

# **COUNTY GOVERNMENT OF MOMBASA**



## **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBASA COUNTY**

**TENDER NO. CGM/PRO/T/29/2020-2021**

**TENDER DOCUMENT**

**DECEMBER 2020**

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## SECTION I - LETTER OF INVITATION

**TENDER NO.:** CGM/PRO/T/29/2020-2021

**TENDER NAME:** **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILET FOR MOMBSA COUNTY**

1. The County Government of Mombasa now invites sealed tenders from eligible contractors registered with National Construction Authority (NCA) under Civil Engineering Building Construction and Associated Works NCA 6 and above registration for **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILET FOR MOMBSA COUNTY.**
  2. Tendering will be conducted through the National Competitive (NCB) Bidding procedures specified in the Public Procurement and Asset Disposal Act, 2015 and is open to all Tenderers as defined in the Act.
  3. The Bidding documents can also be downloaded from the county website [www.mombasa.go.ke](http://www.mombasa.go.ke) at no fee
  4. Tender security shall be **Kshs 200,000 (Two Hundred Thousand)** and in the form of a Bank or Insurance Guarantee issued by firms approved by the Public Procurement regulatory in the format provided.
  5. Bidders are advised to regularly visit the County Government of Mombasa website to obtain any additional information/addendum on the tender. **All addenda/additional information on the tender shall be posted on the website as they become available.**
  6. Completed Tender Documents in plain, sealed envelopes bearing ONLY the Tender Number and its description, and without bearing any name or mark, whatsoever to indicate the identity of the sender must be deposited at the **Tender Box located at the County Assembly Hall ground floor next to the main office. The tenders must be received or returned to the Procurement office, 2<sup>nd</sup> floor County Assembly Hall, Treasury Square, Mombasa to reach him not later than 1000HRS 07<sup>TH</sup> JANUARY 2021**
1. Bulky tenders shall be submitted at the office of **Director of Procurement & Supplies located on the 2nd floor of County Assembly Building BEFORE 1000HRS EAST AFRICAN TIME, ON 07<sup>TH</sup> JANUARY 2021.**
  2. Tenders shall be publicly opened immediately thereafter in the presence of bidders/representatives who choose to attend the opening process at 10.30 a.m. in the Committee Room, County Assembly Hall first Floor or where directed by the County Secretary.
  3. Prices quoted should be inclusive of all taxes and delivery and must be in Kenya Shillings shall remain valid for 90 days from the closing date of the tender.
  4. Canvassing or lobbying for the tender shall lead to automatic disqualification.

**COUNTY SECRETARY**

**COUNTY GOVERNMENT OF MOMBASA**

## **SECTION II - INSTRUCTIONS TO TENDERERS –**

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## **1. General**

### **1. Definitions**

- (a) “Tenderer” means any persons, partnership firm or company submitting a sum or sums in the Bills of Quantities in accordance with the Instructions to Tenderers, Conditions of Contract Parts I and II, Specifications, Drawings and Bills of Quantities for the work contemplated, acting directly or through a legally appointed representative.
- (b) “Approved tenderer” means the tenderer who is approved by the Employer
- (c) Any noun or adjective derived from the word “tender” shall be read and construed to mean the corresponding form of the noun or adjective “bid”. Any conjugation of the verb “tender” shall be read and construed to mean the corresponding form of the verb “bid.”
- (d) “Employer” means ‘County Government of Mombasa ’.

## **2. Eligibility and Qualification Requirements**

### **2.1 Eligibility requirements**

This invitation to tender is open to all tenderers who are qualified as stated in the appendix.

### **2.2 Qualification Requirements**

To be qualified for award of Contract, the tenderer shall provide evidence satisfactory to the Employer of their eligibility under Sub clause 2.1. Above and of their capability and adequacy of resources to effectively carry out the subject Contract. To this end, the tenderer shall be required to submit the following information with their tenders unless otherwise stated:

- (a) Details of experience and past performance of the tenderer on the works of a similar nature and details of current work on hand and other contractual commitments.
- (b) The qualifications and experience of key personnel proposed for administration and execution of the contract, both on and off site.
- (c) Major items of construction plant and equipment proposed for use in carrying out the Contract. Only reliable plant in good working order and suitable for the work required of it shall be shown on this schedule. The tenderer will also indicate on this schedule when each item will be available on the Works. Included also should be a schedule of plant, equipment and material to be imported for the purpose of the Contract, giving details of make, type, origin and CIF value as appropriate.
- (d) Details of sub-contractors to whom it is proposed to sublet any portion of the Contract and for whom the county will be requested for such subletting in accordance with clause 4 of the Condition of Contract.
- (e) Details of any current litigation or arbitration proceedings in which the tenderer is involved as one of the parties.

### **2.3 Joint Ventures**

Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements:-

- (a) The tender, and in case of a successful tender, the Form of Agreement, shall be signed so as to be legally binding on all partners
- (b) One of the partners shall be nominated as being in charge, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners
- (c) The partner in charge shall be authorized to incur liabilities and receive instructions for an on behalf of any and all partners of the joint venture and the entire execution of the Contract including payment shall be done exclusively with the partner in charge.
- (d) All partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender)
- (e) A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

### **3. Cost of Tendering**

- 3.1 The Tenderer shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 3.3 The procuring entity shall allow the tenderer to view the tender document free of charge before purchase.

