COUNTY GOVERNMENT OF BUSIA DEPARTMENT OF INFRASTRUCTURE AND ENERGY
P. O. BOX PRIVATE BAG – 50400 BUSIA, KENYA.

DIRECTORATE OF PUBLIC WORKS

PROPOSED CONSTRUCTION OF FOUR NUMBER DOOR PIT LATRINE AT HUDUMA JITUME DIGITAL HUB ATERAIT, IN TESO SOUTH CONSTITUENCY-BUSIA COUNTY.

TENDER DOCUMENT

TENDER NO; ……..…

PREPARED BY

COUNTY QUANTITY SURVEYOR
DIRECTORATE OF PUBLIC WORKS
P.O BOX 470-50400
BUSIA (K)

COUNTY ARCHITECT
DIRECTORATE OF PUBLIC WORKS
P.O BOX 470-50400
BUSIA (K)

ISSUED BY:

COUNTY WORKS OFFICER
DIRECTORATE OF PUBLIC WORKS
BUSIA COUNTY
P. O. BOX 470-50400
BUSIA (K)

OCTOBER 2026

STANDARD FORMS

(i) Form of Tender

(ii) Form of Agreement

(iii) Form of Tender Security

(iv) Performance Bank Guarantee

(v) Bank Guarantee for Advance Payment

(vi) Qualification Information

(vii) Tender Questionnaire

(viii) Confidential Business Questionnaire

(ix) Details of Sub-Contractors

FORM OF TENDER

To: … … …

FORM OF AGREEMENT

THIS AGREEMENT, made the …….. day of …….2026

Between …….. of (or whose registered office is situated at) ……. (hereinafter called the Employer) of the other part AND …….. (of/or whose registered office is situated at)
(Hereinafter called the Contractor) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes
(Name and identification number of Contract) (hereinafter called the works) located at ……. ……. (*place/location of the works*) and the 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
    a. Letter of Acceptance
    b. Form of Tender
    c. Conditions of Contract Part I
    d. Conditions of Contract Part II and Appendix to Conditions of contract
    e. Specifications
    f. Drawings
    g. Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenant 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 sums 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 the Contractor

In the presence of

1) Name: ……

   Address: …….

   Signature: …….

2) Name: ……..
   Address: ……..
   Signature: ……

Counter signed by:

1 . Name: ……..
Permanent Secretary – Treasury

2. Address: ……..

3. 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 Ksh
…… 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 ……..2026

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 instruction to tenders
   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 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 upto 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 recognized 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 cavil 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 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: ……

BANK GUARANTEE FOR ADVANCE PAYMENT

To: … … …

QUALIFICATION INFORMATION

1.0 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 Contract completion Value of contract
1			
2			
3			

1.4 Major items of Contractor #s Equipment proposed for carrying out the Works. List all information requested below. Refer also to clause 1.7 (c) of the Instructions to Tenderers.

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?)

_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to clause 1.5 (e) of the Instructions to Tenderers and Clause 9.1 of the Conditions of Contract.
Position Name Years of experience (general) Years of experience in proposed position
Project Manager _____ _____ _____(etc)
_____ _____ _____
_____ _____ _____
_____

1.6 Proposed subcontracts and firms involved. Refer to Clause 7.1 of the conditions of Contract. Section of the works Value of subcontract Subcontractor (name and address) Experience in similar work _____ _____
_____(etc)
_____ _____ _____
_____ _____ _____

1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditor#s report, etc. List below and attach copies.
_____
_____

1.8 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.

_____
_____
_____

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

_____
_____

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

_____
_____

1.11 Proposed program (work method and schedule) in compliance with requirement of clause 1.3 of the instructions to Tenderers. Descriptions, drawings and chart s, as necessary, to comply with the requirements of the tendering documents. Joint Ventures

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

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

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

2.7 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

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 address of tenderer

……..

5. Name of tenderers representative to be contacted on matters of the tender During the tender period

……..…….

6. Details of Tenderers 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 2(c) and 2(d) 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 License 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. …….			

