# REPUBLIC OF KENYA





# COUNTY GOVERNMENT OF NYANDARUA

# DEPARTMENT OF PUBLIC WORKS, ROADS, TRANSPORT, HOUSING & ENERGY

# PROPOSED CONSTRUCTION 1.NO BODA BODA SHED IN GITHABI WARD RESERVED FOR AGPO CATEGORY (YOUTH)

# TENDER DOCUMENT

**IFMIS TENDER NEGOTIATION NO. 1783389-2024/2025** 

## **The Engineer**

CHIEF OFFICER,
DIRECTORATE OF PUBLIC WORKS, HOUSING
AND ENERGY,
NYANDARUA COUNTY,
P.O. BOX 701 – 20303,
OL KALOU.

#### **The Employer**

COUNTY GOVERNMENT OF NYANDARUA, P.O. BOX 701 – 20303, **OL KALOU.** 

FEBRUARY, 2025

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#### TENDER DOCUMENT FOR PROCUREMENT OF WORKS (BULDING WORKS)

#### (I) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

Name: COUNTY GOVERNMENT OF NYANDARUA; DEPARTMENT OF PUBLIC WORKS, ROADS,

TRANSPORT, HOUSING AND ENERGY

Address: P. O. BOX 701 – 20303, OL KALOU.

Email Address: admin-transport@nyandarua.go.ke

(2) Invitation to Tender (ITT) No.

#### **IFMIS NEGOTIATION NO. 1783389-2024/2025**

(3) Tender Name: PROPOSED CONSTRUCTION OF 1 NO. BODA BODA SHED IN GITHABAI WARD, NYANDARUA COUNTY

#### INVITATION TO TENDER

PROCURING ENTITY: COUNTY GOVERNMENT OF NYANDARUA; DEPARTMENT OF PUBLIC

WORKS, ROADS, TRANSPORT AND HOUSING

CONTRACT NAME AND DESCRIPTION: PROPOSED CONSTRUCTION OF 1 NO. BODA BODA SHED IN GITHABAI WARD, NYANDARUA COUNTY

Tender No.

#### **IFMIS NEGOTIATION NO. 1783389-2024/2025**

1. The County Government of Nyandarua invites sealed tenders for the Proposed Construction of 1 no.

boda boda shed in Githabai ward, Nyandarua County

- 2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to <u>all qualified and interested Tenderers registered with the National Construction Authority (NCA) in class 8 and above for building Works.</u>
- 3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0800 1700 hours** at the address given below.
- 4. A complete set of tender documents may be obtained electronically by downloading from the supplier Integrated Financial Management Information Systems (IFMIS) portal at <a href="www.supplier.treasury.go.ke">www.supplier.treasury.go.ke</a> and/or from the Public Procurement Information Portal (PPIP) <a href="www.tenders.go.ke">www.tenders.go.ke</a> free of charge.
- 5. Tender documents may also be viewed and downloaded for free from the Nyandarua County website at www.nyandarua.go.ke
- 6. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for **140** days from the date of opening of tenders.

- 7. All Tenders must be accompanied by a tender securing declaration form.
- 8. The Tenderers shall chronologically serialise all pages of the tender documents submitted.
- 9. Completed tenders MUST be submitted online through the Integrated Financial Management Information Systems (IFMIS) and One (1 No.) hard copy delivered to the address below on or before 28<sup>th</sup> February 2025; at 11.00am
- 10. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
- 11. Late tenders will be rejected.
- 12. The addresses referred to above are:

#### A. Address for obtaining further information.

The Chief Officer,
Public Works, Housing and Energy,
Department of Public Works, Roads, Transport, Housing and Energy,
P. O. Box 701 – 20303,
OL KALOU.

Physical Location: Ol Kalou Town, Ardhi House, Ground Floor.

#### B. Address for Submission of Tenders.

The Chief Officer,
Public Works, Housing and Energy,
Department of Public Works, Roads, Transport, Housing and Energy,
P. O. Box 701 – 20303,

OL KALOU.

Physical Location: Tender Box at Ardhi House Ground Floor; Adjacent to the Public Works Offices in Ol kalou Town.

#### C. Address for Opening of Tenders.

The Chief Officer,
Public Works, Housing and Energy,
Department of Public Works, Roads, Transport, Housing and Energy,
P. O. Box 701 – 20303,
OL KALOU.

Physical Location: Tender Box at Ardhi House Ground Floor; Adjacent to the Public Works Offices in Ol kalou Town

ENG. PETER M. KARANJA ACCOUNTING OFFICER – DEPARTMENT OF PUBLIC WORKS, ROADS, TRANSPORT, HOUSING AND ENERGY



#### **SECTION I - INSTRUCTIONS TO TENDERERS**

#### A GENERALPROVISIONS

#### 1. Scope of Tender

1.1 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS.** 

#### 2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.
- 23 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.
- 24 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

#### 3. EligibleTenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.8, or an individual or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JVmembers shall be specified in the **TDS**.
- 32 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 33 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
  - a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
  - b) Receives or has received any direct or indirect subsidy from another tenderer; or
  - c) Has the same legal representative as another tenderer; or
  - d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or

- e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation; or
- g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document; or
- h) Has a close business or personal elationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and:
  - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
  - ii) may be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
- 3.4 A tenderer shall not be involved incorrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
- A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender.
- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates inconformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including related Services.
- 3.7 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA <a href="https://www.ppra.go.ke">www.ppra.go.ke</a>.
- 3.8 A Tenderer that is a state-owned enterprise or a public institution in Kenya may be eligible to tender and be awarded a Contract(s) only if it is determined by the Procuring Entity to meet the following conditions, i.e. if it is:
  - i) A legal public entity of Government and/or public administration,
  - ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and
  - iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 39 Firms and individuals shall be ineligible if their countries of origin are:
  - a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, local subcontracts and labor) from citizen suppliers and contractors. To this end, a foreign tenderer shall provide inits tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided for this purpose in "SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9".

- 3.11 Pursuant to the eligibility requirements of ITT4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has <u>less than 51 percent</u> ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website <a href="https://www.nca.go.ke">www.nca.go.ke</a>.
- 3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website <a href="https://www.cak.go.ke">www.cak.go.ke</a>.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance or valid tax certificate issued by the Kenya Revenue Authority.

## 4. Eligible Goods, Equipment, and Services

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not ineligible under ITT3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## 5. Tenderer's Responsibilities

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Works and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter up on its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the examination and inspection.
- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

#### **B.** CONTENTS OF TENDER DOCUMENTS

#### 6. Sections of Tender Document

6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT10.

PART 1: Tendering Procedures
Section I: Instructions to Tenderers
Section II: Tender Data Sheet

(TDS)

Section III: Evaluation and Qualification Criteria Section IV: Tendering Forms

PART 2: Works' Requirements

Section V: Bills of Quantities Section VI: Specifications Section VII: Drawings

#### **PART3**: Conditions of Contract and Contract

**Forms** Section VIII: General Conditions (GCC) Section IX: Particular Conditions of Contract Section

X: Contract Forms

- 62 The Invitation to Tender Notice issued by the Procuring Entity is not part of the Contract documents.
- 63 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of a pre-arranged site visit and those of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 64 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and tofurnish with its Tender all information and documentation as is required by the Tender document.

## 7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting

- 7.1 ATenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address **specified in the TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified **in the TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.
- 72 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) of the required contracts and obtain all information that may benecessary for preparing a tender. The costs of visiting the Site shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre- arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.
- 7.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

#### **8.** Amendment of Tender Documents

- 8.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tender Documents by issuing addenda.
- 82 Any addendum issued shall be part of the Tender Documents and shall be communicated inwriting to all whohave obtained the Tender Documents from the Procuring Entity. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's website in accordance with ITT 7.5.
- To give Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity should extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

#### C. PREPARATION OF TENDERS

#### 9. Cost of Tendering

The Tenderer shall meet all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### 10. Language of Tender

The Tender, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in the English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate and notarized translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

#### 11. Documents Comprising the Tender

- 11.1 The Tender shall comprise the following:
  - a) Form of Tender prepared in accordance with ITT 12;
  - b) Schedules including priced Bill of Quantities, completed inaccordance with ITT 12 and ITT 14;
  - c) Tender Security or Tender-Securing Declaration, in accordance with ITT 19.1;
  - d) Alternative Tender, if permissible, in accordance with ITT 13;
  - e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 20.3;
  - f) Qualifications: documentary evidence in accordance with ITT 17 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
  - g) Conformity: a technical proposal in accordance with ITT 16;
  - h) Any other document required in the **TDS**.
- 112 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement enteredinto by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed JV Agreement. Change of membership and conditions of the JV prior to contract signature will render the tender liable for disqualification.

## 12. Form of Tender and Schedules

- 12.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
- 12.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### 13. Alternative Tenders

- 13.1 Unless otherwise specified in the TDS, alternative Tenders shall not be considered.
- 13.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.
- 13.3 Except as provided under ITT13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technicalspecifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.
- 13.4 When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

#### 14. Tender Prices and Discounts

- 14.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.
- 142 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 14.3 The price to be quoted in the Form of Tender, in accordance with ITT 12, shall be the total price of the Tender, including any discounts offered.
- 14.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 12
- 14.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, exceptin cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.
- 14.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 14.4, provided the Tenders for all lots (contracts) are opened at the same time.
- 14.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

#### 15. Currencies of Tender and Payment

- 15.1 The currency (ies) of the Tender and the currency (ies) of payments shall be the same.
- 15.2 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings
  - a) A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya (referred to as "the foreign currency requirements") shall (if so allowed in the **TDS**)

- indicate in the Appendix to Tender the percentage(s) of the Tender Price (excluding Provisional Sums), needed by the Tenderer for the payment of such foreign currency requirements, limited to no more than two foreign currencies.
- b) The rates of exchange to be used by the Tenderer in arriving at the local currency equivalent and the percentage(s) mentioned in (a) above shall be specified by the Tenderer in the Appendix to Tender and shall be based on the exchange rate provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening. Such exchange rate shall apply for all foreign payments under the Contract.
- 153 Tenderers may be required by the Procuring Entity to justify, to the Procuring Entity's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Schedule of Adjustment Data in the Appendix to Tender are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Tenderers.

## 16. Documents Comprising the Technical Proposal

The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

## 17. Documents Establishing the Eligibility and Qualifications of the Tenderer

- 17.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.
- 172 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.
- 173 If a margin of preference applies as specified in accordance with ITT33. 1, national tenderers, individually or in joint ventures, applying for eligibility fornational preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.
- 17.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contract or or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, orapossibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.
- 17.5 The purpose of the information described **in ITT 17.2** above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 17.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.4. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 17.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 17.8 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

- 179 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
  - i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
  - ii) If the contract has been awarded to that tenderer, the contract award will be set aside,
  - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 17.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 17.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tender.

#### 18. Period of Validity of Tenders

- **18.1.** Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 22). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting their quest shall not be required or permitted to modify its Tender.

#### 19. Tender Security

- 19.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency **specified in the TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 192 If a Tender Security is specified pursuant to ITT19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
  - i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya, from a reputable source, and an eligible country.
- If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.
- 19.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 19.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.

- 19.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
  - a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension there to provided by the Tenderer; or
  - b) if the successful Tenderer fails to:
  - i) sign the Contract in accordance with ITT 47; or
  - ii) furnish a Performance Security and if required in the TDS, and any other documents required in the TDS.
- 19.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 199 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Securityorthe Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 19.10 A tenderer shall not issue a tender security to guarantee itself.

## 20. Format and Signing of Tender

- 20.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE." Inaddition, the Tenderer shall submit copies of the Tender, in the number **specified** in the TDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 20.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 20.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall besigned by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by ach person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 20.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 20.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

#### D. SUBMISSION AND OPENING OF TENDERS

#### 21. Sealing and Marking of Tenders

- 21.1 The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
  - a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT11; and
  - b) in an envelope or package or container marked "COPIES" all required copies of the Tender; and
  - c) if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i) in an envelope or package or container marked "ORIGINAL ALTERNATIVE TENDER", the alternative Tender; and
    - ii) in the envelope or package or container marked "COPIES-ALTERNATIVETENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of the Procuring Entity.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.
- If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will not be accepted.