### **4. Site Visit-Omitted**

### **5 Tender Documents**

- 5.1 The Tender documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to tenderers.
  - a. Form of Invitation for Tenders
  - b. Instructions to Tenderers
  - c. Form of Tender
  - d. Appendix to Form of Tender
  - e. Form of Tender Surety
  - f. Statement of Foreign Currency Requirements (Not applicable)
  - g. Tender and Confidential Business Questionnaires
  - h. Details of Sub contractors
  - i. Schedules of Supplementary Information
  - j. General Conditions of Contract – Part I
  - k. Conditions of Particular Application – Part II

- l. Specifications
- m. Bills of Quantities
- o. Declaration Form

5.2 The tenderer is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the tender documents. Failure to comply with the requirements for tender submission will be at the tenderer's own risk. Pursuant to clause 22 of Instructions to Tenderers, tenders which are not substantially responsive to the requirements of the tender documents will be rejected.

5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "private and confidential".

## **6 Inquiries by tenderers**

6.1 A tenderer making an inquiry relating to the tender document may notify the Employer in writing or by telex, cable or facsimile at the Employer's mailing address indicated in the Invitation to Tender. The Employer will respond in writing to any request for clarification which he receives earlier than 7 days prior to the deadline for the submission of tenders. Written copies of the Employer's response (including the query but without identifying the source of the inquiry) will be sent to all prospective tenderers who have purchased the tender documents.

6.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **7. Amendment of Tender Documents**

7.1 At any time prior to the deadline for submission of tenders the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by issuing Addenda.

7.2 Any Addendum will be notified in writing or by cable, telex or facsimile to all prospective tenderers who have purchased the tender documents and will be binding upon them.

7.3 In order to allow prospective tenderers reasonable time in which to take the Addendum into account in preparing their tenders, the Employer may, at his discretion, extend the deadline for the submission of tenders.



## PREPARATION OF TENDERS

### **8. Language of Tender**

- 8.1 The tender and all correspondence and documents relating to the tender exchanged Between the tenderer and the Employer shall be written in the English language. Supporting documents and printed literature furnished by the tenderer with the tender may be in another language provided they are accompanied by an appropriate translation of pertinent passages in the above stated language. For the purpose of interpretation of the tender, the English language shall prevail.

### **9. Documents Comprising the Tender**

- 9.1 The tender to be prepared by the tenderer shall comprise:
- i. the Form of Tender and Appendix thereto,
  - ii. a Tender Security
  - iii. the Priced Bills of Quantities and Schedules
  - iv. the information on eligibility and qualification
  - v. any other materials required to be completed and submitted in accordance with the Instructions to Tenderers.

The Forms, Bills of Quantities and Schedules provided in the tender documents shall be used without exception (subject to extensions of the schedules in the same format and to the provisions of clause 13.2 regarding the alternative forms of Tender Surety].

### **10 Tender Prices**

- 10.1 All the insertions made by the tenderer shall be made in INK and the tenderer shall clearly form the figures. The relevant space in the Form of Tender and Bills of Quantities shall be completed accordingly without interlineations or erasures except those necessary to correct errors made by the tenderer in which case the erasures and interlineations shall be initialed by the person or persons signing the tender.
- 10.2 A price or rate shall be inserted by the tenderer for every item in the Bills of Quantities whether the quantities are stated or not. Items against which no rate or price is entered by the tenderer will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bills of Quantities.

The prices and unit rates in the Bills of Quantities are to be the full [all-inclusive] value of the Work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause 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.

Each price or unit rate inserted in the Bills of Quantities should be a realistic estimate for completing the activity or activities described under that particular item and the tenderer is advised against inserting a price or rate against any item contrary to this instruction.

Every rate entered in the Bills of Quantities, whether or not such rate be associated with a quantity, shall form part of the Contract. The Employer shall have the right to call for

any item of work contained in the Bills of Quantities, and such items of work to be paid for at the rate entered by the tenderer and it is the intention of the Employer to take full advantage of unbalanced low rates.

- 10.3 Unless otherwise specified the tenderer must enter the amounts representing 10% of the sub-total of the summary of the Bills of Quantities for Contingencies and Variation of Prices [V.O.P.] payments in the summary sheet and add them to the sub-total to arrive at the tender amount.
- 10.4 The tenderer shall furnish with his tender written confirmation from his suppliers or manufacturers of basic unit rates for the supply of items listed in the Conditions of Contract clause 70 where appropriate. The Employer may require the tenderer to justify such rates so obtained from the suppliers or manufacturers.
- 10.5 The rates and prices quoted by the tenderer are subject to adjustment during the performance of the Contract only in accordance with the Provisions of the Conditions of Contract. The tenderer shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under clause 70 of the Conditions of Contract Part II.
- 10.6 Contract price variations shall not be allowed within the first 12 months of the contract.
- 10.7 Where quantity contract variation is allowed, the variation shall not exceed 15% of the original contract quantity.
- 10.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **11. Currencies of Tender and Payment**

- 11.1 Tenders shall be priced in Kenya Shillings and the tender sum shall be in Kenya Shillings.
- 11.2 Tenderers are required to indicate in the Statement of Foreign Currency Requirements, which forms part of the tender, the foreign currency required by them. Such currency should generally be the currency of the country of the tenderer's main office. However, if a substantial portion of the tenderer's expenditure under the Contract is expected to be in countries other than his country of origin, then he may state a corresponding portion of the contract price in the currency of those other countries. However, the foreign currency element is to be limited to two (2) different currencies and a maximum of 30% (thirty percent) of the Contract Price.
- 11.3 The rate or the rates of exchange used for pricing the tender shall be the selling rate or rates of the Central Bank ruling on the date thirty (30) days before the final date for the submission of tenders.
- 11.4 Tenderers must enclose with their tenders, a brief justification of the foreign currency requirements stated in their tenders.