Part 2 (c) – Registered Company

Private or public ……
State the nominal and issued capital of the company - Nominal Kshs ……
Issued Kshs……
Give details of all the director as follows:

Name in full	Nationality	Citizenship Details*	Shares
1. …….			
2. …….			
3. …….			
4. …….			

Part 2(d) – Interest in the Firm:

Is there any person/persons in.....(Name of Employer) who has interest in this firm? Yes/No .....(Delete as necessary).

I certify that the above information is correct.

……	……	……
(Title)	(Signature)	(Date)

Attach proof of citizenship

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portion 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-contractors 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-contractors experience of similar works carried out in the last 3 years with Contract value

……..……

……..……

…… ……

(Signature of the tenderer) (Date)

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	FOUR-DOOR PIT LATRINE FOR HUDUMA JITUME DIGITAL HUB ATERAIT				
	ELEMENT NO. 1 SUB-STRUCTURE				
	(ALL PROVISIONAL)				
	Excavation and Earthworks				
A	Clearing site vegetation; grubbing up roots and filling up voids left with selected excavated; Bushes, shrubs, undergrowth or the like and cart away from site	14	sm		
B	Excavate oversite mean depth 200mm to remove vegetable top soil, load and spread on site to make up levels.	14	sm		
C	Excavate in normal soil for strip foundation trench starting from stripped level but not exceeding 1.50m deep.	16	Cm		
D	Ditto but for pit ditto.	7	Cm		
E	Ditto 1.5-3.0m deep.	7	Cm		
F	Ditto 3.0-4.5m deep.	7	Cm		
G	Ditto 4.5-6.0m deep.	7	Cm		
H	Extra over excavation for excavating in hard rock irrespective of depths.	7	Cm		
J	Return, fill in and ram selected excavated materials around foundations.	6	Cm		
K	Load and spread on site surplus excavated materials to make up levels around site pricincts not exceeding 100mm diameter	38	Cm		
	CONCRETE WORKS				
	Plain concrete (1:4:8) in: -				
L	50mm Thick (mean) blinding under strip foundation.	11	Sm		
	Vibrated reinforrced concrete (1:2:4) 20/20mm aggregate in: -				
K	Strip foundation	2	Cm		
L	Beams	1	Cm		
M	150mm Thick surface bed.	14	Sm		

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	High tensile square twisted bars to B.S 4461 with and including descaling, cutting, binding wire and spacer blocks.				
A	8mm Diameter bars	28	Kg		
B	10mm Ditto	105	Kg		
C	12mm Ditto	56	Kg		
D	B.R.C mesh ref. No. A142.	4	Sm		
	Sawn form work to				
E	Soffites of suspended slab left in.	8	Sm		
F	Edges of surface bed girth 150-225mm	13	Lm		
G	Extra over box form work size 250x150mm thick slab (m.s)	4	No		
H	Sides and soffites of beams and tie beams.	15	Sm		
J	Ditto to strip foundation	8	Sm		
	Walling: -				
K	200mm Thick roughly squared foundation stone walling in strip foundation; bedded in cement/sand mortar (1:3); with and including 20SWGx19mm wide hoop iron in every second alternate course.	26	Sm		
L	50mm Thick murram blinding between to top of hardcore	6	Sm		
M	300mm thick hand-packed hardcore in stages of 150mm thick.	6	Sm		
N	Treat surface of hardcore with an approved anti-termite solution strictly to manufacturers printed instruction.	14	Sm		
P	500 Gauge black polythene paper as damp proof membrane.	14	Sm		
Q	600x600x50mm Thick pre-cast concrete (1:2:4) slabs laid on and including 50mm consolidated sand, jointed and pointed in cement and sand (1:4) mortar around the structure.	8	Sm		
	Total Carried to Collection				

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT

	Plinth				
A	15mm Thick two coats render finished with a wooden float.	5	Sm		
B	Prepare and apply three coats of black bituminous paint to rendered plinth walls externally.	5	Sm		
	Total Carried to Collection				
	COLLECTION Brought from page PL/1…… Brought from page PL/2…… Brought from page above……				
	TOTAL CARRIED TO SUMMARY OF ELEMENTS				