#### 22. Deadline for Submission of Tenders

- 22.1 Tenders must be received by the Procuring Entity at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.
- The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### 23. Late Tenders

The Procuring Entity shall not considerany Tender that arrives after the deadline for submission of tenders, in accordance with ITT 22. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

#### 24. Withdrawal, Substitution, and Modification of Tenders

- 24.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
  - a) prepared and submitted in accordance with ITT 20 and ITT 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.
- 24.2 Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.
- 24.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

#### 25. Tender Opening

- 25.1 Except in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified **in the TDS**, in the presence of Tenderers' designated representatives and anyone who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 22.1, shall be as specified in the **TDS**.
- 25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out attender opening.
- Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

- 25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender.No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 25.5 Next, all remaining envelopes shall be opened on eata time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 25.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bill of Quantities (to be decided on by the tender opening committee) are to be initialed by the members of the tender opening committee attending the opening.
- 25.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).
- 25.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:
  - a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) The Tender Price, per lot (contract) if applicable, including any discounts;
  - c) Any alternative Tenders;
  - d) The presence or absence of a Tender Security, if one was required.
  - e) Number of pages of each tender document submitted.
- 25.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of tender opening register shall be issued to a tenderer upon request.

#### E. Evaluation and Comparison of Tenders

#### 26. Confidentiality

- 26.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 43.
- Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.
- Notwithstanding ITT 26.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it shall do so in writing.

#### 27. Clarification of Tenders

- 27.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 31.
- 272 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

#### 28. Deviations, Reservations, and Omissions

- 28.1 During the evaluation of tenders, the following definitions apply:
  - a) "Deviation" is a departure from the requirements specified in the tender document;

- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
- "Omission" is the failure to submit part or all of the information or documentation required in the Tender document.

#### 29. Determination of Responsiveness

- 29.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 11.
- 29.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:
  - a) Affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
  - b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
  - c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.
- 293 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 16, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.
- 29.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

#### **30.** Non-material Non-conformities

- 30.1 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.
- 30.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities in the tender related to documentation requirements. Requesting information or documentationon such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.
- 20.3 Provided that a tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS.

#### 31. Arithmetical Errors

- 31.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.
- 31.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
  - a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, sub total and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail
- 31.3 Tenderers shall be notified of any error detected in their bid during the notification of award.

#### 32. Conversion to Single Currency

For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted into a single currency **as specified in the TDS**.

## 33. Margin of Preference and Reservations

- 33.1 A margin of preference may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.
- 332 A margin of preference shall not be allowed unless it is specified so in the **TDS**.
- Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 33.4.
- Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

#### 34. Nominated Subcontractors

- 34.1 **Unless** otherwise stated **in the TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected/nominated by the Procuring Entity. Incase the Procuring Entity nominates a subcontractor, the subcontract agreement shall be signed by the Subcontractor and the Procuring Entity. The main contract shall specify the working arrangements between the main contractor and the nominated subcontractor.
- Tenderers may propose subcontracting upto the percentage of total value of contracts or the volume of works as specified **in the TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.
- 34.3 Domestic subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated so by the Procuring Entity **in the TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

#### 35. Evaluation of Tenders

- 35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Lowest Evaluated Tender in accordance with ITT 40.
- 352 To evaluate a Tender, the Procuring Entity shall consider the following:
  - a) Price adjustment in accordance with ITT 31.1(iii); excluding provisional sums and contingencies, if any, but including Day work items, where priced competitively;
  - b) Price adjustment due to discounts offered in accordance with ITT 14.4;
  - c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 32;
  - d) price adjustment due to quantifiable non material non-conformities in accordance with ITT 30.3; and
  - e) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered intender evaluation.

Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

#### **36.** Comparison of Tenders

The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

## 37. Abnormally Low Tenders and Abnormally High

#### **Tenders Abnormally Low Tenders**

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

#### **Abnormally High Tenders**

- 37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- Incase of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
  - i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
  - ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

#### 38. Unbalanced and/or Front-Loaded Tenders

38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

- After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entitymayasappropriate:
  - a) accept the Tender; or
  - b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 10% of the Contract Price; or
  - c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
  - d) reject the Tender,

#### 39. Qualifications of the Tenderer

- 39.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.
- 393 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

#### 40. Lowest Evaluated Tender

Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) The lowest evaluated price.

#### 41. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. Incase of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

#### F. AWARD OF CONTRACT

#### 42. Award Criteria

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

## 43. Notice of Intention to enter into a Contract

Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a <u>Notification of Intention to Enter into a Contract</u>/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

#### 44. Stand still Period

- 42.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

## 45. Debriefing by the Procuring Entity

- 45.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a concern regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.
- Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### 46. Letter of Award

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### 47. Signing of Contract

- 47.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.
- Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

#### 48. Performance Security

- 48.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.
- 48.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.
- 48.3 Performance security shall not be required for contract estimated to cost less than the amount specified in the Regulations.

#### 49. Publication of Procurement Contract

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

a) name and address of the Procuring Entity;

- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

## 50. Procurement Related Complaint and Administrative Review

50.1 The procedures for making Procurement-related Complaints shall be specified in the TDS.

502 A request for administrative review shall be made in the form provided under contract forms.

# Section II - Tender Data Sheet (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS					
A. General						
ITT 1.1	The name of the contract is The County Government of Nyandarua invites					
	sealed tenders for the PROPOSED CONSTRUCTION OF 1 NO. BODA					
	DODA SHED IN CITHADAI WADD NWANDADHA COUNTY					
	BODA SHED IN GITHABAI WARD, NYANDARUA COUNTY					
	The reference number of the Contract IFMIS NEGOTIATION NO. 1783389-2024/2025					
	The number and identification of lots (contracts) comprising this Tender are: <i>Not Applicable</i>					
ITT 2.3	The Information made available on competing firms is as follows:  As contained in this tender document					
ITT 2.4	The firms that provided consulting services for the contract being tendered for are:  PUBLIC WORKS, NYANDARUA COUNTY					
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: <i>Not Applicable</i>					
	Tender Document					
ITT 8.1	There shall be no pre tender site visits.					
ITT 8.2	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than: As indicated in the tender advertisement					
ITT 8.4	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre- arranged pretender will be published is: <i>Not Applicable</i>					
ITT 9.1	For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity's address is:					
	(1) Name of Procuring Entity: COUNTY GOVERNMENT OF NYANDARUA; DEPARTMENT OF PUBLIC WORKS. ROADS, TRANSPORT, HOUSING AND ENERGY					
	(2) Physical address for hand Courier Delivery to an office or Tender Box (City, Street, Building, Floor Number and Room: TENDER BOX AT ARDHI HOUSE GROUND FLOOR; ADJACENT TO THE PUBLIC WORKS OFFICES IN OL KALOU TOWN					
	(3) Insert name, telephone number and e-mail address of the officer to be contacted:					
	The Chief Officer, Public Works, Housing and Energy, Department of Public Works, Roads, Transport, Housing and Energy, P. O. Box 701 – 20303, OL KALOU.					
	Email: admin-transport@nyandarua.go.ke					
C. Preparation	n of Tenders					

Reference to	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITC Clause ITT 13.1 (h)	The Tenderer shall submit the following additional documents in its Tender: As listed under Section III: Evaluation and Qualification Criteria under the heading – Preliminary Examination for Determination of Responsiveness
ITT 15.1	Alternative Tenders <i>shall not</i> be considered.
ITT 15.2	Alternative times for completion <i>shall not</i> be permitted.
ITT 15.4	Alternative technical solutions shall be permitted for the following parts of the Works: <i>Not Applicable</i>
ITT 14.5	The prices quoted by the Tenderer shall be: <i>Fixed</i>
ITT 20.1	The Tender validity period shall be 140 days.
ITT 20.3	(a) The delayed to exceedingNAnumber of days.
	(b) The Tender price shall be adjusted by the following percentages of the tender price:
	(i) By0_% of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, and
	(ii) By0_% the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension.
ITT 21.1	[If a Tender Security shall be required, a Tender-Securing Declaration shall not be required, and vice versa.] A Tender Security Shall not be required.
	A Tender-Securing Declaration shall be required.
	If a Tender Security shall be required, the amount and currency of the Tender Security shall be <b>Not applicable</b>
	[If a Tender Security is required, insert amount and currency of the Tender Security.  Otherwise insert "Not Applicable".] [In case of lots, please insert amount and currency of the Tender Security for each lot]
	Note: Tender Security is required for each lot as per amounts indicated against each lot. Tenderers have the option of submitting one Tender Security for all lots (for the combined total amount of all lots) for which Tenders have been submitted, however if the amount of Tender Security is less than the total required amount, the Procuring Entity will determine for which lot or lots the Tender Security amount shall be applied.]
ITT 21.2	Provide a <b>Tender Securing declaration form</b> will remain in force up to and including <b>one hundred and seventy (170) days</b> after the date of bid submission and beyond any period of extension subsequently requested under Clause 21.0 of Instructions to Bidder
ITT 21.5	On the Performance Security, other documents required shall be
ITT 22.1	In addition to the original of the Tender, the number of copies is: Submit original Tender online and One (1 No.) hard copy.
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <i>Legal proof of power of attorney</i>
D. Submission	and Opening of Tenders

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 24.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is:
	The Chief Officer, Public Works, Housing and Energy, Department of Public Works, Roads, Transport, Housing and Energy, P. O. Box 701 – 20303, OL KALOU.  Physical address for hand Courier Delivery to an office or Tender Box: TENDER BOX AT ARDHI HOUSE GROUND FLOOR; ADJACENT TO THE PUBLIC
	WORKS OFFICES IN OL KALOU TOWN
	Date and time for submission of Tenders: 28 <sup>th</sup> February 2025; 11.00am
	Tenders shall be submitted both electronically and physically (1 hard copy).
ITT 27.1	The Tender opening shall take place at the time and the address for Opening of Tenders provided below:
	(1) Name of Procuring Entity: COUNTY GOVERNMENT OF NYANDARUA; DEPARTMENT OF PUBLIC WORKS. ROADS, TRANSPORT, HOUSING AND ENERGY
	(2) Physical address for the location: <b>ARDHI HOUSE</b> , <b>OL KALOU TOWN</b>
	(3) State date and time of tender opening: 28 <sup>th</sup> February 2025; <b>11.00am</b>
ITT 27.1	If Tenderers are allowed to submit Tenders electronically, they shall follow the electronic tender submission procedures
ITT 27.6	The number of representatives of the Procuring Entity to sign is
E. Evaluation, a	and Comparison of Tenders
ITT 32.3	The adjustment shall be based on the <i>average</i> price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its Best estimate.
ITT 35.2	The invitation to tender is extended to the following groups that qualify for Reservations
	(These groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be; describe precisely which groups qualify).
ITT 33.2	A margin of preference <i>shall not</i> apply.
ITT 33.4	The invitation to tender is extended to the following groups that qualify for Reservations: <i>Not Applicable</i>
ITT 36.1	At this time, the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by subcontractors selected in advance.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS				
ITT 36.2	Contractor's may propose subcontracting: Maximum percentage of subcontracting permitted is: 0% of the total contract amount. Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience. (Not Applicable)				
ITT 36.3	The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: <i>Not Applicable</i> For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Tenderer for the purpose of evaluation: <i>Not Applicable</i>				
ITT 37.2 (e)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.				
ITT 51.1	The person named to be appointed as Adjudicator is  of				
ITT 54.1	The procedures for making a Procurement-related Complaint are available from the PPRA website <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a> .  If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:  For the attention: ENG. PETER MWANGI KARANJA  Title/position: ACCOUNTING OFFICER – PUBLIC WORKS, ROADS, TRANSPORT, HOUSING AND ENERGY  Procuring Entity: COUNTY GOVERNMENT OF NYANDARUA; DEPARTMENT OF PUBLIC WORKS. ROADS, TRANSPORT, HOUSING AND ENERGY  Email address: admin-transport@nyandarua.go.ke  In summary, a Procurement-related Complaint may challenge any of the following:  (i) The terms of the Tender Documents and  (ii) The Procuring Entity's decision to award the contract.				

## SECTION III- EVALUATION AND QUALIFICATION CRITERIA

#### **General Provisions**

#### 1. General Provisions

- 1.1 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entityshall use the Standard Tender Evaluation Document for Goods and Works for evaluating Tenders.
- Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
  - a) For construction turnover or financial data required for each year Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
  - b) Value of single contract Exchange rate prevailing on the date of the contract signature.
  - c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

#### 13 Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

#### 2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of "Part 2 – Procuring Entity's Works Requirements", including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

#### TENDER EVALUATION CRITERIA

After tender opening, the tenders will be evaluated in **Three (3 No.)** stages, namely:

- 1. Preliminary examination:
- 2. Technical evaluation and
- 3. Financial Evaluation

## **STAGE 1: PRELIMINARY EXAMINATION**

This stage of evaluation shall involve examination of the pre-qualification conditions as set out in the Tender Advertisement Notice or Letter of Invitation to Tender and any other conditions stated in the bid document.