## **12 Tender Validity**

- 12.1 The tender shall remain valid and open for acceptance for a period of ninety (90) days from the specified date of tender opening or from the extended date of tender opening (in accordance with clause 7.3 ere above) whichever is the later.
- 12.2 In exceptional circumstances prior to expiry of the original tender validity period, the Employer may request the tenderer for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile. A tenderer may refuse the request without forfeiting his Tender Surety. A tenderer agreeing to the request will not be required nor permitted to modify his tender, but will be required to extend the validity of his Tender Surety correspondingly.

## **13 Tender Security**

- 13.1 The tenderer shall furnish as part of his tender, a Tender Security in the amount and form stated in the Appendix to Instructions to Tenderers.
- 13.2 The tender security shall not exceed 2 percent of the tender price.
- 13.3 The Tender Security shall be valid at least thirty (30) days beyond the tender validity period.
- 13.4 Any tender not accompanied by an acceptable Tender Surety will be rejected by the Employer as non-responsive.
- 13.5 The Tender Sureties of unsuccessful tenderers will be returned as promptly as possible as but not later than twenty eight (28) days after expiration of the tender validity period. The Tender Surety of the successful tenderer will be returned upon the tenderer executing the Contract and furnishing the required Performance Security.
- 13.6 The Tender Surety may be forfeited:
- a) if a tenderer withdraws his tender during the period of tender validity: or
  - b) in the case of a successful tenderer, if he fails, within the specified time limit
    - i. to sign the Agreement, or
    - ii. to furnish the necessary Performance Security
  - c) if a tenderer does not accept the correction of his tender price pursuant to clause 23.

## **14 No Alternative Offers**

- 14.1 The tenderer shall submit an offer which complies fully with the requirements of the tender documents unless otherwise provided for in the appendix.

Only one tender may be submitted by each tenderer either by himself or as partner in a joint venture. A tenderer who submits or participates in more than one tender will be disqualified.

- 14.2 The tenderer shall not attach any conditions of his own to his tender. The tender price must be based on the tender documents. The tenderer is not required to present alternative construction options and he shall use without exception, the Bills of Quantities

as provided, with the amendments as notified in tender notices, if any, for the calculation of his tender price. Any tenderer who fails to comply with this clause will be disqualified.

## **15 Pre-tender Meeting**

- 15.1 If a pre-tender meeting is convened, the tenderer's designated representative is invited to attend at the venue and time in the Invitation to Tender. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 15.2 The tenderer is requested as far as possible to submit any questions in writing or by cable, to reach the Employer not later than seven (7) days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following:
- (a) Minutes of the meeting, including the text of the questions raised and the responses given together with any responses prepared after the meeting, will be transmitted without delay to all purchasers of the tender documents. Any modification of the tender documents listed in – Clause 9 which may become necessary as a result of the pre-tender meeting shall be made by the Employer exclusively through the issue of a tender notice pursuant to Clause 7 and not through the minutes of the pre-tender meeting.
  - (b) Non-attendance at the pre-bid meeting will not be cause for disqualification of a bidder.

## **16 Format and Signing of Tenders**

- 16.1 The tenderer shall prepare his tender as outlined in clause 9 above and mark appropriately one set "ORIGINAL" and the other "COPY".
- 16.2 The copy of the tender and Bills of Quantities shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer. All pages of the tender where amendments have been made shall be initialed by the person or persons signing the tender.
- 16.3 The complete tender shall be without alterations, interlineations or erasures, except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

### **SUBMISSION OF TENDERS**

## **17 Sealing and Marking of Tenders**

- 17.1 The tenderer shall seal the original and copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope.
- 17.2 The inner and outer envelopes shall be addressed to the Employer at the address stated in the Appendix to Instructions to Tenderers and bear the name and identification of the

Contract stated in the said Appendix with a warning not to open before the date and time for opening of tenders stated in the said Appendix.

- 17.3 The inner envelopes shall each indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”, while the outer envelope shall bear no mark indicating the identity of the tenderer.
- 17.4 If the outer envelope is not sealed and marked as instructed above, the Employer will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely for this cause will be rejected by the Employer and returned to the tenderer.

## **18 Deadline for Submission of Tenders**

- 18.1 Tenders must be received by the Employer at the address specified in clause 17.2 and on the date and time specified in the Letter of Invitation, subject to the provisions of clause 7.3, 18.2 and 18.3. Tenders delivered by hand must be placed in the “tender box” provided in the office of the Employer.

Proof of posting will not be accepted as proof of delivery and any tender delivered after the above stipulated time, from whatever cause arising will not be considered.

- 18.2 The Employer may, at his discretion, extend the deadline for the submission of tenders through the issue of an Addendum in accordance with clause 7, in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline shall thereafter be subject to the new deadline as extended.
- 18.3 Any tender received by the Employer after the prescribed deadline for submission of tender will be returned unopened to the tenderer.

