TENDER NO. CDF/AWD/016/2026-2027

TENDER DOCUMENT FOR PROPOSED CONSTRUCTION OF OFFICE AT KOGELO CHIEF'S CAMP

THE PMC,

KOGELO CHIEF'S CAMP
AWENDO SUB COUNTY

P.O BOX 220- 40405 SARE

NOVEMBER, 2026

SCOPE OF WORK

- **Construction of Office to Completion**

NB. *Contractor is advised to conduct site pre – visit to confirm the above works and advice or comment in writing during submission of tender document .*

NOTE : ALL PRICES ARE INCLUSIVE OF 16% V.A.T

INSTRUCTIONS TO TENDERERS

1.0	This is a **FULL** Contract
1.1	The tender is open for application to Contractor registered by the *National Construction Authority (NCA) category & and above*. Bidders must have relevant technical knowledge , practical experience and competence in the construction and rehabilitation of school infrastructure as may be approved by the **NG-CDF, AWENDO** . Proof of registration and technical experience is required.
1.2	A Tenderer with an ongoing project within the school which is behind schedule and without an proved extension of time **SHALL NOT** be eligible to submit a tender .
1.3	Selected Contractor shall enter into legally bending contract with the Institution by signing Contract Agreement specifying the agreed Price and the completion Period .Technical working drawings are appended to Bills of Quantities where applicable.
1.4	Contractors should understand that the work is urgent and is advised to prepare and attach during submission of Tender document the **Work Schedule** for this project indicating the **Start Time**and **End Time**.
1.5	The work shall be done during learning period and consequently the contractor must observe rules governing non learning activities in the institution environment and to observe the institution's day of worship by **NOT** carrying out any activity on site that day .
1.6	Working hours in the institution is from **8.00a.m** to **5.00p.m**

1.8	This is a fixed price Contractors .Tenderers are advised to visit the site to familiarize themselves with its nature and position before returning their applications as NO claim shall be entertained for lack of knowledge in this respect . In this regard, there shall be mandatory **Pre – Tender Site visit at Tenderer's Own Expense.**
1.9	The tender must be accompanied by technical academic certificates and testimonials of the applicant as per the advertisement.
2.0	The Contractor shall maintain law and order in the School compound and is personally responsible for behavior and conduct of his workers on site in this respect.
2.1	The tender document must be filled in indelible black or blue ink
2.2	The tender not meeting the above requirements shall be disqualified .
2.3	The **Tender Committee** reverses the right to reject any tender and is not bound to accept the Lowest or Highest Bidder or to give any reason in that respect. **NOTE : ALL PRICES ARE INCLUSIVE OF 16% V.A.T** **Declaration : I have read and understood the above conditions and hereby agree to the bound by them** **Tenderer's Name** _____ **Rubberstamp** _____ **Witnessed by** _____ **Position :**_____ **Id Number :**_____ **Signature** _____ **Date** _____

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND
KOGELO CHIEF'S OFFICE
P.O BOX 220 -40405
SARE

FORM OF INVITATION TO TENDER

_____[*date***]**

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

Dear Sir:

REF: _____

[*Contractor Name*]

You have been prequalified to tender for the above project.

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

A complete set of tender documents may be purchased from .
The school **CDF Office Awendo**. of **P.O Box 450, SARE**,upon payment of a non refundable fee of **Kshs 1,000.00** (**One Thousand only**)

All tenders must be delivered to CDF Office in the Tender Box on or before _____ at **10.00a.m** _____(***time and date***). Tenders will be opened immediately thereafter , in the presence of tenders' representatives who choose to attend .

Please confirm receipt of this letter immediately in writing.

Yours faithfully,

_____Authorized Signature

_____*Name and Tittle*

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 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 Project Manager'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 ofEmployer]*
of_____[*Address of Employer]*

Witness; Name_____

Address_____

Signature_____

Date_____

AWENDO NG-CDF
KOGELO CHIEF'S OFFICE
P.O BOX 220 -40405
SARE

LETTER OF ACCEPTANCE

_____*[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 ……

AWENDO NG-CDF
KOGELO CHIEF'S OFFICE
P.O BOX 220-40405
SARE

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____between_____of[or whose registered office is situatedat]_____ (*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 the works for _____

_____

(Name of Contract) (Hereinafter called "the Works") located at_____

_____

[Place/location of theWorks]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 inwords]*.

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

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.