These conditions shall include provision of the following as shown in Table 1 below:

**Table 1: Preliminary Evaluation Criteria** 

Item No.	Evaluation Criteria / Condition / Requirement Description	Requirement Priority
(A)	PRELIMINARY EVALUATION CRITERIA	
1.	<ul> <li>a) Properly and dully filled, signed and stamped form of bid and appendix to form of bid by the authorized person through the power of attorney. with a bid validity of One Hundred and Fourty (140) days, from the specified date of bid opening {(140) days}. In addition:  The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.  The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.</li> <li>b) Properly and dully filled, signed and stamped Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.</li> <li>c) Properly and dully filled, signed and stamped Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.</li> <li>d) Properly and dully filled, signed and stamped Self- Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.</li> <li>e) Properly and dully filled, signed and stamped Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal 2015.</li> <li>f) Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender</li> </ul>	Must be filled/ submitted
2.	Provide a <b>Tender Securing declaration form</b> will remain in force up to and including <b>one hundred and seventy (170) days</b> after the date of bid submission and beyond any period of extension subsequently requested under Clause 21.0 of Instructions to Bidder	Must be submitted
3.	Certified Certificate of Incorporation or Business Registration issued by Registrar of Companies.	Must be submitted
4.	Current Certified CR12 Certificate (dated within 6 Months before date of opening) from the Registrar of Companies. This should be provided with Identification Documents of Directors and all individuals listed on the CR12. (ID or Passport). For Corporate Directors, CR12 or its equivalent for the corporate  Directors, Identification Documents for the corporate Director and its directors MUST be provided.	Must be submitted
5.	Valid Tax Compliance Certificate as at the date of tender opening.	
		Must be submitted
6.	Current Certificate of Registration with NCA (Categories 8 and above with a valid NCA practicing license	Must be submitted
7.	Submit a written power of attorney authorizing the signatory of the bid to commit the Bidder Witnessed by a Commissioner of Oaths if the signatory is not a director/ partner	Must be submitted
8.	Chronological Serialization of all the pages of the tender document (this should be sequential in the format of 1,2,3,4,5) from the first page to the last page.	Must be Serialized
9.	The Tender submission <b>SHALL</b> be as follows: a) IFMIS System https://: supplier.treasury.go.ke b) One Original clearly marked "ORIGINAL",	Must be submitted
10.	Provide a Properly and dully filled, signed and stamped proof of having not been declared ineligible by the PPRA as described in ITT 3.7	Must be submitted
11.	Provide a Properly and dully filled, signed and stamped Bill of Quantities (any alterations should be countersigned by the authorized person)	Must be Filled
12.	Tenderer is registered with appropriate authority ( <b>Youth</b> ) Registered with National Treasury- Valid Certificate).	Must be submitted

13.	of supplem NOTE: Th	roperly and dully filled, signed and stamped, the following schedules nentary information.  at bidders should not alter the format of any of the forms under this y alteration shall lead to disqualification of the bid			
a)	FORM PER-1 & 2:	Must be Filled			
b)	FORM 4:    Should be provided .   Properly and dully filled, signed and stamped form of tenderers qualification without pre-qualification.   FORM ELI-1.1 (Properly and dully filled, signed and stamped form of Tenderer Information)		Must be Filled		
c)	FORM ELI-1.1				
d)	FORM ELI-1.2	I Intermation Form (to be completed for each			
e)	FORM CON-2	Properly and dully filled, signed and stamped form of Historical Contract Non-Performance, Pending Litigation and Litigation History	Must be Filled		
f)	FORM SD1:	Properly and dully filled, signed and stamped form of Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.	Must be Filled		
g)		Must submit APPENDIX 1 form of -fraud and corruption must be attached (Appendix 1 shall not be modified).	Must be Submitted		
B) ER	ROR CHEC				
	✓ The ter absolu amend ✓ Provid handle				
10)	A. Any error of the t				
18)	<b>B.</b> Any err quantit that aff tender				
		is a discrepancy between words and figures, the amount in words			
	shall properties of the shall				

## C) QUALIFICATION CRITERIA

Table 2: Technical & Financial Capacity Evaluation

Qualification Criteria				Compliance Requirements			Documentation
	Subject Requi		Requirement Single Entity	Joint Venture			— Submission
No.		Requirement		All Parties Combined	Ea ch Pa rty	One Party	Requirements
1. Historic	al Contract Non-P	erformance					
1.1	History of Non- Performing Contracts	Non-performance of a contract did not occur within the last five (5) years prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.	Must meet requirement by itself or as party to past or existing JV	N/A	Must meet requiremen t by itself or as party to past or existing JV	N/A	Form CON-2
1.2	Pending Litigation	All pending litigation shall in total not represent more than thirty percent (30%) of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as party to past or existing JV	N/A	Must meet requiremen t by itself or as party to past or existing JV	N/A	Form CON-2

2. Work Me	ethodology							
2.1	Work Methodology	Submission of a work methodology	Should demonstrate understanding the scope of works and othe general requirements	the scope of	N/A		N/A	Must Submit
2.2	Work Schedule	Submission of work schedule fo the specific construction works	Should clearly indicate timelines tasks execution a the estimated tim of project completion	nd of tasks execution	N/A		N/A	Must Submit
3. Site Staf	f		<u> </u>	<u>.</u>	•			
	The site staff sha	ll possess minimum levels set belov	w;					
3.1	Site Agent	Qualification = Diploma in Civil Eng. General General Experience= 6yrs, Specific Experience = 3 Yrs	Must meet requirements	Must meet requirement	N/A	N/ A		pporting Evidence ertified Certificates/

# **STAGE 2: TECHNICAL EVALUATION**

## A) Assessment for eligibility

The tender document shall be examined based on the assessment for eligibility for the STANDARD FORMS considered in this section shall be as shown below

<u>PARAMETER</u>	SCORING MARKS
(i) Key Personnel	20
(ii) Work Methodology	30
(iii) Work Schedule	30
(iv) Litigation History	20
TOTAL SCORE	100

The detailed Assessment for Eligibility shall be as shown in Table 2 below:

**TABLE 4: Assessment for Eligibility** 

Item	Description	Points Scored	Maximum Points
	Key Personnel (Attach evidence)		
1	Site Agent (Who is at least Diploma/ High Diploma holder in a Civil Engineering Related Field)  • With over Five (5 No.) years relevant experience 15  • With under Five (5 No.) years relevant experience 5		20
2	Elaborate Work methodology		30
3	Clear specific work Schedule, outlining all tasks and their timelines		30
4	Litigation History signed and Stamped by an Attorney or Commissioner for Oaths  • Provided 20 • Not provided 0		20
	TOTAL		100

Note: Bidders who score 70 points and above shall be considered for further evaluation

#### **STAGE 3: FINANCIAL EVALUATION**

Upon completion of the technical evaluation a detailed financial evaluation shall follow.

The financial evaluation shall proceed in the manner described in the Public Procurement and Asset Disposal Act (2015).

The evaluation shall be in three parts:

- a) Determination of the corrected tender sum;
- b) Comparison of rates for major components of works and
- c) Consistency of the rates.

#### A) Determination of the corrected tender sums

All arithmetic errors are to be noted and reported accordingly.

**NOTE:** The Procuring Entity will determine the arithmetic errors as follows:

- 1. In the event of a discrepancy between the tender amount as stated in the Form of Tender and the tender figure in the main summary of the Bills of Quantities, the amount as stated in the Form of Tender shall prevail.
  - 2. Pursuant to Section 82 of the Public Procurement and Asset Disposal Act 2015, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity;
  - 3. Tenders with arithmetic errors shall be disqualified as per Clauses 74(2) and 75(1) of the Public Procurement and Asset Disposal Regulations 2020 which states: Clause 74(2): "Subject to section 79(2)(b) of the Act any errors in the submitted tender arising from a miscalculation of unit price quantity subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive." Clause 75(1): "A procuring entity shall reject all tenders which are not in conformity to the requirements of section 79 of the Act and regulation 74 of these Regulations"

#### B) Comparison of Rates for major components of Works

The evaluation committee will compare the rates for major components of works and make note.

## C) Consistency of the Rates

The evaluation committee will compare the consistency of rates for similar items and note all inconsistencies of the rates for similar items.

#### **RECOMMENDATION FOR AWARD**

The successful bidder shall be the tenderer with the lowest evaluated and responsive tender price.

#### **Due Diligence**

This activity will be carried out by the committee, as appointed by the Accounting Officer, on the successful bidder only.

#### 3. Tender Evaluation (ITT 35)

**Price evaluation:** In addition to the criteria listed in ITT 35.2 (a) – (d) the following criteria shall apply:

- i) **Alternative Completion Times,** if permitted under ITT 13.2, will be evaluated as follows: *Not Applicable*
- ii) Alternative Technical Solutions for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows: *Not Applicable*
- iii) Other Criteria; if permitted under ITT 35.2(d) ......

#### 4. Multiple Contracts

4.1 Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

#### **OPTION 1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

#### **OPTION 2**

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

#### 5. Alternative Tenders (ITT 13.1)

An alternative if permitted under ITT 13.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part2-Works Requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring

#### 6. MARGIN OF PREFERENCE

- 61 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded one valuated price of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 62 Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contract or or group of contractors qualifies for a margin of preference.
- After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders to shall be classified into the following groups:
  - i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
  - ii) GroupB: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group Band the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

#### 7. Post qualification and Contract award (ITT 39), more specifically,

- a) In case the tender <u>was subject to post-qualification</u>, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) Incase the tender <u>was not subject to post-qualification</u>, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.

i)	The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings
ii)	Minimum <u>average</u> annual construction turnover of Kenya Shillings [insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last

	iii)	At least(insert number) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillingsequivalent.	
	iv)	Contractor's Representative and Key Personnel, which are specified as	
	v)	Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as [specify requirements for each lot as applicable]	
	vi)	Other conditions depending on their seriousness.	
a)	History of non-performing contracts:  Tenderer and each member of JV incase the Tenderer is a JV, shall demonstrate that Non-performance a contract did not occur because of the default of the Tenderer, or the member of a JV in the last(Specify years). The required information shall be furnished the appropriate form.		
b)	Fina Ten resp	ding Litigation and prospective long-term profitability of the Single Tenderer, and in the case the derer is a JV, of each member of the JV, shall remain sound according to criteria established with ect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.	
c)	info or o	re shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last  (Specify years). All parties to the contract shall furnish the rmation in the appropriate form about any litigation or arbitration resulting from contracts completed engoing under its execution over the years specified. A consistent history of awards against the derer or any member of a JV may result in rejection of the tender.	

### 1. FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipm	nent		
Equipment information	Name of manufacturer	Model and power rating	
	Capacity	Year of manufacture	
Current status	Current location	1	
	Details of current commitments		
Source	Indicate source of the equipment  ☐ Owned ☐ Rented ☐ Leased	☐ Specially manufactured	
	ng information for equipment owned by the To	enderer.	
Owner	Name of owner Address of owner		
	Telephone	Contact name and title	
	Fax Telex		
Agreements	Details of rental / lease / manufacture agreements specific to the project		

### 2. FORM PER-1

## **Contractor's Representative and Key Personnel Schedule**

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel.