## **19 Modification and Withdrawal of Tenders**

- 19.1 The tenderer may modify or withdraw his tender after tender submission, provided that written notice of the modification or withdrawal is received by the Employer prior to prescribed deadline for submission of tenders.
- 19.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of tenders, with the inner and outer envelopes additionally marked “MODIFICATION” or “WITHDRAWAL” as appropriate.
- 19.3 No tender may be modified subsequent to the deadline for submission of tenders.
- 19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the period of tender validity specified on the tender form. Withdrawal of a tender during this interval will result in the forfeiture of the Tender Surety.
- 19.5 Subsequent to the expiration of the period of tender validity prescribed by the Employer, and the tenderer having not been notified by the Employer of the award of the Contract or the tenderer does not intend to conform with the request of the Employer to extend the

period of tender validity, the tenderer may withdraw his tender without risk of forfeiture of the Tender Surety.

## **TENDER OPENING AND EVALUATION**

### **20 Tender Opening and Evaluation**

- 20.1 The Employer will open the tenders in the presence of the tenderers' representatives who choose to attend at the time and location indicated in the Letter of Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 20.2 Tenders for which an acceptable notice of withdrawal has been submitted, pursuant to clause 19, will not be opened. The Employer will examine the tenders to determine whether they are complete, whether the requisite Tender Sureties have been furnished, whether the documents have been properly signed and whether the tenders are generally in order.
- 20.3 At the tender opening, the Employer will announce the tenderer's names, total tender price, tender price modifications and tender withdrawals, if any, the presence of the requisite Tender Surety and such other details as the Employer, at his discretion, may consider appropriate. No tender shall be rejected at the tender opening except for late tenders.
- 20.4 The Employer shall prepare minutes of the tender opening including the information disclosed to those present.
- 20.5 Tenders not opened and read out at the tender opening shall not be considered further for evaluation, irrespective of the circumstances.
- 20.6 Evaluation of tenders shall be as per the criteria provided in the Appendix to instructions to tenderers.

### **21 Process to be Confidential**

- 21.1 After the public opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process until the award of Contract is announced.
- 21.2 Any effort by a tenderer to influence the Employer in the process of examination, evaluation and comparison of tenders and decisions concerning award of Contract may result in the rejection of the tenderer's tender.

### **22 Clarification of Tenders**

- 22.1 To assist in the examination, evaluation and comparison of tenders, the Employer may ask tenderers individually for clarification of their tenders, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or telex, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the employer during the evaluation of the tenders in accordance with clause 24.

22.2 No tenderer shall contact the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the Employer, he shall do so in writing.

### **23 Determination of Responsiveness**

23.1 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender is substantially responsive to the requirements of the tender documents.

23.2 For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, inconsistent with the tender documents, the Employer's rights or the tenderers obligations under the Contract and the rectification of which would affect unfairly the competitive position of other tenderers who have presented substantially responsive tenders.

23.3 Each price or unit rate inserted in the Bills of Quantities shall be a realistic estimate of the cost of completing the works described under the particular item including allowance for overheads, profits and the like. Should a tender be seriously unbalanced in relation to the Employer's estimate of the works to be performed under any item or groups of items, the tender shall be deemed not responsive.

23.4 A tender determined to be not substantially responsive will be rejected by the Employer and may not subsequently be made responsive by the tenderer by correction of the non-conforming deviation or reservation.

### **24 Correction of Errors**

Tenders determined to be substantially responsive shall be checked by the Employer for any arithmetic errors in the computations and summations. Errors will be corrected by the Employer as follows:

- (a) Where there is a discrepancy between the amount in figures and the amount in words, the amount in words will govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case adjustment will be made to the entry containing that error.
- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bills of Quantities, the amount as stated in the Form of Tender shall prevail.



- (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the corrected builder's work (i.e. corrected tender sum less Prime Cost and Provisional Sums.
- (e) The Error Correction Factor shall be applied to all builder's work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuations of variations.
- (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the tenderer, shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 13.

## **25 Conversion to Single Currency**

- 25.1 For comparison of tenders, the tender price shall first be broken down into the respective amounts payable in various currencies by using the selling rate or rates of the Central Bank of Kenya ruling on the date twenty one (21) days before the final date for the submission of tenders.
- 25.2 The Employer will convert the amounts in various currencies in which the tender is payable (excluding provisional sums but including Dayworks where priced competitively) to Kenya Shillings at the selling rates stated in clause 25.1.

## **26 Evaluation and Comparison of Tenders**

- 26.1 The Employer will evaluate only tenders determined to be substantially responsive to the requirements of the tender documents in accordance with clause 23.
- 26.2 In evaluating tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
  - (a) Making any correction for errors pursuant to clause 24.
  - (b) Excluding Provisional Sums and provision, if any, for Contingencies in the Bills of Quantities, but including Day works where priced competitively.
- 26.3 The Employer reserves the right to accept any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.
- 26.4 Price adjustment provisions in the Conditions of Contract applied over the period of execution of the Contract shall not be taken into account in tender evaluation.

- 26.5 If the lowest evaluated tender is seriously unbalanced or front loaded in relation to the Employer's estimate of the items of work to be performed under the Contract, the Employer may require the tenderer to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the relationship between those prices, proposed construction methods and schedules. After evaluation of the price analyses, the Employer may require that the amount of the Performance Security set forth in clause 29 be increased at the expense of the successful tenderer to a level sufficient to protect the Employer against financial loss in the event of subsequent default of the successful tenderer under the Contract.
- 26.6 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding provisional sums to a non-indigenous sub-contractor.
- 26.7 Preference where allowed in the evaluation of tenders shall not exceed 15%.
- 26.8 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 26.9 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 26.10 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.
- 26.11 Poor past performance shall not be used as an evaluation criteria unless specifically provided for in the appendix.