SIGNED

1. **SCHOOL PMC**

Chairman _____ Sign _____

Secretary _____ Sign _____

Official stamp

2. **CONTRACTOR**

Name of person representing the Contractor _____

National ID Number _____

Signature _____

Contractor's Rubber stamp _____Date

_____

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 directors 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 information given above is correct.

…… …….. ……

(Title) *(Signature)* *(Date)*

- Attach proof of citizenship

MEASURED WORKS

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....1			
Item	Description	Qty	Unit	Rate	Amount
	PROPOSED CONSTRUCTION OF CHIEF'S OFFICE AT KOGELO CHIEF'S CAMP				
	ELEMENT N0. 01				
	SUBSTRUCTURE (ALL PROVISIONAL)				
A	Excavate over site average 150mm deep to remove top vegetable soil and cart away	92	SM		
B	Excavate average 250mm deep to reduce levels and cart away	23	CM		
C	Excavate in column pits 0 – 1.5m deep and deposit where directed	2	CM		
D	Ditto but 1.5m – 3.0m deep	2	CM		
E	Excavate foundation trench not exceeding 1.5m deep from reduced level and deposit where directed	62	CM		
F	Extra over for excavating in rock irrespective of class	7	CM		
G	Return, fill and well ram around foundations with selected material	28	CM		
H	Load and cart away extra excavated materials from site	14	CM		
I	Allow for keeping trenches free from water.	Item			
J	Allow for upholding sides of trenches by plunking and strutting	Item			
	Carried to collection			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page 2			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01 CONT'D				
	Reinforced concrete class 20/20 as described in:-				
A	200mm thick strip foundation	8.5	CM		
B	150mm thick floor slab	92	SM		
	Sawn formwork as described to:-				
C	Sides of floor slab.	52	LM		
D	Sides of stub columns	6	SM		
	High yield deformed bars to BS 4461 (All provisional)				
E	10mm in foundations	133	KG		
F	8mm ditto	81	KG		
	BRC meshes				
G	BRC fabric meshes reinforcement to BS 4483 Ref. A 142 weighing 2.22kg/m^2	92	SM		
	Foundation walling				
H	200mm thick roughly dressed natural **Quary** stone walling reinforced with hoop iron at every alternate course in cement sand mortar (1:4)	39	SM		
	Damp proofing				
I	500gauge damp proof membrane.	92	SM		
J	200mm wide bituminous damp proof course	68	LM		
	Carried to collection.....			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....3			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01 CONT'D				
	Earthworks				
A	300mm hand packed hardcore filling in layers not exceeding 150mm depth	27	CM		
B	50mm thick murram blinding.	92	SM		
C	Gladiator "TC" (organophosphates chlorpyrifos) applied at 8SM per litre as 'HIGH CHEM LTD'	92	SM		
	Finishes				
A	12mm thick cement sand render in plinths.	25	SM		
B	Prepare and apply two coats of black bituminous paint on plinths	25	SM		
C	25mm thick cement sand screed on floors to receive floor tiles	92	SM		
D	300x300mmx8mm thick ceramic floor tiles	92	SM		
E	75mm high tiled skirting.	46	LM		
	To collection			**Kshs**	
	COLLECTION				
	Brought forward from page 01				
	Brought forward from page 02				
	Brought forward from page Above				
	ELEMENT N0. 01			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....4			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 02 **CONCRETE FRAME**				
	Reinforced concrete class 20/20 as described in:-				
	Sawn formwork as described to:-				
A	Soffits of beams	17	LM		
B	Sides of beams	82	SM		
	High yield deformed bars to BS 4461 (All provisional)				
C	12mm bars in beams	254	KG		
D	8mm ditto	128	KG		
	Carried to collection on page.....			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....6			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 03				
	WALLING				
	Machine cut natural stone walling in cement sand mortar (1:3) with 25mm SWG hoop iron after every alternate course.				
A	200mm thick walling	127	SM		
B	Ditto to gables	18	SM		
	Wall finishes				
C	15mm cement sand lime plaster:smooth: to walls internally	223	SM		
D	Fair racking and cutting and forming semi recessed horizontal joints to walls on both surfaces.	49	SM		
	Prepare and apply one undercoat and two coats silk vynil paint to:-				
E	Plastered walls	223	SM		
	ELEMENT N0. 03			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....7			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 01				
	ROOFING				
	Construct the following in sawn and well seasoned timber in Roof structure including hoisting and placing				
A	100x50mm rafters	132	LM		
B	100x50mm tie beam	80	LM		
C	100x50mm wall plate	102	LM		
D	100x50mm ties and struts	69	LM		
E	75x50mm purlins	115	LM		
F	225x25mm fascia board	55	LM		
G	30 gauge factory pre- painted corrugated iron sheets	135	SM		
H	30 gauge ridge cap	13	LM		
	Carried to main sammury page.....				