1.	.   Title of position: Contractor's Representative			
	<b>Duration of</b>	[insert the whole period (start and end dates) for which this position will be engaged]		
	appointment:			
	Time	[insert the number of days/week/months/ that has been scheduled for this position]		
	commitment: for			
	this position:			
	Expected time	[insert the expected time schedule for this position (e.g. attach high level Gantt chart]		
	schedule for this			
	position:			
2.	Title of position: [_			
	N. 0 11.1			
}	Name of candidate:			
	Duration of	[insert the whole period (start and end dates) for which this position will be engaged]		
}	appointment:			
	Time commitment: for	[insert the number of days/week/months/ that has been scheduled for this position]		
	this position:			
}	Expected time	[insert the expected time schedule for this position (e.g. attach high level Gantt chart]		
	schedule for this	[insert the expected time schedule for this position (e.g. diluch nigh level Gunit chart]		
	position:			
3.	Title of position: /	7		
"				
1	Name of candidate:			
İ	Duration of	[insert the whole period (start and end dates) for which this position will be engaged]		
	appointment:			
ĺ	Time	[insert the number of days/week/months/ that has been scheduled for this position]		
	commitment: for			
	this position:			
	Expected time	[insert the expected time schedule for this position (e.g. attach high level Gantt chart]		
	schedule for this			
	position:			
4.	Title of position: [_			
	NI C 11 4			
}	Name of candidate: Duration of			
	appointment:	[insert the whole period (start and end dates) for which this position will be engaged]		
}	Time	[insert the number of days/week/months/ that has been scheduled for this position]		
	commitment: for	[insert the number of days/week/months/ that has been scheduled for this position]		
	this position:			
}	Expected time	[insert the expected time schedule for this position (e.g. attach high level Gantt chart]		
	schedule for this	[insert the expected time schedule for this position (e.g. diden night level odini chart]		
	position:			
	Title of position: [in	sert title]		
5.	Name of candidate			
	<b>Duration of</b>	[insert the whole period (start and end dates) for which this position will be engaged]		
	appointment:			

Time	[insert the number of days/week/months/ that has been scheduled for this position]
commitment: for	
this position:	
Expected time	[insert the expected time schedule for this position (e.g. attach high level Gantt chart]
schedule for this	
position:	

### 3. **FORM PER-2:**

Resume and Declaration - Contractor's Representative and Key Personnel

Name of Tend	erer			
Position [#1]:	[title of position from Form PER-1]			
Personnel information	Name:	Date of birth:		
	Address:	E-mail:		
	Professional qualifications:			
	Academic qualifications:			
	Language proficiency: [language and l	evels of speaking, reading and writing skills]		
Details				
	Address of Procuring Entity:			
	Telephone:	Contact (manager / personnel officer):		
	Fax:			
	Job title:	Years with present Procuring Entity:		

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
[main project details]	[role and responsibilities on the project]	[time in role]	[describe the experience relevant to this position]

#### **DECLARATION**

I, the under signed [insert either "Contractor's Representative" or "Key Personnel" as applicable], certify that to the Lowest of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details	
Commitment to duration of contract:	[insert period (start and end dates) for which this	
	Contractor's Representative or Key Personnel is available	
	to work on this contract]	
Time commitment:	[insert period (start and end dates) for which this	
	Contractor's Representative or Key Personnel is available	
	to work on this contract]	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tenderevaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: [insert name]
Signature:
Date: (day month year):
Countersignature of authorized representative of the Tenderer:
Signature:
Date: (day month year):

### 4. TENDERERS QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

### 4.1FORM ELI -1.1

Tenderer Information Form
Date:
ITT No. and title:
Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration:
[icate country of Constitution]
Tenderer's actual or intended year of incorporation:
·
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information
Name:
Address:
Telephone/Fax numbers:
E-mail address:
1. Attached are copies of original documents of
Articles of Incorporation (or equivalent documents of constitution or association), and/or
documents of registration of the legal entity named above, in accordance with ITT 3.6
☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5
☐ In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents
establishing:
Legal and financial autonomy
Operation under commercial law
• Establishing that the Tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors

### 4.2 **FORM ELI-1.2**

# Tenderer's JV Information Form (To be completed for each member of Tenderer's JV)

Date:
ITT No. andtitle:
Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: Address: Telephone/Fax numbers: E-mail address:
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 43.6. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.8.
2 Included are the organizational chart and a list of Board of Directors

### 4.3 **FORM CON – 2**

### **Historical Contract Non-Performance, Pending Litigation and Litigation History**

JV Member's Name		
ITT No. and title:		
	n accordance with Section III, Evaluation and Qualification Ca	
☐ Contract non-perfo Qualification Criteria, Sub-F	rmance did not occur since 1 <sup>st</sup> January [insert year] specified in factor 2.1.	Section III, Evaluation and
☐ Contract(s) not per Qualification Criteria, requ	formed since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, I irement 2.1	Evaluation and
Year Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[insert [insert amount wear] and percentage]	Contract Identification: [indicate complete contract name/number, and any other identification]  Name of Procuring Entity: [insert full name]  Address of Procuring Entity: [insert street/city/country]  Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accord	lance with Section III, Evaluation and Qualification Criteria	
☐ No pending litigation	on in accordance with Section III, Evaluation and Qualification accordance with Section III, Evaluation and Qualification Crit	· · · · · · · · · · · · · · · · · · ·

Year of	Amount in disput	e Contract Identification	<b>Total Contract</b>
dispute	(currency)		Amount
			(currency),
			Kenya Shilling
			Equivalent
		C + II - 'C' - '	(exchange rate)
		Contract Identification:	
		Name of Procuring Entity:	
		Address of Procuring Entity: Matter in dispute:	
		Party who initiated the dispute:	
		Status of dispute:	
		Contract Identification:	
		Name of Procuring Entity:	
		Address of Procuring Entity:	
		Matter in dispute:	
		Party who initiated the dispute:	
		Status of dispute:	
Litigation Hi	istory in accordance with	Section III, Evaluation and Qualification Criter	ia
□ No I	Litigation History in acco	ordance with Section III, Evaluation and Qualifica	tion Criteria, Sub-
Factor 2.4.			
		nce with Section III, Evaluation and Qualification	Criteria, Sub-
	indicated below.		T
Year of	Outcome as	Contract Identification	<b>Total Contract</b>
award	percentage of Net		Amount
	Worth		(currency),
			Kenya Shilling
			Equivalent (exchange rate)
[insert	[insert percentage]	Contract Identification: [indicate complete	[insert amount]
year]	[insert percentage]	contract name, number, and any other	
yearj		identification]	
		Name of Procuring Entity: [insert full name]	
		Address of Procuring Entity: [insert	
		street/city/country]	
		Matter in dispute: [indicate main issues in	
		dispute]	
		Party who initiated the dispute: [indicate	
		"Procuring Entity" or "Contractor"]	
		Reason(s) for Litigation and award decision	
		[indicate main reason(s)]	

### 4.4 FORM FIN -3.1:

**Financial Situation and Performance** 

Tenderer's Name:	
Date:	
JV Member's Name	
ITT No. and title:	

### 4.4.1 Financial Data

Type of Financial information in	r previous	years,						
(currency)	(amount i	(amount in currency, currency, exchange rate*, USD equivalent)						
	Year 1	Year 2	Year 3	Year 4	Year 5			
Statement of Financial Position (Info	ormation from	Balance Sheet	i)					
Total Assets (TA)								
Total Liabilities (TL)								
Total Equity/Net Worth (NW)								
Current Assets (CA)								
Current Liabilities (CL)								
Working Capital (WC)								
Information from Income Statement								
Total Revenue (TR)								
Profits Before Taxes (PBT)								
Cash Flow Information								
Cash Flow from Operating Activities	s							

<sup>\*</sup>Refer to ITT 15 for the exchange rate

#### 4.4.2Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

4	4	21	7:	a w	cia	L				40
4	4	. <b>1</b> I	41n	an	CIA	เก	OCI	ıım	en	TC

The Tenderer and its parties shall provide copies of financial statements for	_years pursuant Section III,
Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:	

- 4.4.1.1 reflect the financial situation of the Tenderer or incase of JV member, and not an affiliated entity (such as parent company or group member).
- 4.4.1.2 be independently audited or certified in accordance with local legislation.
- 4.4.1.3 be complete, including all notes to the financial statements.
- 4.4.1.4 correspond to accounting periods already completed and audited.

Attached are copies of financial statements <sup>1</sup> for the	years required above; and complying with the
requirements	

#### 4.5 FORM FIN – 3.2:

### **Average Annual Construction Turnover**

Tenderer's Name:		
Date:		
JV Member's Name		
ITT No. and title:		

Annual turnover data (construction only)						
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent			
[indicate year]	[insert amount and indicate currency]					
Average Annual Construction Turnover *						

<sup>\*</sup> See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

#### 4.6 FORM FIN -3.3:

#### **Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cashflow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Fina	Financial Resources					
No.	Source of financing	Amount (Kenya Shilling equivalent)				
1						
2						
3						

#### 4.7 FORM FIN-3.4:

#### **Current Contract Commitments / Works in Progress**

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

	<b>Current Contract Commitments</b>							
N o.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month)]			
1								
2								
3								
4								
5								

## 4.8 **FORM EXP - 4.1**

### **General Construction Experience**

Date: JV Membe	r's Name		
Page		ofpages	
Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: Brief Description of the Works performed by the Tenderer: Amount of contract: Name of Procuring Entity: Address:	
		Contract name: Brief Description of the Works performed by the Tenderer: Amount of contract: Name of Procuring Entity: Address:	
		Contract name: Brief Description of the Works performed by the Tenderer: Amount of contract:	

Name of Procuring Entity:

Address:

# 4.9 FORM EXP - 4.2(a) Specific Construction and Contract Management Experience

Information			
Prime	Member in	Management	Sub-
Contractor	JV	Contractor	contractor
		Kenya Shilling	
	Prime	Information  Prime Member in	Information  Prime Member in Management Contractor □ JV Contractor □ □ □

#### 4.10 **FORM EXP - 4.2 (a) (cont.)**

### **Specific Construction and Contract Management Experience (cont.)**

Simila	r Contract No.	Information
Descrip	otion of the similarity in accordance	
with Su	ab-Factor 4.2(a) of Section III:	
1.	Amount	
2.	Physical size of required works	
items		
3.	Complexity	
4.	Methods/Technology	
5.	Construction rate for key activities	
6.	Other Characteristics	

## 4.11 **FORM EXP - 4.2(b)**

### **Construction Experience in Key Activities**

Tenderer's Name:				
Date: Tenderer's JV Member Name:				
Sub-contractor's Name <sup>1</sup> (as per ITT 34):				
ITT No. and title:				
111 1vo. and title.	_			
All Sub-contractors for key activities mu	ist complete the	information i	n this form as	ner ITT 34 and
Evaluation and Qualification Criteria, S		1111011111001011	n uns ronn us	perirra
1. Key Activity No One:				
	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract		Member in	Management	Sub-contractor
	Contractor J	TV .	Contractor	
Total Contract Amount			Kenya Shillin	g
Quantity (Volume, number or rate of	Total quantity in	n Percentage	e	Actual
production, as applicable) performed under		participati		Quantity
the contract per year or part of the year	(i)	(ii)		Performed
				(i) x (ii)
Year 1				
Year 2				
Year 3				
57 A				
Year 4				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

<sup>&</sup>lt;sup>1</sup> If applicable

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	

2. Activity No. Two 3. .....

#### **OTHER FORMS**

#### 5. FORM OF TENDER

and 4;

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

#### INSTRUCTIONS TO TENDERERS

- i) All italicized text is to help the Tenderer in preparing this form.
- *ii)* The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (xxii) below.

DECL	RATION FORMS OF THE TENDERER as listed under (xxii) below.	
Date	f this Tender submission:[insert date (as day, month and year) of Tender submission] T	<sup>r</sup> ender
Name	and Identification:[insert identification] Alternative	e No.:
	[insert identification No if this is a Tender for an alternative]	
То:	[Insert complete name of Procuring Entity]	
Dear	Sirs,	
1.	n accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for to execution of the above named Works, we, the undersigned offer to construct and complete the Works at emedy any defects therein for the sum of Kenya Shillings [[Amount in figures] Ken Shillings [amount in words]	nd
	The above amount includes foreign currency amount (s) of [state figure or a percentage and currency] [figu[words]	res]
	The percentage or amount quoted above does not include provisional sums, and only allows not more than to oreign currencies.	wo
2.	We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the eceipt of the Engineer's notice to commence, and to complete the whole of the Works comprised in the Contravithin the time stated in the Particular Conditions of Contract.	
3.	We agree to adhere by this tender until[Insert date], and it shall remain binding up as and may be accepted at any time before that date.	on
4.	Unless and until a formal Agreement is prepared and executed this tender together with your written acceptant hereof, shall constitute abinding Contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive.	
5.	Ve, the undersigned, further declare that:	
	No reservations: We have examined and have no reservations to the tender document, including Adden	ıda

*Eligibility*: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3

<u>Tender-Securing Declaration</u>: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's

Country in accordance with ITT 19.8;

- (iv) <u>Conformity</u>: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: [insert a brief description of the Works];
- (t) <u>Tender Price:</u> The total price of our Tender, excluding any discounts offered in item 1 above is: [Insert one of the options below as appropriate]
- (vi) Option1, incase of one lot: Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]; Or

#### **Option2**, in case of multiple lots:

- a) <u>Total price of each lot</u> [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and
- b) <u>Total price of all lots</u> (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];
- vii) Discounts: The discounts offered and the methodology for their application are:
- viii) The discounts offered are: [Specify in detail each discount offered.]
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- x) <u>Tender Validity Period</u>: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1(as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) <u>Performance Security:</u> If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) <u>One Tender Per Tender</u>: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) <u>Suspension and Debarment</u>: 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.
- xiv) <u>State-owned enterprise or institution:</u> [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];
- xv) <u>Commissions, gratuities, fees</u>: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- xvi) <u>Binding Contract</u>: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) <u>Not Bound to Accept</u>: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other. Tender that you may receive;
- xviii) <u>Fraud and Corruption:</u> 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;
- xix) <u>Collusive practices</u>: We hereby certify and confirm that the tender 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 Tender Determination" attached below.
- we undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_\_\_(specify website) during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- xxii) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire to establish we are not in any conflict to interest.
  - b) Certificate of Independent Tender Determination to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer– to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in "Appendix 1- Fraud and Corruption" attached to the Form of Tender.