## **27 AWARD OF CONTRACT**

### **Award Criteria**

- 27.1 Subject to Sub-clause 27.2, the Employer will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price subject to possessing the capability and resources to effectively carry out the Contract Works as required in Sub-clause 2.1 and 2.2 here above.
- 27.2 The Employer reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the grounds for the Employer's action.

## **28 Notification of Award**

- 28.1 Prior to the expiration of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer by cable, telefax or telex and confirmed in writing by registered letter that his tender has been accepted. This letter (hereinafter and in all Contract documents called “Letter of Acceptance”) shall name the sum (hereinafter and in all Contract documents called “the Contract Price”) which the Employer will pay to the Contractor in consideration of the execution and completion of the Works as prescribed by the Contract.
- 28.2 At the same time that the Employer notifies the successful tenderer that his tender has been accepted, the Employer shall notify the other tenderers that the tenders have been unsuccessful.
- 28.3 Within fourteen [14] days of receipt of the Form of Contract Agreement from the Employer, the successful tenderer shall sign the form and return it to the Employer together with the required Performance Security.
- 28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **29 Performance Guarantee**

- 29.1 Within twenty eight [28] days of receipt of the notification of award from the Employer, the successful tenderer shall furnish the Employer with a Performance Security in the amount stated in the Appendix to Instructions to Tenderers and in the format stipulated in the Conditions of Contract.
- 29.2 The Performance Security to be provided by the successful tenderer shall be an unconditional Bank Guarantee issued at the tenderer’s option by a reputable Bank approved by the Employer and located in the Republic of Kenya and shall be divided into two elements namely, a performance security payable in foreign currencies (based upon the exchange rates determined in accordance with clause 60(5) of the Conditions of Contract) and a performance security payable in Kenya Shillings. The value of the two securities shall be in the same proportions of foreign and local currencies as requested in the form of foreign currency requirements.
- 29.3 Failure of the successful tenderer to lodge the required Performance Security shall constitute a breach of Contract and sufficient grounds for the annulment of the award and forfeiture of the Tender Security and any other remedy under the Contract. The Employer may award the Contract to the next ranked tenderer.

## **30 Advance Payment**

An advance payment, if approved by the Employer, shall be made under the Contract, if requested by the Contractor, in accordance with clause 60(1) of the Conditions of Contract. The Advance Payment Guarantee shall be denominated in the proportion and currencies named in the form of foreign currency requirements. For each currency, a separate guarantee shall be issued. The guarantee shall be issued by a Bank located in the Republic of Kenya, or a foreign Bank through a correspondent Bank located in the Republic of Kenya, in either case subject to the approval of the Employer.

### **31 Corrupt or fraudulent practices**

- 31.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

## SECTION III APPENDIX TO INSTRUCTIONS TO TENDERERS

### Notes on the Appendix to Instructions to Tenderers

The following appendix to instructions to tenderers shall complement or amend the provisions of the instructions to tenderers (Section II). Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
7	Addenda issued by the County Government of Mombasa shall form part of this tender document
13	The amount of Tender Security shall be <b>Kenya Shillings Two Hundred Thousand (Kshs. 200,000.00)</b> in form of a Banker's guarantee or an Insurance Company Guarantee issued by an insurance firm approved by the Public Procurement Regulatory Authority (PPRA), cash, letter of credit or guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund valid for 120 days from the date of tender opening in the format provided in the tender document
16 & 17 & 20	<p>The tenderer shall prepare the tender document comprising of Technical Submission and Financial Submission and seal them in a <b>ONE ENVELOPE</b>. The envelope shall bear the Tender Name, Tender Number, and Address of the tenderer (enable returning them in case of late delivery). The envelope will bear the words: <b>DO NOT OPEN BEFORE 1000 HOURS ON 7<sup>th</sup> January 2021</b></p> <p>The envelope will be addressed to:</p> <p style="text-align: center;"><b>DIRECTOR SUPPLY CHAIN MANAGEMENT,</b></p> <p style="text-align: center;"><b>COUNTY GOVERNMENT OF MOMBASA,</b></p> <p style="text-align: center;"><b>P.O BOX .....</b></p> <p style="text-align: center;"><b>Phone: .....</b></p> <p><b>Only tenders that are responsive to the mandatory requirements and have attained the passmark of 75% in the technical evaluation shall have their financial submission considered.</b></p> <p>The Tender submission shall:</p> <ol style="list-style-type: none"> <li>1. Have contents pages clearly indicating Sections and Page Numbers</li> <li>2. Have pages in the whole document numbered in the correct sequence, serialized and bound.</li> </ol>

**Note: Complying with item numbers 1 & 2 above is mandatory and its failure shall lead to automatic disqualification.**

3. Shall contain the following documents; **clearly marked and arranged in the following order; -**

- i. Particulars of Tendering Company to include Company background, Taxpayer Registration Certificate, Certificate of Incorporation/ Registration and Current/Valid Tax Compliance Certificate from Kenya Revenue Authority, Current/Valid Single Business Permit **(MANDATORY)**.
- ii. Certificate of Registration with the National Construction Authority (NCA) –***NCA 6 and above (Building Works)*** **(MANDATORY)**.
- iii. Tender Security of **KShs. 200, 000.00** in the form of a Banker’s guarantee or an Insurance Company Guarantee issued by an insurance firm approved by the Public Procurement Regulatory Authority (PPRA), cash, letter of credit or guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund valid for 120 days from the date of tender opening in the format provided in the tender document **(MANDATORY)**.
- iv. Duly filled and signed Confidential Business Questionnaire **(MANDATORY)**.
- v. Duly filled and signed Declaration Form **(MANDATORY)**.
- vi. Duly filled and signed Anti-Corruption Declaration Commitment/ Pledge **(MANDATORY)**.
- vii. Evidence power of attorney **(MANDATORY)**
- viii. Written undertaking that the tenderer shall submit only one tender/bid and will not be associated or jointly be associated with any other bidder that submits a bid in this tender **(MANDATORY)**.

