DEPARTMENT FOR PUBLIC WORKS ,
REGIONAL WORKS OFFICE,
SOUTH RIFT REGION,
P O BOX 660 - 20100,
NAKURU-KENYA

FOR THE GOVERNMENT OF THE REPUBLIC OF KENYA

REGIONAL WORKS OFFICE
State Department for
Public Works
P.O Box 660-20100, NAKURU