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	ELEMENT NO. 2 WALLING				
	Damp proofing.				
A	150mm wide black bituminous damp proof course.	24	Lm		
B	150mm Thick machine cut stone as before described internally and externally	44	Sm		
C	150mm Thick walling as before described in screen wall externally.	10	Sm		
D	45mm Thick (mean), 280mm wide pre-cast concrete (1:2:4) copping once throated and weathered jointed in cement and sand (1:4) mortar to screen wall.	7	Lm		
	TOTAL CARRIED TO SUMMARY OF ELEMENTS				

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	ELEMENT NO. 3 ROOF All in well-seasoned and treated cypress grade II timber (Pitch angle=22.5^0)				
A	100x50mm wall plate secured with and including medium gauge hoop iron at 1200mm (max) centres.	10	Lm		
B	Ditto Tie and Strut	12	Lm		
C	Kingpost Rafters.	9	Lm		
D	75x50mm Purlins	16	Lm		
E	Ditto Rafters	15	Lm		
	Wrot Cypress				
F	200x25mm Fascia board.	15	Lm		
G	Ditto verge board	17	Lm		
	Cover				
H	30 Gauge corrugated iron sheets on purlins (m.s)	14	Sm		
J	Matching ridge cover	5	Lm		
	TOTAL CARRIED TO SUMMARY OF ELEMENTS				

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	ELEMENT NO. 4 DOORS **(All in wrot cypress grade II timber)**				
A	900x2100mm high 45mm Thick ledged braced tongued and grooved boarding and Iron-mongaries to approval.	4	NO		
B	100x50mm once rebated door frames.	36	Lm		
	TOTAL CARRIED T SUMMARY OF ELEMENTS				

NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	ELEMENT NO. 5 FINISHES				
	Ventilation				
A	100mm Diameter, 3000mm long 'uPVC' grey pipe with and including fly screen and vent cowl.	1	No		
	Floor screeding				
B	32mm Thick cement and sand (1:4) screed to general floors.	14	Sm		
	Walls				
C	15mm Thick two coats of cement and sand (1:4) render to walls externally and internally	76	Sm		
	PAINTING & DECORATING				
	Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on: -				
D	Rendered and plastered walls externally.	76	Sm		
	Knot, prime, stop, prepare and apply one undercoat and two finishing coats of gloss oil paint on wood work: -				
E	Surfaces of doors externally.	9	Sm		
F	Ditto internally.	9	Sm		
G	Ditto 0-100mm girth	21	Lm		
	TOTAL CARRIED TO SUMMARY OF ELEMENTS.				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	SUMMARY OF ELEMENTS.				
1	Sub-structure……..…PL/3				
2	Walling…….……PL/4				
3	Roof……...……PL/5				
4	Doors…….....……PL/6				
5	Finishes…….……PL/7				
	TOTAL CARRIED TO GRAND SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	PRIME COSTAND PROVISIONAL SUM				
1	Allow for a provisional sum of Kenya shillings Eighteen thousand (Ksh.18,000.00) only for Project Management and Documentation				
2	Allow for a provisional sum of Kenya shillings Twelve thousand (Ksh.12,000.00) only for PMC allowances				
3	Allow for a provisional sum of Kenya shillings Ten thousand (Ksh.10,000.00) only for Project branding				
	TOTAL P/C AND PROVISIONAL SUM CARRIED TO GRAND SUMMARY				

GRAND SUMMARY

ITEM	DESCRIPTION	Page No.	AMOUNT (KSH.)
A	Preliminaries …….PG 74		
B	Builders works ……..…PL/8		
C	Prime-cost & Provisional sums…….……...…...PS/1		
	TOTAL CARRIED TO FORM OF TENDER		

Prices inclusive of all taxes

Amount in words: Kenya shillings: ……

……

……

BIDDER'S NAME: …….……..

……

ADRESS: ……..