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....8			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT NO. 04				
	DOORS				
	Steel doors				
A	Purpose made steel double door size 1200x2400mm high in one coat red oxide primer and two coats gloss oil paint complete with locking accessories	3	N0		
	Glazing				
B	4mm thick clear sheet glass and glazing in panes 0 – 0.5m2 with putty.	1	SM		
	ELEMENT N0. 04			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....9			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 05				
	WINDOWS				
	Purpose made steel casement windows in one coat red oxide primer and two coats gloss oil paint and complete with burglar proof bars, and locking accessories				
A	Window size 1500x1200mm high.	9	N0		
	Glazing				
B	4mm thick clear sheet glass and glazing in panes 0 – 0.5m^2 with putty	9	SM		
	Cill				
C	225x75mm thick weathered concrete window cill reinforced with 8 gauge weld mesh and including all necessary moulding and formwork and both sides fair fished.	13	SM		
	ELEMENT N0. 05			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....10			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 06				
	ELECTRICAL WORKS				
	Supply, install, test and commision the following:-				
A	*Lighting Points*				
	Lighting points wired in 3x1.5mm2 SC PVC CU cables drawn in 20mm dia HG PVC conduit with all the necessary accessories excluding switches and fittings for one way switching	6	N0		
B	10A moulded ivory switch plate as crabtree or approved equipment as follows;				
	i) One way one gang	1	N0		
	ii) One way two gangs	3	N0		
	iii) One way three gangs	1	N0		
C	*Lighting fittings*				
	Lighting fittings complete with fixing accessories and lamps as follows;				
	i)1200mm 1x36w florescent battern fitting or slim cross section with clip on cover plate and adjustable end cap system as Thorn Popular Pack battern or approved equivalent.	6	N0		
	ii) Bulkhead fitting with aluminium body on thorn or approved equivalent with energy saving bulb.	4	N0		
D	*Socket outlets and Power outlets*				
	i) Socket outlet points comprising of wiring in 3x2.5mm2 PVC SC CU in concealed HG conduit	2	N0		
	ii) 13A 2gang switched moulded socket outlets as crabtree or approved equivalent	2	N0		
	Consumer Units/Distribution Boards				
E	4-way SP/N consumer unit flush mounted on wall complete with a 100A SP/N integral isolator as crabtree or approved equivalent.	1	N0		
	Carried to collection on page……..			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....11			
Item	Description	Qty	Unit	Rate	Amount
	ELEMENT N0. 06 CONT'D				
A	Single pole maniature circuit braker as follows:-				
	i) 5A SP	1	N0		
	ii) 30A SP	1	N0		
	iii) Blanking covers				
	Sub-Main Cables				
B	3x6.0mm2 SC PVC CU cables drawn in HG conduit	12	LM		
C	Standard cable looping box complete with single cut out fuse neutral link	1	N0		
D	Electrical earthing comprising of 6.0mm2 SC PVC CU cables drawn in HG conduit, 1500mm times15mm copper electrodes c/w clemps and pre-cast concrete inspection pit with cover.	Item			
E	Testing and commissioning	Item			
	To collection				
	COLLECTION				
	Brought forward from page /10				
	Brought forward from page above				
	ELEMENT N0. 06			**Kshs**	

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE		Page.....12			
Item	Description	Qty	Unit	Rate	Amount
	BUILDING WORKS				
	SUMMARY	**PAGE**			
1	SUBSTRUCTURE				
2	CONCRETE FRAME				
3	WALLING				
4	ROOFING				
5	DOORS				
6	WINDOWS				
7	ELECTRICAL WORKS				
	BUILDING WORKS			**Kshs**	