Na	ame	of the	e Tenc	lerer:	*  i1	nsert	comp	olete	name	of	person	Sig	zning	t th	'nе
----	-----	--------	--------	--------	-------	-------	------	-------	------	----	--------	-----	-------	------	-----

*Tender*]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\*[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender**: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown

above] Date signed	[insert date of	f signing] da	ay of [ <i>insert i</i>	month],[	insert year]

Date signed	day of	

#### Notes

<sup>\*</sup> In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

<sup>\*\*</sup> Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender,

### A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

#### **Instruction to Tenderer**

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### i) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	<ol> <li>Country</li> <li>City</li> <li>Location</li> <li>Building</li> <li>Floor</li> <li>Postal Address</li> <li>Name and email of contact person.</li> </ol>
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (postal and physical addresses, email, and telephone number) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (postal and physical addresses, email, and telephone number) of state which stock exchange	

	. 0.11						
Nar Nat	ne in full	Age_	ntry of Origin				
NationalityCountry of OriginCitizenship							
	iii) Partnership, provide						
	Names of Partners	Nationality	Citizenship	% Shares owned			
1							
2							
3							
(iv)	Registered Company	provide the following det	ails				
(11)		Company					
		and issued capital of the (					
	•	•					
	•	9 1					
	-	rectors as follows.	•••••				
	iii) Give details of Di	rectors as follows.					
		NT 4* 1*4	G:4: 1:	0/ 01			
_	Names of Director	Nationality	Citizenship	% Shares owned			
	Names of Director	Nationality	Citizensnip	% Shares owned			
2	Names of Director	Nationality	Citizensnip	% Shares owned			
2	Names of Director	Nationality	Citizensnip	% Shares owned			
2							
2		TEREST- Interest of the					
2	DISCLOSURE OF IN  i) Are there any person	TEREST- Interest of the	e Firm in the Procur	ing Entity.			
2	DISCLOSURE OF IN  i) Are there any person	TEREST- Interest of the	e Firm in the Procur	ing Entity.			
2	DISCLOSURE OF IN  i) Are there any person	TEREST- Interest of the on/persons in	e Firm in the Procur				
2	i) Are there any person or relationship in the	TEREST- Interest of the on/persons in	e Firm in the Procur	ing Entity.			
1 2 3 3 (v)	i) Are there any person or relationship in the If yes, provide details a	on/persons in	e Firm in the Procur	ing Entity.  curing Entity) who has/have an inter			
2 3 (v)	i) Are there any person or relationship in the If yes, provide details a	on/persons in	e Firm in the Procur	ing Entity.  curing Entity) who has/have an inter-			

1		
2		
3		

### ii) Conflict of interestdisclosure

	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	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering 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 tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender 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 Tender document or specifications of the Contract, and/or the Tender 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 such 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 tendering process and execution of the Contract?		

### C

n given above is complete, current and accurate as at the date
Title or Designation
(Date)
1

### B. <u>CERTIFICATE OF INDEPENDENT TENDER DETERMINATION</u>

of Pr	e undersigned, in submitting the accompanying Letter of Tender to the rocuring Entity] for: onse to the request for tenders made by:	[Name and [Name]		Name [Name ber of tender] in Tenderer] do
here	by make the following statements that I certify to be true and complete in	every respect:		,
I cer	tify, on behalf of	[Name of Tende	rer] tl	nat:
1.	I have read and I understand the contents of this Certificate;			
2.	I understand that the Tender will be disqualified if this Certificate is foun respect;	nd not to be true a	and co	omplete in every
3.	I am the authorized representative of the Tenderer with authority to sign the Tender on behalf of the Tenderer;	this Certificate, a	ınd to	submit
4.	For the purposes of this Certificate and the Tender, I understand that the individual or organization, other than the Tenderer, whether or not affilia	ted with the Tend		
	a) has been requested to submit a Tender in response to this request for			
	b) could potentially submit a tender in response to this request for tend abilities or experience;	lers, based on the	ir qua	alifications,
5.	<ul> <li>The Tenderer discloses that [check one of the following, as applicable]:</li> <li>a) The Tenderer has arrived at the Tender independently from, and with agreement or arrangement with, any competitor;</li> <li>b) the Tenderer has entered into consultations, communications, agreement competitors regarding this request for tenders, and the Tenderer discomplete details thereof, including the names of the competitors are consultations, communications, agreements or arrangements;</li> </ul>	nents or arrangem iscloses, in the a	ents v	with one or more ed document(s)
6.	In particular, without limiting the generality of paragraphs (5) (a) or (5) (consultation, communication, agreement or arrangement with any competa) prices; b) methods, factors or formulas used to calculate prices; c) the intention or decision to submit, or not to submit, a tender; or d) the submission of a tender which does not meet the specifications of specifically disclosed pursuant to paragraph (5) (b) above;	etitor regarding:		
7.	In addition, there has been no consultation, communication, agreement regarding the quality, quantity, specifications or delivery particulars or request for tenders relates, except as specifically authorized by the predisclosed pursuant to paragraph (5) (b) above;	f the works or s	ervice	es to which this
8.	The terms of the Tender have not been, and will not be, knowingly of indirectly, to any competitor, prior to the date and time of the official ten Contract, whichever comes first, unless otherwise required by law or paragraph (5) (b) above.	nder opening, or o	of the	awarding of the
Nam	ne			
Title				
Date				

[Name, title and signature of authorized agent of Tenderer and Date]

### FORM SD1

## SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

	, (		do hereby make a statement as
	lows: -	. Republic of	do nereby make a statement as
1.	for		y) who is a Bidder in respect of Tender Notation) for (insert
2.	THAT the aforesaid Bidder, its Dir procurement proceeding under Par		been debarred from participating in
3.	THAT what is deponed to herein al	bove is true to the best of my know	ledge, information and belief.
	(Title)	(Signature)	(Date)
	Bidder Official Stamp		

### FORM SD2

## SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,	of P.O. Box being a resident of in the
	olic ofdo hereby make a statement as follows: -
1.	THAT I am the Chief Executive/Managing Director/PrincipalOfficer/Director of
2	THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt of fraudulent practice and has not been requested to pay any inducement to any member of the Board Management, Staff and/or employees and/or agents of
3.	THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement toam member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)
4.	THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5.	THAT what is deponed to herein above is true to the best of my knowledge, information and belief.
	(Title) (Signature) (Date)

Bidder's Official Stamp

### DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I
Procurement and Asset Disposal and my responsibilities under the Code.
I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procuremen and Asset Disposal.
Name of Authorized signatory
Sign
Position
Office address
E-mailName of the Firm/Company
Date
(Company Seal/Rubber Stamp where applicable) Witness
Name
Sign
Date

#### D. APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

#### 1. Purpose

1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (no. 33 of 2015) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

#### 2. Requirements

- 21 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 22 Kenya's public procurement and asset disposal act *(no. 33 of 2015)* under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
  - 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the person shall be
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement
    - a) shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
  - 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a director indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.
- 23 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
  - a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:

- i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v) "obstructive practice" is:
  - deliberately destroying, falsifying, altering, or concealing of evidence material to theinvestigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
  - "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

<sup>&</sup>lt;sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraudand Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

## FORM OF TENDER SECURITY-[Option 1-Demand Bank Guarantee] Beneficiary: **Request for Tenders No:** Date: TENDER GUARANTEE No.: We have been informed that \_\_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of \_\_\_\_\_ 1. We have been informed that under Request for Tenders No. \_\_\_\_\_("the ITT"). 2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee. 3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_(\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant: (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance. 4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above

onor before that date.

[signature(s)]

### FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TEN	DER GUARANTEE No.:		
1.		[nderer] (hereinafter called "the tenderer") has submitted its tender date der] for the	
2.	having our registered office at [Name of Procuring Entity] (herein (Currency and guarantee amount) Guarantor binds itself, its successor	for which payment well and truly to be made to the said Procuring Entity, the rs and assigns, jointly and severally, firmly by these presents.	
	Sealed with the Common Seal of t	he said Guarantor thisday of 20	
3.	NOW, THEREFORE, THE CONI	OITION OF THIS OBLIGATION is such that if the Applicant:	
		ring the period of Tender validity set forth in the Principal's Letter of Tend "), or any extension thereto provided by the Principal; or	er
	Validity Period or any ext agreement; or (ii) has faile	ne acceptance of its Tender by the Procuring Entity during the Tendension thereto provided by the Principal; (i) failed to execute the Contrad to furnish the Performance Security, in accordance with the Instruction Procuring Entity's Tendering document.	ct
	receipt of the Procuring Entity's its demand, provided that in its	immediately pay to the Procuring Entity up to the above amount upofirst written demand, without the Procuring Entity having to substantia demand the Procuring Entity shall state that the demand arises from the events, specifying which event(s) has occurred.	te
4.	the contract agreement signed by is not the successful Tenderer, up	f the Applicant is the successful Tenderer, upon our receipt of copies of the Applicant and the Performance Security and, or (b) if the Application the earlier of (i) our receipt of a copy of the Beneficiary's notification of the Tendering process; or (ii)twenty-eight days after the end of the	nt on
5.	Consequently, any demand for parabove on or before that date.	yment under this guarantee must be received by us at the office indicate	ed.
	[Date]	[Signature of the Guarantor]	
	[Witness]	[Seal]	

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

### FORM OF TENDER-SECURING DECLARATION

[Tł	ne Bidder shall complete this Form in accordance with the instructions indicated]
Da	te:[Insert date (as day, month and year) of Tender Submission]
Tei	nder No.:[Insert number of tendering process]
То	:[Insert complete name of
Pu	rchaser] 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.	<ul><li>I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:</li><li>a) our receipt of a copy of your notification of the name of the successful Tenderer; or</li><li>b) thirty days after the expiration of our Tender.</li></ul>
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
	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
	signing]
	Seal or stamp

### **Appendix to Tender**

#### **Schedule of Currency requirements**

Summary of currencies of the Tender fo	r	[insert name o	f Section o	f the	Works	s/

Name of currency	Amounts payable
Local currency:	
Foreign currency #1:	
Foreign currency #2:	
Foreign currency #3:	
Provisional sums expressed in local currency	[To be entered by the Procuring Entity]

#### 5. TECHNICAL PROPOSAL

The tender shall complete these sections as a Technical proposal to indicate how he/she intends to proceed with the works. The Procuring entity will review these Proposals and determine the extent to which they meet the required standards to complete the works.

#### 5.1 Site Organization

[Insert Site Organization information]

#### **5.2 Method Statement**

[Insert Method Statement]

#### **5.3 Mobilization Schedule**

[Insert Mobilization Schedule]

#### **5.4 Construction Schedule**

[Insert Construction Schedule]



### **SECTION V - DRAWINGS**

#### **SECTION VII- BILLS OF QUANTITIES**

#### 1. Objectives

The objectives of the Bill of Quantities are:

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

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

#### 2. Day work Schedule

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the Tenderers, the Day work Schedule should normally comprise the following:

- a) A list of the various classes of labor, materials, and Constructional Plant for which basic day work rates or prices are to be inserted by the Tenderer, together with a statement of the conditions under which the Contractor shall be paid for work executed on a day work basis.
- b) Nominal quantities for each item of day work, to be priced by each Tenderer at day work rates as Tender. The rate to be entered by the Tenderer against each basic day work item should include the Contractor's profit, overheads, supervision, and other charges.