Note: A bid that fails to comply with this requirement in item (viii) will lead to disqualification.

- ix. Experience in previous and on-going works of a similar nature and size for at least three years covering from 2013 to 2017 **(MANDATORY)**.

*Bidders **MUST** provide the Contract Prices and copies of Completion or Final Certificates, names and addresses of clients who may be contacted for further information on these contracts for each of the works provided to be considered.*

- x. Major items of construction equipment proposed to carry out the Contract and detail of whether they are owned, leased or to be hired (*provide evidence of ownership/ lease*). The equipment

	<p>should include but not be limited to the following functions:</p> <ol style="list-style-type: none"> <li>a Concrete Mixer</li> <li>b Tile cutter</li> <li>c Transport i.e pick up, truck e.t.c</li> <li>d Hand held drills</li> <li>e Pipe wrench</li> <li>f PPR jointing machine</li> </ol> <p>xi. Qualifications and experience of at least three key site management / technical personnel and their CVs and copies of certificates:</p> <p>xii. Certified copies of Audited Financial reports for the last two (2) 2019 and 2020 where available.</p> <p>xiii. Completed Form of Tender</p> <p>xiv. Priced Bills of Quantities</p> <p><b>Evaluation Criteria:</b></p> <p>Technical proposals shall be subjected to the following evaluation criteria:</p> <ol style="list-style-type: none"> <li>i. Experience in previous and on-going works of a similar nature and size for at least Five years covering from 2019 to 2020 (<b>30 marks</b>) - distributed as below. <ul style="list-style-type: none"> <li><b><i>Works of similar nature</i></b> <ul style="list-style-type: none"> <li>• 6 Completed or ongoing similar Jobs (<b>5 Marks each if copies of evidence attached</b>) (<i>Rest of the marks given on Pro-rata basis</i>)</li> </ul> </li> <li><b><i>Attach reference letter or LPOs, Inspection and acceptance certificates or completion certificates.</i></b></li> </ul> </li> <li>ii. Major items of construction equipment proposed to carry out the Contract and detail of whether they are owned, leased or to be hired (<b><i>provide evidence of ownership/ lease</i></b>). The equipment should include but not be limited to the following functions (<b>20 marks</b>) - distributed as below: <ol style="list-style-type: none"> <li>a Concrete Mixer</li> <li>b Transport i.e pick up, truck e.t.c</li> <li>c Tile cutter</li> <li>d Hand held drills</li> <li>e Pipe wrench</li> <li>f PPR jointing machine</li> </ol> <ul style="list-style-type: none"> <li>• <b><i>Own/ Lease – 2.5 marks each</i></b></li> <li>• <b><i>Undertaking to Hire – 1 mark each</i></b></li> </ul> </li> <li>iii. Qualifications and experience of at least two key site management / technical personnel and their CVs and copies of</li> </ol>
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	<p>certificates <b>(35 marks)</b> - distributed as below:</p> <p>a) Qualification of <b>Site Manager</b> should be at a minimum of the following <b>(11 marks)</b>:</p> <ul style="list-style-type: none"> <li>• At least 5 years' experience <b>(4 marks)</b></li> <li>• Minimum of Diploma in Civil/ Building and other relevant field <b>(4 marks)</b></li> <li>• Supervise and provide guidance to the site team and creating a Health, Safety and Environmental Management Plan (HSEMP) <b>(3 marks)</b></li> </ul> <p>b) Qualification of a <b>Site Foreman</b> should be at a minimum of the following <b>(8 marks)</b>:</p> <ul style="list-style-type: none"> <li>• At least 4 years' experience in construction and construction related assignment <b>(4 marks)</b></li> <li>• Diploma/Certificate in Civil Works from a recognized institution. <b>(4 marks)</b></li> </ul> <p>c) Qualification of a <b>plumber</b> should be at a minimum of the following <b>(8 marks)</b></p> <ul style="list-style-type: none"> <li>• At least 4 years' experience in plumbing fixtures such as toilets, bathtubs, sinks as well as heating and refrigeration units. <b>(4 marks)</b></li> <li>• Diploma/Certificate in plumbing from a recognized institution. <b>(4 marks)</b></li> </ul> <p>d) Qualification of an <b>Electrician</b> should be at a minimum of the following <b>(8 Marks)</b></p> <ul style="list-style-type: none"> <li>• At least 4 years' experience <b>(1.5 marks)</b></li> <li>• Experience in installation of protection units, wiring and associated Electrical works <b>(3 marks)</b></li> <li>• Ability to follow technical drawings, building plans and wiring diagrams and perform electrical maintenance - checking systems to make sure they're working efficiently and safely <b>(2 marks)</b></li> <li>• Diploma/certificate in Electrical engineering/installation <b>(1.5 marks)</b></li> </ul> <p style="padding-left: 40px;"> <ul style="list-style-type: none"> <li>• <b>Marks awarded on pro rata for meeting requirement</b></li> <li>• <b>Zero (0) marks for not meeting requirement</b></li> </ul> </p> <p>iv. Certified copies of Audited Financial reports for the last three (3) years 2012, 2013 and 2014 or 2013, 2014 and 2015 where available <b>(15 marks)</b>.</p> <ul style="list-style-type: none"> <li>• <b>Liquidity ratios CA/CL <math>\geq 2 = 5</math> marks</b></li> <li>• <b>Gearing ratios not more than 20% = 5 marks</b></li> <li>• <b>Profitability ratios 20% and above = 5 marks</b></li> </ul> <p><b>Marks will be awarded on the ratio indicated as an average for the three years as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Full marks for meeting requirement</b></li> <li>• <b>Zero (0) marks for not meeting requirement</b></li> </ul>
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	<p><i>The bidders shall be required to score a minimum of 75 out of 100 marks for Financial submission to be considered.</i></p>
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## SECTION VII: BILLS OF QUALITIES