PROPOSED CONSTRUCTION OF CHHIEF'S OFFICE				Pg.....13	
Item	PRIME COST(PC) AND PROVISIONAL SUMS	Qty	Unit	Rate	Amount
1	Allow a prime cost sum of Kenya shillings One hundred thousand (Kshs 100,000.00) only for **project supervision and documentation**				100,000
2	Allow a prime cost sum of Kenya shillings Fifty thousand (Kshs 50,000.00) only for **Publicity (Bill Board and wall labelling**				50,000
	BUILDING WORKS			**Kshs**	**150,000**

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE AT
KOGELO CHIEF'S CAMP

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE				Pg.....14	
Item	**DESCRIPTION OF WORKS**	Qty	Unit	Rate	Amount
	OVERALL GRAND SUMMARY				
A	**GRAND TOTAL FOR BUILDERS WORK**				
B	**GRAND TOTAL FOR PC & PRIME COST SUMS**				**150,000**
	TOTAL COLLECTION SUMMARY				
	GRAND TOTAL FOR PROJECT			**KSHS**	

Amount in words.....
.....
.....
.....

Contractor's Name.....

Signature.....

Adress.....

Stamp.....

Date.....

Witness Name.....

Signature.....

Adress.....

Stamp.....

Date.....

PROPOSED CONSTRUCTION OF CHIEF'S OFFICE AT
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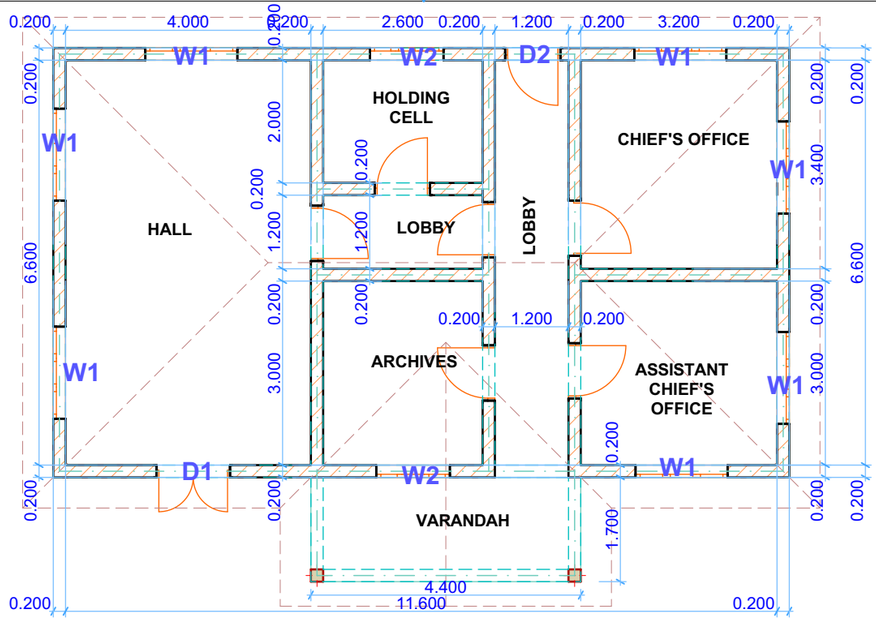
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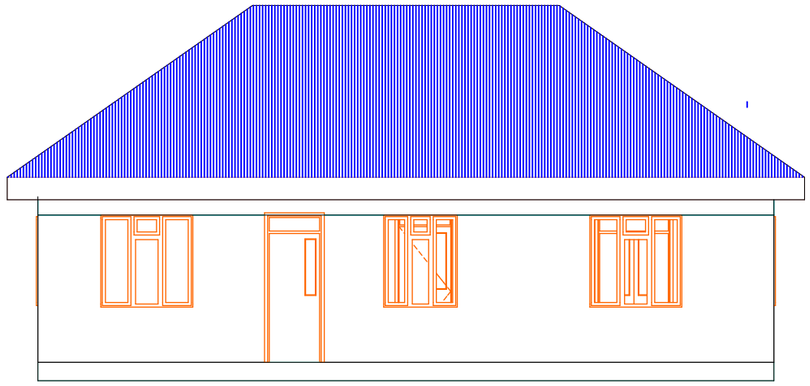
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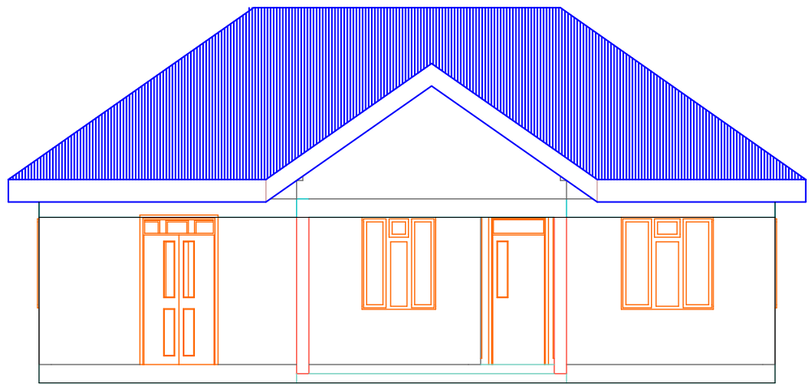
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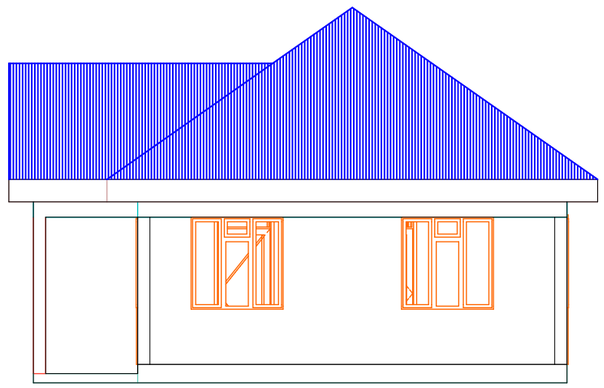
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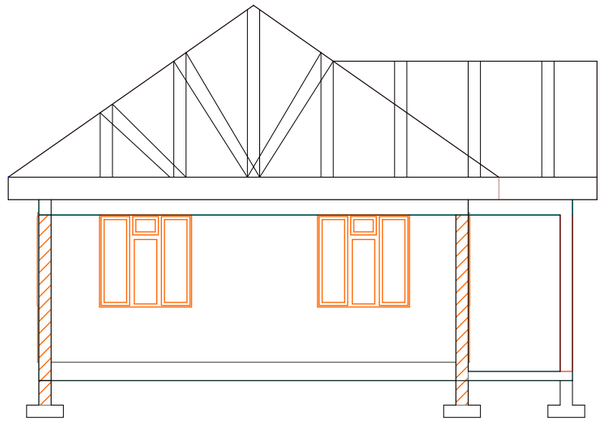