#### 3. Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary priced Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the Special Conditions of Contract should state the manner in which they shall be used, and under whose authority (usually the Project Manager's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Tenderers in respect of any facilities, amenities, attendance, etc., to be provided by the successful Tenderer as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Tenderer to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the tendering document. They should not be included in the final tendering document.

#### 4. The Bills of Quantities

59 63



# REPUBLIC OF KENYA



# COUNTY GOVERNMENT OF NYANDARUA

THE DEPARTMENT OF PUBLIC WORKS, ROADS, TRANSPORT, HOUSING & ENERGY

PROPOSED CONSTRUCTION AND COMPLETION OF 1 (NO) BODABODA SHED AT MITI -IRII-GITHABAI WARD

FOR

THE DEPARTMENT OF PUBLIC WORKS, ROADS, TRANSPORT, HOUSING & ENERGY

# **BILLS OF QUANTITIES**

#### ARCHITECT,

COUNTY ARCHITECT, DIR. OF PUBLIC WORKS, NYANDARUA COUNTY, P.O. BOX 701-20303, OL KALOU

# ELEC/MECH ENGINEER

COUNTY ELEC / MECH. ENGINEER, DIR. OF PUBLIC WORKS, NYANDARUA COUNTY, P.O. BOX 701-20303, OL KALOU

#### QUANTITY SURVEYOR,

COUNTY QUANTITY SURVEYOR, DIR. OF PUBLIC WORKS, NYANDARUA COUNTY, P.O. BOX 701-20303, OL KALOU

#### STRUCTURAL ENGINEER,

COUNTY ENGINEER - STRUCTURAL DIR. OF PUBLIC WORKS, NYANDARUA COUNTY, P.O. BOX 701-20303, OL KALOU

SEPTEMBER, 2024

# **BUILDER'S WORKS**

Item	Description of Works	Unit	Qty	Rate	Amount (Kshs)
	ELEMENT NO. 01 - PRELIMINARIES				
	The Contractor is to allow for all Preliminaries including site offices and stores, transport of workmen to and from site, transport of materials, supply, setting out, servicing, fueling of the plant and equipment, provision of plant operator, insurance for the works shall be the sole responsibility of the contractor and all other preliminaries incidental to these works				
A	Allow for all Preliminaries associated with the works	Item	1		
	Element 01				

ITEM	Description Of Works	Unit	Qty	Rate	Amount (Kshs)
	ELEMENT NO.2-SUBSTRUCTURES.				
	Site clearance				
A	Clear the site off bushes, grass, shrubs and all vegetation; cart away as directed.	SM	21		
	Oversite excavation	SIVI	21		
В	Excavate oversite to remove top soil average 150mm deep and remove from site	SM	21		
	<u>Excavation</u>				
С	Excavate oversite to reduce levels commencing from stripped level not exceeding 1.50 meters deep.	СМ	31		
D	Extra-over all excavation for excavating in rock irrespective of class	СМ	3		
Е	Return, fill-in and rum selected excavated materials to make up level.	СМ	25		
F	Remove and cart away from site surplus excavated materials spread on site as shown by the Client.	СМ	6		
	Filling				
G	Hardcore filling in making up levels, hand packed, exceeding 300mm thick in layers of 150mm maximum thickness	СМ	6		
Н	50mm thick murram blinding to surfaces of fill	SM	21		
	Antitermite treatment				
I	Premise 200 SC' or other equal and approved anti-termite insecticide treatment with ten years guarantee, applied strictly in accordance with manufacturer's instructions, to tops of fill and foundation walls	SM	21		
	Element 02				
	Substructure (All Provisional) Carried Forward			Kshs.	

ITEM	Description Of Works		Qty	Rate	Amount (Kshs)
	Brought Forward	Unit	- /	Kshs.	, ,
	Insitu concrete; reinforced; class 20 / 20; vibrated				
A	150mm thick bed	SM	21		
	Mass Concrete class Q (1:3:6)				
В	450x100mm thick haunching	LM	19		
	Fabric; B.S. 4483				
	Reference A98 mesh 200 x 200 mm , weight 2.22 kgs per square meter ( measured net - no allowance made for laps( including bends, tying wire and distance blocks	SM	21		
D	Edges of ground floor slab; 75 to 150mm wide	LM	19		
	Polythene sheet; 500 gauge, 200mm welted laps (no allowance made to laps), horizontal; 1 no. layer laid on compacted quarry dust blinding	SM	21		
	<u>Insitu finishings</u>				
	14mm thick 2 No. coat work cement sand (1:3) render; wood floated to concrete or blockwork base to walls; external	SM	21		
	Element 02				
	SUBSTRUCTURES CARRIED TO SUMMARY			KSHS	

ITEM	Description Of Works	Unit	Qty	Rate	Amount (Kshs)
	ELEMENT NO. 03 - SUPERSTRUCTURE				
	Steel members; all welded				
A	50x 50x3mm SHS thick column	LM	15		
В	40x40x3mm SHS thick horizontal rails	LM	31		
	Side Shades				
	Box Profile side sheets 30 gauge; including washers; prepainted				
С	Side shades ; fixed to steel structure (m/s) with J-bolts complete with nuts and rubber washers	SM	12		
	<u>BENCH</u>				
D	40X40X3mm thick SHS runners, welded and ground smooth	LM	6		
Е	500x3mm thick bench, welded and ground smooth	SM	3		
F	50X50X3mm SHS stands, spacing 1200 c/c	LM	6		
	Painting and Decorations				
	On Metal work				
	Prepare and apply one coat etching primer, one undercoat and three coats of gloss oil paint to the following surfaces				
G	General surfaces of plates; not exceeding 100mm girth external	LM	12		
Н	General surfaces of plates exceeding 100mm girth; external	SM	3		
	Element 03				
	R.C SUPERSTRUCTURE CARRIED TO SUMMARY			KSHS	

ITEM	Description Of Works	Unit	Qty	Rate	Amount (Kshs)
	•				
	ELEMENT NO.4- ROOFING				
	Box Profile roofing sheets 30 gauge; including washers; prepainted				
A	Roof covering not exceeding $45^{0}$ from horizontal; fixing to steel structure (m/s) with J-bolts complete with nuts and rubber washers	SM	25		
	STRUCTURAL STEEL				
	The following in SHS Structural steel trusses, welded, including connections; hoisted and spannning to architectural design				
В	50x50x3mm - rafter chords	LM	17		
С	40X40X3mm - purlins	LM	15		
	<u>Fascia</u>				
D	200 x 3mm thick M.S Fascia & Barge boards	LM	14		
Е	25x25x3mm SHS	NO	5		
	<u>Painting and Decorations</u>				
	<u>On metal work</u>				
	Prepare and apply one coat etching primer, one undercoat				
	and three coats of gloss oil paint to the following surfaces				
F	General surfaces of plates; not exceeding 100mm girth external	LM	18		
G	General surfaces of plates exceeding 100mm girth; external	SM	18		
	Element 04				
	ROOFING CARRIED TO SUMMARY			KSHS	

	SUMMARY		
ITEM	ELEMENT	PAGE NO.	K.SHS.
1	SUBSTRUCTURES (ALL PROVISIONAL)	BW / 3	
2	SUPERSTRUCTURE	BW/4	
3	ROOFING CONSTRUCTION AND COVERING	BW / 5	
	TOTAL FOR BUILDER'S WORKS CARRIED TO GRAND SUMMARY		

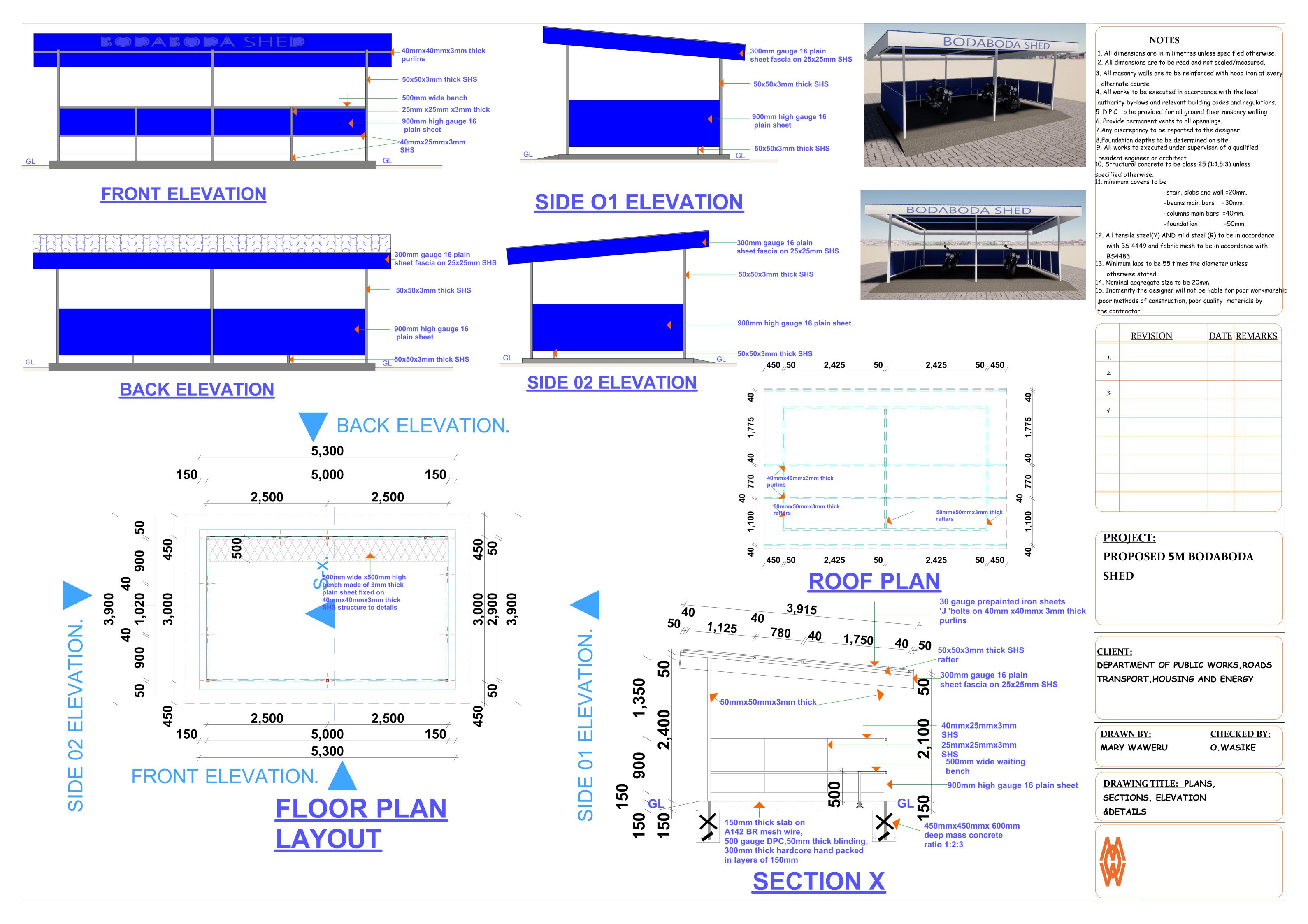
# **PROVISIONAL SUMS**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
٨	PROVISIONAL SUM  The following provisional sums are to be measured on completion and priced in accordance with the rates contained in these bills of quantities or prorata thereto or deducted in whole if not required  Allow a provisional sum of Kshs Ten Thousand (Kshs.		ITEM		10,000,00
A	Allow a provisional sum of Kshs Ten Thousand (Kshs. 10,000.00)Only for Supervisory expenses		ITEM		10,000.00
	PROVISIONAL SUMS				
	TOTAL CARRIED TO SUMMARY	l 	l		10,000.00

# PROPOSED CONSTRUCTION & COMPLETION OF A BODABODA SHED AT- MUTI-IRII GITHABAI WARD

# **GRAND SUMMARY**

ITEM	DESCRIPTION	Page No.	FOR OFFICIAL USE ONLY	FOR TENDERER USE ONLY
			KSHS.	
A	Preliminaries	BW/1		
В	Builder's Works	BW / 6		
С	P.C & Provisional Sums	BW / 8	10,000.00	
	SUB-TOTAL			
	ADD 1% PROJECT MANAGEMENT PAYABLE TO COUNTY REVENUE ACCOUNT		,	
	TOTAL CARRIED TO FORM INCLUSIVE OF 16% V.A.T.	OF TENDER	•	
Amount i	n words. Kenya shillings			
			Cents	
Tenderer	's Signature and stamp			
Address .				
Date				
Witness	Signature			
D-4-				



# PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

#### SECTION VIII - GENERAL CONDITIONS OF CONTRACT

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

#### **General Conditions of Contract**

#### A. General

#### 1. Definitions

- 1.1 Bold face type is used to identify defined terms.
  - a) **The Accepted Contract** Amount means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
  - b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
  - c) **The Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
  - d) Bill of Quantities means the priced and completed Bill of Quantities forming part of the Bid.
  - e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
  - f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
  - g) The Contract is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
  - h) The Contractor is the party whose Bid to carry out the Works has been accepted by the Procuring Entity.
  - i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Procuring Entity.
  - j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
  - k) **Days** are calendar days; months are calendar months.
  - l) **Day work**s are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
  - m) A Defect is any part of the Works not completed in accordance with the Contract.
  - n) **The Defects** Liability Certificate is the certificate issued by Project Manager upon correction of defects by the Contractor.
  - o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
  - p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
  - q) The Procuring Entity is the party who employs the Contractor to carry out the Works, as specified in the SCC, who is also the Procuring Entity.
  - r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

- s) "In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in the Procuring Entity's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant is** any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) The Project Manager is the person named in the SCC (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) SCC means Special Conditions of Contract.
- z) The Site is the area of the works as defined as such in the SCC.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) The Start Date is given in the SCC. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) A Variation is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, **as defined in the SCC**.