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Excavations and Earth Works</u></b>				
A	Excavate oversite average 200mm deep to remove vegetable soil and deposit as directed.	100	SM		
B	Excavate foundation trench 600mm wide not exceeding 1.5m deep	70	CM		
C	Extra over excavation for rock excavation	12	CM		
D	Allow for supporting and keeping excavation free of falling materials and and ground water		Item		
E	Return, fill and ram selected excavated material around foundation in layers not exceeding 150mm thick	51	CM		
F	Load and cart away surplus material from site	19	CM		
G	500 Gauge polythene damp proof membrane	62	SM		
H	300mm thick well compacted hardcore including 50mm murrum/quarry dust blinding in layers to make up levels	62	SM		
J	Chemical anti-termite treatment with 10 years gurantee	62	SM		
K	200mm wide 3 ply bituminous damp proof course	61	L.M		
L	Steel mesh fabric reinforcement to B.S 4483 A-142(MS)	62	SM		
	<b><u>Plain in situ concrete 15/20 as described in:-</u></b>				
M	50mm thick blinding under foundations	29	SM		
	<b><u>Vibrated in-situ reinforced concrete class 20/20 as described in:-</u></b>				
N	Wall foundation and column base	8	CM		
P	100mm thick floor slab	62	SM		
	<b><u>Foundation walling</u></b>				
Q	Machine cut coral blocks 200mm thick foundation walling in cement/sand motar (1:3) reinforced with ties every course	61	SM		

	<b>Total carried to collection page 1</b>				
ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>WALLING</u></b>				
	<b><u>Machine cut coral blocks bedded and jointed in cement and sand mortar (mix1:3) as described in:</u></b>				
A	200mm thick walling	92	SM		
	-				
	<b><u>Solid Concrete Block Walling</u></b>				
B	100 mm thick	79	SM		
	<b><u>Precast concrete blocks</u></b>				
C	150mmx 150mm high louvered concrete vent blocks bedded and jointed in cement and sand mortar	23	SM		
	<b><u>High tensile steel cold worked to B.S 4461 as described (arch)</u></b>				
D	12mm	200	KG		
E	10mm	890	KG		
F	8mm	570	K.G		
	<b><u>Sawn formwork to in-situ concrete as described in:-</u></b>				
G	Sides and soffits of beams, sides of columns and soffits of slab	62	SM		
	<b><u>Vibrated in-situ reinforced concrete class 20/20 as described in:-</u></b>				
H	Columns , beams	7	CM		
P	150mm thick suspended slab for water tank	14	SM		
	<b><u>Window cill</u></b>				
H	200mmx75mm thick precast concrete(1:2:4) sunk, weathered cill including all moulds and reinforcement for handling finished fair on all exposed surfaces with cement and sand mortar(1:3)	12	LM		

	<b>Total carried to collection page 2</b>				
ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>FINISHES</u></b>				
	<b><u>Wall Finishes</u></b>				
A	12 mm thick cement and sand render 1:4; steel trowelled	316	SM		
	<b><u>Painting and decorating</u></b>				
B	Prepare and apply three coats permaplast (long lasting) exterior paint on general surfaces	172	SM		
C	Prepare and apply three coats of silk vinyl emulsion paint on general surfaces of walls	50	SM		
E	330x250x6 mm coloured glazed ceramic wall tiles with approved adhesive	94	SM		
	<b><u>Floor</u></b>				
F	25 mm thick cement sand (1:4) screed finished to receive ceramic tiles	49	SM		
G	Prepare surface supply and fix 300x300x9mm nonslip "SAJ RAK"(or approved equivalent) ceramics floor tiles fixed with cement grout	49	SM		
	<b><u>External surfaces</u></b>				
	<b><u>Prepare surfaces and apply three coats gloss paints to :-</u></b>				
	<b><u>Painting</u></b>				
K	Prepare and apply one undercoat and two finishing coats as permaplast Crown' paint or equivalent	200	SM		

	<b>Total Finishes carried to collection page 3</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>ROOF</u></b>				
	<b><u>Sawn cypress treated</u></b>				
A	100 x 50 mm Wall plate.	54	LM		
B	100 X 50 mm Rafters	120	LM		
C	150 X 50 mm Tie beam	52	LM		
D	100x50 mm struts and ties	150	LM		
E	75 X 50 mm Purlins	175	LM		
	<b><u>Roof covering</u></b>				
F	26 Gauge prepainted aluminium roofing sheets as IT5 Profiled Sheets Including ridge caps fixed to purlins.	64	SM		
G	200x25mm wrot cypress fascia/Badge board	60	LM		
	<b><u>Ceiling</u></b>				
H	50x50mm brandering	48	SM		
J	12mm thick light guage pvc ceiling	48	SM		
K	Extra over trap door	2	NO		
L	PVC cornice	62	LM		