South Elevation

E-02

ROOF DETAILS

-PITCH 35
-Pre painted roofing sheets and ridge caps on well seasoned and treated soft wood timber.
- comprising of 50x75 purlins .
- 50x100trusses and wall plate.
-50x75 and 50x50 ceiling joists and brandering.
-25x225 facial boards.



SUBSTRUCTURE DETAILS

-150mm slab
-D.P.M
-50mm blinding
-300mm hardcore
-200mm thick foundation wall
-200x600mm strip foundation

GENERAL NOTES

- All measurements are in mm unless otherwise specified.
-Only figured dimensions are to be used.
-The contractor to check and verify all dimentions before the commencement of any work.

CONSTRUCTION

All slabs at ground level to be pouredover 1000 gauge D.P.M .on 50mm thick murram blinding on hardcore.
-All soil under slab and under foundation to be poised for termite controle.
-All soil on cut embankment to be stabilised. The slope not to exceed the natural angle of repose.

STRUCTURAL

All black cotton soil to be removed from all buildings and paved surfaces.
-For all RC works refer to structural engineers details.
-Foundation depth tobe determined on site to S.E is approval.
-All walls less than200mm thick to be reignforced loop iron at every alternate course .
-All adjuscent RC work and masonry walls to be tied strip iron at every alternate course.

MECHANICAL.

P.V donates permanent vents.
-All mechanical work must be co-ordinate with electricaland any conflict must be clarified before work begins.
-All drains passingbeneath the buildings and drive way should be enclosed in 150mm concrete sarround.

ELECTRICAL

-All conduits must be laid before plastering.

CLIENT

National Government Constituencies Development Fund Board .

Awendo Constituency.

TITLE

PROPOSED CONSTRUCTION OF KOGELLO CHIEF'S OFFICE

DRAWING TITLE
Working Drawings

SCALE 1: 100
Project no

	NAME	SIGNATURE	DATE
DRAWN BY:	C.O.J.		3/11/25
CHECKED BY:	Public Works Officer		
Approved by	Awendo Constituency		