#### 2 Interpretation

- 21 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
  - a) Agreement,
  - b) Letter of Acceptance,
  - c) Contractor's Bid,
  - d) Special Conditions of Contract,
  - e) General Conditions of Contract, including Appendices,
  - f) Specifications,
  - g) Drawings,
  - h) Bill of Quantities<sup>6</sup>, and
  - i) any other document **listed in the SCC** as forming part of the Contract.

 $<sup>^6</sup>$ In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."

#### 3. Language andLaw

- 3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 32 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when
- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

#### 4. Project Manager's Decisions

4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.

#### 5. Delegation

5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

#### **6** Communications

61 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

#### 7. Subcontracting

7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.

#### **8** Other Contractors

81 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as **referred to in the SCC.** The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

#### **9.** Personnel and Equipment

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 92 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 93 If the Procuring Entity, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

#### 10. Procuring Entity's and Contractor's Risks

10.1 The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

#### 11. Procuring Entity's Risks

- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:
  - a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
    - use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
    - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
  - b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 112 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to
  - aa) a Defect which existed on the Completion Date,
  - bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
  - cc) the activities of the Contractor on the Site after the Completion Date.

#### 12. Contractor's Risks

121 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

#### 13. Insurance

- 13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
  - a) loss of or damage to the Works, Plant, and Materials;
  - b) loss of or damage to Equipment;
  - c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
  - d) personal injury or death.
- 132 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 133 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 134 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 135 Both parties shall comply with any conditions of the insurance policies.

#### 14. Site Data

14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

#### 15. Contractor to Construct the Works

15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

#### 16. The Works to Be Completed by the Intended Completion Date

161 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

#### 17. Approval by the Project Manager

- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 172 The Contractor shall be responsible for design of Temporary Works.
- 173 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 175 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

#### **18** Safety

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

#### 19. Discoveries

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

#### **20.** Possession of the Site

20.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, the Procuring Entity shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

#### 21. Access to the Site

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

#### 22. Instructions, Inspections and Audits

- 221 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 222 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and subconsultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.
- 223 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

#### 23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.
- 232 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

### 24. Settlement of Claims and Disputes

#### 24.1 Contractor's Claims

- 24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record- keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
  - a) this fully detailed claim shall be considered as interim;
  - b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
  - c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-

- 24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 24.1.9 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 24.1.10 If the Project Manager does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 24.4 [Arbitration].
- 24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 24.3.

#### 242 Amicable Settlement

24.1.1 Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

#### 243 Matters that may be referred to arbitration

- 24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:
  - a) The appointment of a replacement Project Manager upon the said person ceasing to act.
  - b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
  - c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
  - e) Any dispute arising in respect of war risks or war damage.
  - f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

#### 24.4 Arbitration

- 24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.
- 24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.
- 24.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives

- of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 24.4.9 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

#### 245 Arbitration with National Contractors

- 24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;
  - i) Architectural Association of Kenya
  - ii) Institute of Quantity Surveyors of Kenya
  - iii) Association of Consulting Engineers of Kenya
  - iv) Chartered Institute of Arbitrators (Kenya Branch)
  - v) Institution of Engineers of Kenya
- 24.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

#### 246 Alternative Arbitration Proceedings

24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

#### 24.7 Failure to Comply with Arbitrator's Decision

- 24.7.1 The award of such Arbitrator shall be final and binding upon the parties.
- 24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

#### 248 Contract operations to continue

- 24.8.1 Notwithstanding any reference to arbitration herein,
  - a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - b) the Procuring Entity shall pay the Contractor any monies due the Contractor.

# 25. Fraud and Corruption

- 25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.
- 252 The Procuring Entity requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

#### **B.** Time Control

#### 26. Program

26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be

consistent with those in the Activity Schedule.

- 262 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 263 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.
- 264 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

#### 27. Extension of the Intended Completion Date

- 27.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 272 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

#### 28. Acceleration

- 28.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 282 If the Contractor's priced proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

#### **29.** Delays Ordered by the Project Manager

29.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

#### 30. Management Meetings

- 301 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 302 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

#### 31. Early Warning

- 31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 312 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

#### C. Quality Control

#### 32. Identifying Defects

321 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

#### 33. Tests

33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

#### **34.** Correction of Defects

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 342 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

#### 35. Uncorrected Defects

35.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

#### **D. Cost Control**

# **36.** Contract Price<sup>7</sup>

361 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

# 37. Changes in the Contract Price<sup>8</sup>

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 372 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

#### **38** Variations

- 38.1 All Variations shall be included in updated Programs9 produced by the Contractor.
- 382 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 383 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 384 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:

36.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

Sin lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:

The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity

 $^9$ In lump sum contracts, add "and Activity Schedules" after "Programs."  $^{10}$ In lump sum contracts, delete this paragraph.

- 385 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning
- 386 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work
- 38.7 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;
  - a) the proposed change(s), and a description of the difference to the existing contract requirements;
  - b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
  - c) a description of any effect(s) of the change on performance/functionality.
- 388 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:
  - a) accelerate the contract completion period; or
  - b) reduce the Contract Price or the life cycle costs to the Procuring Entity; or
  - c) improve the quality, efficiency, safety or sustainability of the Facilities; or
  - d) yield any other benefits to the Procuring Entity, without compromising the functionality of the Works.

389 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified** in the SCC of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

#### 39. Cash FlowForecasts

39.1 When the Program<sup>11</sup>, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

#### 40. Payment Certificates

- 40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 402 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 403 The value of work executed shall be determined by the Project Manager.
- 40.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed 12.
- 405 The value of work executed shall include the valuation of Variations and Compensation Events.
- 406 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 40.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: (corrected tender price tender price)/tender price X 100.

- 41.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 412 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 413 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 414 Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

#### 42. Compensation Events

- 42.1 The following shall be Compensation Events:
  - d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
  - e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
  - f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
  - g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
  - h) The Project Manager unreasonably does not approve a subcontract to be let.
  - i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
  - j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.
  - k) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
  - 1) The advance payment is delayed.
  - m) The effects on the Contractor of any of the Procuring Entity's Risks.
  - n) The Project Manager unreasonably delays issuing a Certificate of Completion.
- 422 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.
- 423 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

<sup>11</sup> In lump sum contracts, add "or Activity Schedule" after "Program."

<sup>&</sup>lt;sup>12</sup>In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

424 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

#### **43.** Tax

43.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

#### 44. Currency y of Payment

44.1 All payments under the contract shall be made in Kenya Shillings

#### 45. PriceAdjustment

45.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

#### P = A + B Im/Io

where:

P is the adjustment factor for the portion of

the Contract Price payable.

A and B are coefficients<sup>13</sup> **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and Im is the index prevailing at the end of the month being invoiced and IOC is the index prevailing 30 days before Bid opening for inputs payable.

452 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

#### 46. Retention

- 46.1 The Procuring Entity shall retain from each payment due to the Contractor the proportion stated in the SCC until Completion of the whole of the Works.
- 462 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

#### 47. Liquidated Damages

- 47.1 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
- 472 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

#### 48. Bonus

48.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

#### **49.** Advance Payment

- 49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the SCC by the date stated in the SCC, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.
- 492 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 493 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

#### 50. Securities

501 The Performance Security shall be provided to the Procuring Entity no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 day from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

#### 51. Dayworks

- 51.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 512 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 513 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

#### 52 Cost of Repairs

521 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

#### E. Finishing the Contract

#### 53. Completion

53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

#### 54. Taking Over

54.1 The Procuring Entity shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

#### 55. Final Account

55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor

within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

#### 56. Operating and Maintenance Manuals

- 561 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.
- 562 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

#### 57. Termination

- 57.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 572 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
  - a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
  - b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
  - c) the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction oramalgamation;
  - d) a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
  - e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
  - f) the Contractor does not maintain a Security, which is required;
  - g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
  - h) if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.
- 573 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.
- 574 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.
- 575 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

#### 58 Payment upon Termination

581 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

<sup>&</sup>lt;sup>13</sup>The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.

582 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

#### 59. Property

59.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

#### **60.** Release from Performance

601 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment wasmade.

# SECTION IX - SPECIAL CONDITIONS OF CONTRACT

The following Particular Conditions shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Conditions	GCC Clause	Data
Procuring Entity's name and	1	COUNTY GOVERNMENT OF NYANDARUA;
address		DEPARTMENT OF PUBLIC WORKS. ROADS,
		TRANSPORT, HOUSING AND ENERGY
Time for Completion	1	30 days
Engineer's name and address	1	The Chief Officer,
		Public Works, Housing and Energy,
		Department of Public Works, Roads, Transport, Housing
		and Energy,
		P. O. Box 701 – 20303, OL KALOU.
Electronic transmission	1.3	IFMIS (SUPPLIER PORTAL)
Electronic transmission	1.3	ITMIS (SOFFLIER FORTAL)
Time for the Parties entering	1.6	Within 30 days.
into a Contract Agreement		
Time for access to the Site	2.1	To be agreed with the Project Manager.
Engineer's Authority to	3.1.2 (b) (ii)	As per applicable Kenyan laws and Regulations
make variations.		As per applicable Kenyan laws and Regulations
Performance Security	4.2.2	N/A
Contractor's Representative's	4.3	To be agreed with the Project Manager.
name		
Working Hours	6.5	To be agreed with the Project Manager.
<b>Key Personnel names</b>	6.9.1	To be agreed with the Project Manager.
Commencement of Works	8.1.1(c)	To be agreed with the Project Manager.
Delay Damages	8.7.1	Delay damages shall be 0.008% per day of delay.
Maximum amount of delay	8.7.1	1.5% of the final Contract Price.
-	0.7.1	1.5% of the final Contract Filee.
damages  Defects Notification Period		180 days.
Adjustments for Changes in	13.8.3	Not applicable
Cost	13.6.3	Two applicable
Delay damages for the Works	8.7 & 14.15(b)	0.008 % of the Contract Price per day.
Provisional Sums	13.5 (b)(iii)	As determined by the Project Manager
Total advance payment	13.5. (b)(iii) 14.2.1	Not Applicable
Repayment amortization rate	14.2.4(b)	Not Applicable  Not Applicable
of advance payment	11.2.1(0)	
Limit of Retention	14.3.2(c)	5% of the Accepted Contract Amount
Percentage of Retention	14.3.2(c)	10%
Plant and Materials		If Sub-Clause 14.5 applies:
·	14.5.2(b)(i)	Plant and Materials for payment Free on Board: Not
		Applicable
	14.5.2(c)(i)	Plant and Materials for payment when delivered to the
		Site; Plant and materials to be incorporated into permanent
		works.