SIGNATURE: ……

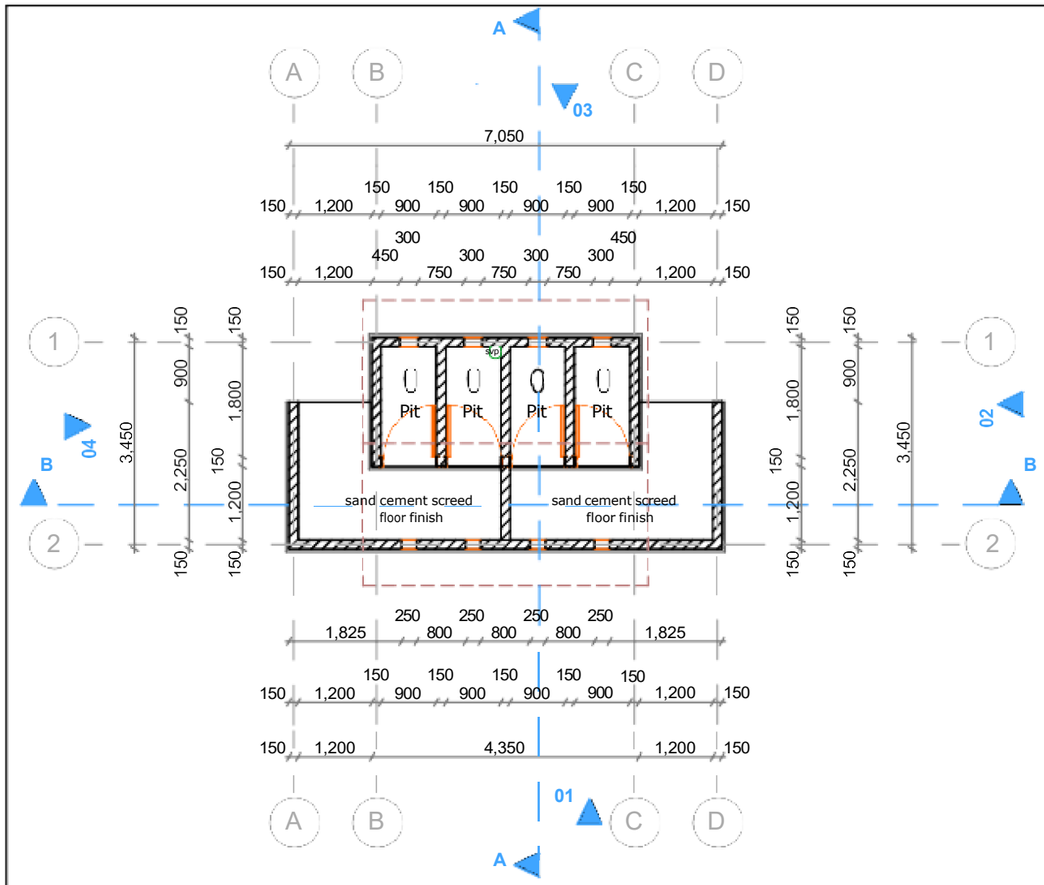
DATE: ……..……...……...……

WITNESS'S NAME …….…….

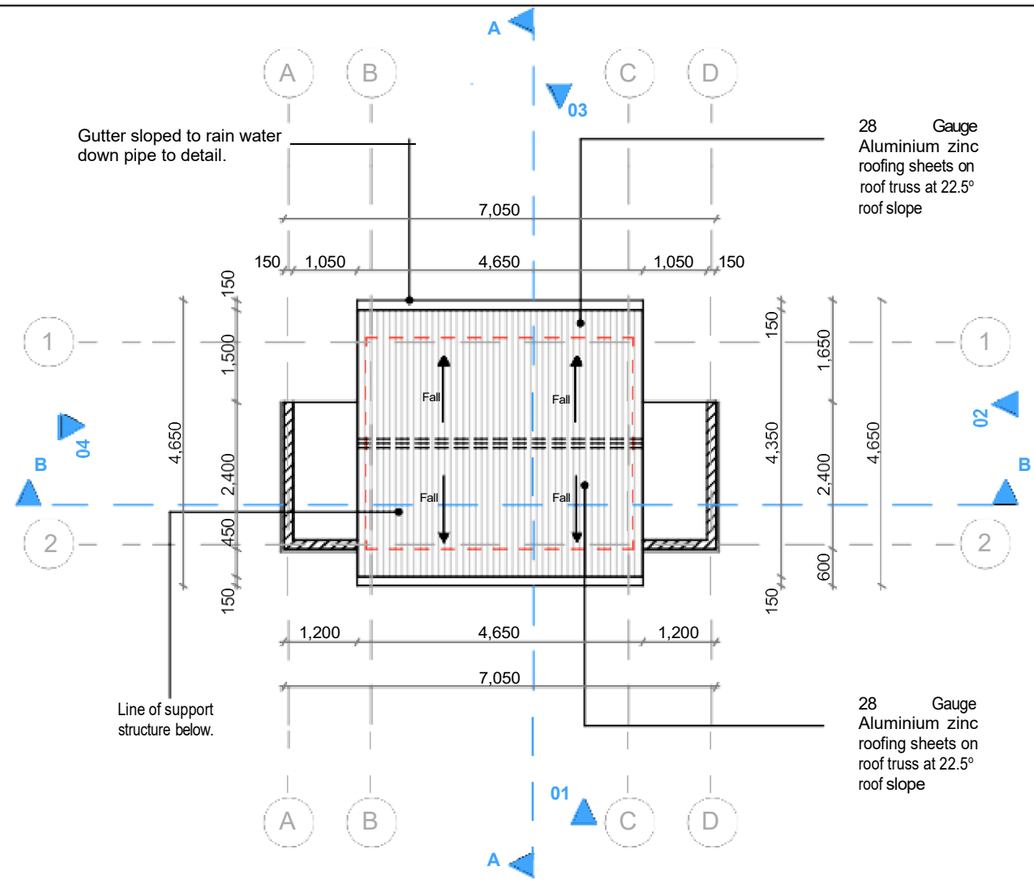
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SIGNATURE:……