Conditions	GCC Clause	Data
Minimum Amount of Interim	14.6.1	Not Applicable
Payment Certificates		
Publishing source of	14.8	Central Bank of Kenya.
commercial interest rates for		
financial charges in case of		
delayed payment		
Maximum total liability of the	17.6.2	As per applicable Kenyan laws and Regulations
Contractor to the Procuring		
Entity		
Periods for submission of	18.1.6	
insurance:		
a. evidence of insurance.		14 days
b. relevant policies		14days
Maximum number of	18.2(d)	As per applicable Kenyan laws and Regulations
deductibles for insurance of the		
Procuring Entity's risks		
Minimum amount of third-	18.3.2	As per applicable Kenyan laws and Regulations
party insurance		-
The place of arbitration	20.7.2	Nairobi County, Kenya

#### **Section X - Contract Forms**

#### **Table of Forms**

FORM No. 1 - NOTIFICATION OF INTENTION TO AWARD

FORM NO. 2 – REQUEST FOR REVIEW

FORM No. 3-LETTER OF AWARD

FORM No. 4 - CONTRACT AGREEMENT

FORM No. 5 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]

FORM No. 6- PERFORMANCE SECURITY [Option 2– Performance Bond]

FORM No. 7 - ADVANCE PAYMENT SECURITY

FORM No. 8 - RETENTION MONEY SECURITY

FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

#### FORM No. I - Notification of Intention to Award

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form]

|--|

For the attention of Tenderer's Authorized Representative
Name:[insert Authorized Representative's name] Address: [insert Authorized
Representative's Address] Telephones: [insert Authorized Representative's telephone/fax numbers] Email
Address: [insert Authorized Representative's email address]
[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]
<b>Date of Transmission</b> : This Notification is sent by: [email] on [date] (local time)
ProcuringEntity: [insert the name of the Procuring
Entity] Contracttitle: [insert the name of the contract]
Country: Kenya, County(if the Procuring Entity is from a County)
This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:
a) Request a debriefing in relation the evaluation of your Tender, and/or
b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

#### 1. The successful Tenderer

Name: [insert name of successful Tenderer]. Address: [insert address of the successful Tenderer] Contract price: [insert contract price of the successful Tender]

**2 Other Tenderers**: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]

	Name of Tenderer	Tender price	<b>Evaluated Tender price</b>	Comments (if any)
1				
2				
3				
4				
5				
6				
7				
Etc.				

#### 1. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award. Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention**: [insert full name of person, if applicable] **Title/position**: [insert title/position] **Procuring Entity**: [insert name of Procuring Entity] **Email address**: [insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end. The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

#### 2. How to make a complaint

**Period:** Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention: [insert full name of person, if applicable]

Title/position: [insert title/position] Procuring Entity: [insert name of Procuring Entity] Email

address: [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

- a) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
- b) The complaint can only challenge the decision to award the contract.
- c) You must submit the complaint within the period stated above.
- d) You must include, in your complaint, all of the information necessary to support your case.
- e) The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at <a href="https://www.ppoa.go.ke">www.ppoa.go.ke</a>.

3.	640		Period	1
J.	Stai	lasun	reriod	

- a)
- DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).
  i) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.

(i)	The Standstill Period may be extended as stated in Section 4 above.			
If you	If you have any questions regarding this Notification please do not hesitate to contact			
us. O	us. On behalf of the Procuring Entity:			
Name		_		
Title	and Position	_		
Signa	ture	_		
Date_		_		

**Board Secretary** 

### FORM FOR REVIEW (r.203 (1))

## PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD APPLICATION NO...... OF......20....... **BETWEEN** ...... APPLICANT AND ......RESPONDENT (Procuring Entity) Request for review of the decision of the............ (Name of the Procuring Entity of .............dated the...day of REQUEST FOR REVIEW Tel. No...... Email ......, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds, namely: 1. 2. By this memorandum, the Applicant requests the Board for an order/orders that: 1. 2. FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on......day of .....20...... **SIGNED**

### FORM NO. 3 - LETTER OF AWARD

[Letter head paper of the Procuring Entity]

[Date]

## **FORMAT**

To: [name and address of the Contractor]

This is to notify you that your Tender dated [date] for execution of the [name of the Contract and identification number, as given in the SCC] for the Accepted Contract Amount [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

We attach a copy of the Contact for your

Authorized Signature:

Name and Title of

Signatory: Name of

Agency:

**Attachment: Contract Agreement** 

## FORM NO. 4 – CONTRACT AGREEMENT

TH	IS AGREEMENT made the day of,, between of (hereinafter "the Procuring
Ent	city"), of the one part, andof(herein after "the procuring the procuring the part; ofof(herein after "the procuring the part; of
exe	HEREAS the Procuring Entity desires that the Worksknownasshould be cuted by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these brks and the remedying of any defects therein, The Procuring Entity and the Contractor agree as follows:
1.	In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2.	The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
	a) The Letter of Acceptance b) The Letter of Tender c) The addenda Nos(if any) d) The Particular Conditions e) The General Conditions; f) The Specification g) The Drawings; and h) The completed Schedules and any other documents forming part of the contract.
3.	In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4.	The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.  IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year specified above.
	Signedby(For the Procuring Entity)
	Signedby
	(For the Contractor)

## FORM NO. 5 - PERFORMANCE SECURITY

- (Unconditional Demand Bank Guarantee)

uarantor letterhead or SWIFT identifier code]
neficiary:finsert name and Address of Procuring
tity] Date:[Insert date of issue]
RFORMANCE GUARANTEE No.:
arantor: [Insert name and address of place of issue, unless indicated in the letterhead]
We have been informed that (herein after called "the Applicant") has entered into Contract No dated with the Beneficiary, for the execution of (herein after called "the Contract").
Further more, we understand that, according to the conditions of the Contract, a performance guarantee is required.
At the request of the Applicant, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of(), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
This guarantee shall expire, no later than the
The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."
[Name of Authorized Official, signature(s) and seals/stamps]

Note: Allitalicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>&</sup>lt;sup>1</sup>The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency (cies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>&</sup>lt;sup>2</sup>Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the pen ultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

## FORM No. 6 - PERFORMANCE SECURITY OPTION 2- (Performance Bond)

[Note: Procuring Entities are advised to use Performance Security—Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Gi	uaran	ntor letterhead or SWIFT identifier code]				
Bei	nefici	iary:	insert name and Address	of Procurin	g	
Ent	tity] I	Date:	Insert date of issue] <b>P</b>	ERFORM	ANCE	
BO	ND I	No.:				
Gu	aran	ntor: [Insert name and address of place of is	sue, unless indicated in t	he letter he	ad]	
1.	(he) (he) wel Coi	this Bond	nd firmly bound untoneamountof	fo which the C	r the payment of Contract Price is p	as Obligee which sum ayable, the
2	20_ am	HEREAS the Contractor has entered into a very for in accordance in the extent here is the referred to as the Contract.	dance with the document	s, plans, spe	ecifications, and	
3	per oth Pro	OW, THEREFORE, the Condition of this Oblarform the said Contract (including any american it shall remain in full force and eccuring Entity to be, in default under the Cutity's obligations there under, the Surety may	endments thereto), then effect. Whenever the Co Contract, the Procuring 1	this obliga ntractor sh Entity havii	tion shall be nul all be, and declang performed the	and void; ared by the
	1)	Complete the Contract in accordance with	its terms and conditions;	or		
	2)	Obtain a tender or tenders from qualified the Contract in accordance with its terms and the Surety of the lowest responsive Procuring Entity and make available as succession of defaults under the Contract sufficient funds to pay the cost of completincluding other costs and damages for who the first paragraph hereof. The term "Balat the total amount payable by Procuring Entity to Contractor; or	and conditions, and upor Tenderers, arrange for a work progresses (even et or Contracts of comp etion less the Balance of ich the Surety may be li nce of the Contract Price	n determina n Contract l though the pletion arra the Contra able hereur ," as used i	tion by the Procubetween such Te re should be a d nged under this act Price; but not nder, the amount n this paragraph,	aring Entity nderer, and efault or a paragraph) exceeding, set forth in shall mean
	3)	Pay the Procuring Entity the amount requi with its terms and conditions upto a total n				accordance
4	The	e Surety shall not be liable for a greater sum	than the specified penalt	ty of this Bo	ond.	
5		ny suit under this Bond must be instituted bet king-Over Certificate. No right of action s				

corporation other than the Procuring Entity named here in or the heirs, executors, administrators, successors,

and assigns of the Procuring Entity.

6			r has here unto set his hand and affixed his seal, and the Su orporate seal duly attested by the signature of his legal repr	
		of	20	
	SIGNED ON	on be	on behalf of	
	By	in the	n the capacity of	
	In the presence of			
	SIGNED ON	on be	on behalf of	
	By	in the	n the capacity of	

In the presence of

## FORM NO. 7 - ADVANCE PAYMENT SECURITY

[D	emand Bank Guarantee] [Guarantor letterhead or SWIFT identifier
сос	le] [Guarantor letterhead o rSWIFT identifier code]
Be	neficiary:[Insert name and Address of Procuring
En	tity] Date:[Insert date of issue]
AΓ	OVANCE PAYMENT GUARANTEE No.: [Insert guarantee reference number]
Gu	arantor: [Insert name and address of place of issue, unless indicated in the letterhead]
1.	We have been informed that (herein after called "the Applicant") has entered into Contract No dated with the Beneficiary, for the execution of (herein after called" the Contract").
2.	Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum() is to be made against an advance payment guarantee.
3.	At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of() upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
	<ul><li>a) Has used the advance payment for purposes other than the costs of mobilization in respect of th eWorks; or</li><li>b) Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.</li></ul>
4.	A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account numberat
5.	The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the
6.	The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.
	[Name of Authorized Official, signature(s) and seals/stamps]
	Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

<sup>&</sup>lt;sup>2</sup>Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

# FORM NO. 8 - RETENTION MONEY SECURITY [Demand Bank Guarantee]

	ity] Date: [Insert name and Address of Procuring [Insert date of issue]
	VANCE PAYMENT GUARANTEE No.: sert guarantee reference number]
Gu	arantor: [Insert name and address of place of issue, unless indicated in the letterhead]
1.	We have been informed that
2.	Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys upto the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of [insert the second half of the Retention Money] is to be made against a Retention Money guarantee
3.	At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [insert amount in figures] ([insert amount in words]) upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.
4.	A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account numberat[insert name and address of Applicant's bank].
5.	This guarantee shall expire no later than the
6.	The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.
	[Name of Authorized Official, signature(s) and seals/stamps]

<sup>&</sup>lt;sup>1</sup>The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

<sup>&</sup>lt;sup>2</sup>Insert a date that is twenty-eigh tdays after the expiry of retention period after the actual completion date of the contract. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

#### FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

## INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.:	[insert identification
no] Name of the Tender Title/Description:	[insert name of the
assignment] to:[insert complete name of Pro	ocuring Entity]
In response to the requirement in your notification of award dated_additional information on beneficial ownership:	_[insert date of notification of award] to furnish _[select one option as applicable and delete the

I) We here by provide the following beneficial ownership information.

## **Details of beneficial ownership**

	Details of all Beneficia	al Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights, a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Full Name		Directly	Directly	1. Having the right to appoint a majority	1. Exercises significant
1.	National identity card number or Passport number		of shares	% of voting rights	of the board of the directors or an equivalent	influence or control over the Company
	Personal Identification Number (where applicable)		Indirectly % of shares	Indirectly % of voting rights	governing body of the Tenderer: Yes No 2. Is this right held directly or	body of the Company (tenderer)
	Nationality				indirectly?	
	Date of birth [dd/mm/yyyy]				Direct	2. Is this influence or
	Postal address					control
	Residential address Telephone number				Indirect	exercised directly or indirectly?
144	F. (1 - 1.1					

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights, a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Occupation or profession				Direct Indirect
2.	Full Name  National identity card number or Passport number  Personal Identification Number (where applicable)  Nationality(ies)  Date of birth [dd/mm/yyyy]  Postal address  Residential address  Telephone number  Email address  Occupation or profession	Directly % of shares  Indirectly % of shares	Directly% of voting rights  Indirectly% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: YesNo  2. Is this right held directly or indirectly?  Direct	1. Exercises significant influence or control over the Company body of the Company (tenderer) YesNo  2. Is this influence or control exercised directly or indirectly?  Direct Indirect
3. e.t					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

Bidder Official Stamp