DATE:……...……...……

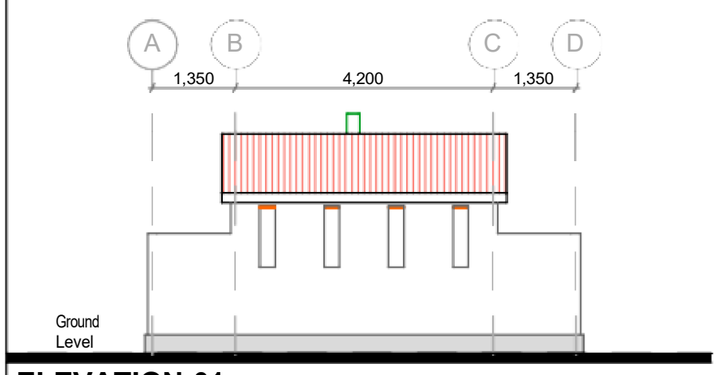


GROUND FLOOR PLAN

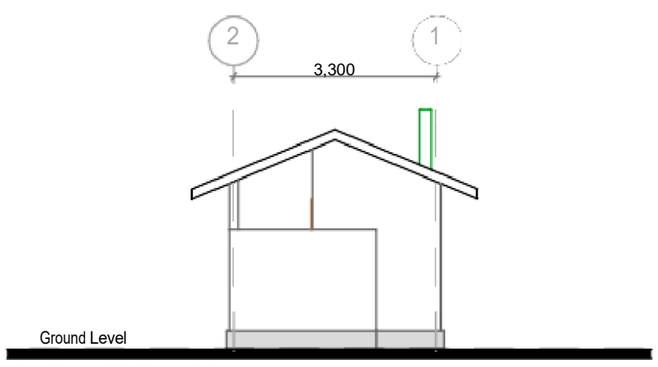


ROOF PLAN

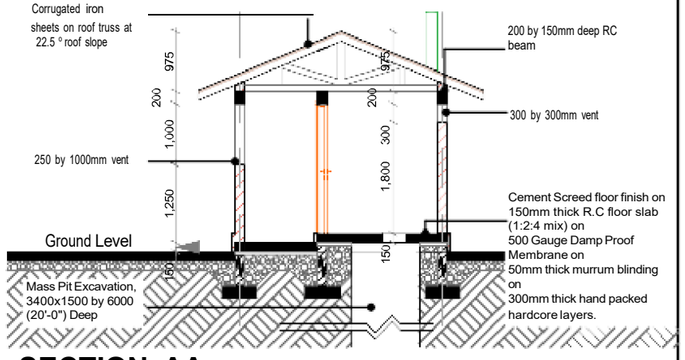
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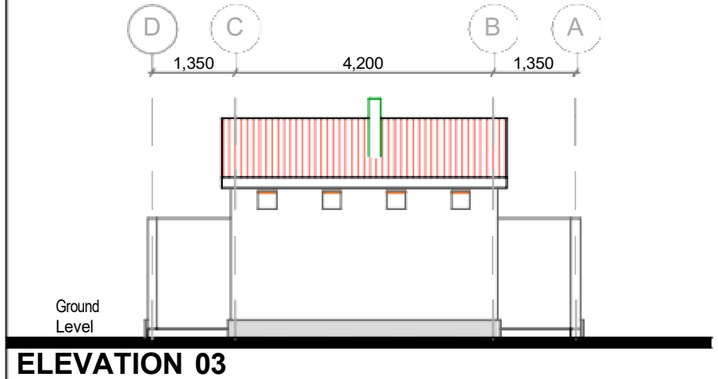
ELEVATION 01



ELEVATION 02



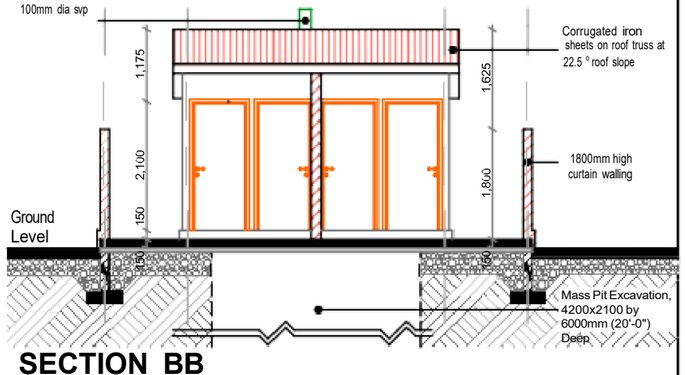
SECTION AA



ELEVATION 03



3D PERSPECTIVE



SECTION BB

Notes

1. All dimensionsare in millimetres and are to be read not scaled. Any discrispancies should be immediately reported to the County Architect- Busia before commencement of works.
2. All structural works to Structural Engineers details and approved.
3. All pipeworks below roads and floor slabs should be encased in 100mm diameter concrete surrounding.
4. Water supply from Council mains sewage disposal to the council sewer.
5. Provide permanent vents to all openings
6. 2x9ltr water and 1x4.5 co_2 fire extinguishers to be provided.
7. Provide dustbin cubicles protected from animals and weather.
8. Water meter to be at least300mm above ground level.

Revisions

NO.	DATE	DESCRIPTION

Project

Proposed erection and completion of 4 Door pit latrine at Huduma Jitume Digital Hub Aterait in Teso South Constituency

Drawing tittle: Plans, Sections & Elevations

Client: Ministry of Education

Drawing no: PWB/ BAASS /2502-19

Scale : 1:100

Date: October, 2026

Design by: Etyang' Davis Odera

Checked by:

MINISTRY OF TRANSPORT INFRASTRUCTURE & PUBLIC WORKS

BUSIA COUNTY ARCHITECTURAL DEPARTMENT

FOR THE GOVERNMENT OF REPUBLIC OF KENYA