	<b>Total Roof carried to collection page 4</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>DOORS</u></b>				
A	Fabricate and install a galvanized mild steel grille framed with 40x25x3mm thick R.H.S gate with two 1500x2100mm grided panel and approved locking system	1	NO		
	<b><u>50mm thick wrot Cypress match board door leave size 900x 2100</u></b>				
B	25mm T & G facing ,50 x 100mm framing stiles and rails all round and 25 x 100mm braces and middle rail.	13	NO		
	<b><u>The following in wrot mahogany.</u></b>				
C	100 x 50 hard wood rebated and rounded door frame	73	LM		
	<b><u>Supply and fix the following Iron monger as per 'UNION'</u></b>				
D	Two lever mortise lock complete with aluminium handle	13	NO		
E	100mm brass butt hinge	20	PRS		
F	100mm brass tower bolt	9	NO		
	<b><u>Prepare surfaces and apply three coats gloss paints to :-</u></b>				
G	General Timber surfaces	50	SM		
	<b><u>ALUMINIUM WINDOWS</u></b>				
	<b><u>Supply and fix the following</u></b>				
	<b><u>Heavy duty aluminium framed sliding window including all necessary ironmongery and 5mm tinted sheet glass fixed with aluminium beading . Fabricated as per design provided.</u></b>				
H	Ditto 600x600mm	10	No		
J	Ditto 1200x1200mm	1	NO		

	<b>Total Doors and Windows carried to collection page 5</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>PLUMBING AND SANITARY FITTINGS</u></b>				
A	Close couple vitreous china low level water closet suite comprising of 7.5 litres cistern and fittings including siphon, 15mm diameter side inlet ball valve, 20mm diameter side overflow, plastic flush bend, inlet connection, chrome plated lever and heavy plastic seat and cover with chrome plated hinges. To be as TWYFORDS or equal and approved.	1	NO		
B	Stainless steel Hinge Support grab bars	3	NO		
C	Twyfords or equal and approved squatting type WC including of 4.5 litres ceramic cistern and fittings including siphon, 15mm diameter side inlet ball valve, 20mm diameter side overflow, plastic flush bend, inlet connection, chrome plated lever or equal and approved.	5	NO		
D	Wash hand basin Oval shaped wash hand basin as 'Cobra' size 520 x 450 mm and chain stay hole, comprising one number delayed action tap, plastic bottle trap, flex tube and all necessary accessories.	5	NO		
E	Shower as Twyfords Aztec NO. 57720 XXI or equally approved Shower fitting, 13mm with adjustable shower rose at fixed height with concealed pipe work.	2	NO		
F	6 mm thick silver plated glass mirror size 600 mm x 450 mm with berelled edges, screwed to wall with silver plated screws	4	NO		
G	Provide and fix arabic tap	6	NO		
	<b><u>1150mm high stainless steel slab urinals complete with fittings</u></b>				
H	4 feet	2	NO		
J	Ditto 2 feet	1	NO		

K	20 mm brass gate valve as Pegler original	5	NO		
L	Recesed toilet paper roll holder	7	NO		
M	Recesed soap dish	2	NO		
<b><u>WATER TANK</u></b>					
N	Supply and install 1,000 litres overhead water tank as Kentank or approved equivalent complete with necessary fittings for its proper functioning Including piping connections to toilets, showers and wash hand basins.	3	NO		
<b>Total Plumbing and sanitary fittings carried to collection page 6</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
<b><u>ELECTRICAL WORKS</u></b>					
<b><u>Power circuits</u></b>					
A	Lighting points comprising of 1.5mm <sup>2</sup> pvc copper cables drawn in 20mm HG pvc conduit for one way switching	16	NO		
B	One gang 1way switch	1	NO		
C	5 Amp 1 way 1 gang white moulded ivory flush mounting plate switch as MK/CRABTREE or equal and approved	1	NO		
D	Ditto 1 way 3 gang	1	NO		
E	Socket outlet point comprising wiring in 2x2.5mm <sup>2</sup> and 1x1.5mm <sup>2</sup> PVC-SC-CU cables in concealed in 20mm diameter HG PVC conduits/trunking	1	NO		
F	13A Twin gang switched moulded socket outlet plate as Crabtree or approved equivalent.	1	NO		
G	Machine finish distribution board complete with MCB	1	NO		
H	CG lamp holder complete with energy saving bulbs	1	NO		
J	Bulk head fittings as thorn	1	NO		
K	Ball fittings spherical	1	NO		
L	1200 x 36 W flourescent fittings as philips or equal approved	14	NO		
24	Machines finish Single phase meter box	1	NO		



M	Allow for connection to Kenya Power and Lighting grid, all cables and fittings and testing all electrical works		Item		
<b>Total Electrical Carried to collection page 7</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>External works</u></b>				
	<b><u>External Drainage</u></b>				
A	Excavate for pipe trench not exceeding 1.5m deep starting from existing ground level	8	CM		
B	Extra over for hard rock (class1)	5	CM		
B	Return fill and ram excavated material around pipe	6	CM		
C	Load and cart away surplus excavated materials as directed	2	CM		
	<b><u>Waste pipe</u></b>				
F	Construct waste water line in 100mm dia heavy gauge class D waste pipe connected to man hole chamber and including concrete surround	10	LM		
G	800x600X900mm manhole complete with concrete base and coral block walling and appropriate benching	5	NO		
H	Precast concrete Manhole cover with MS 50x50x4mm angle framing	5	NO		
	<b><u>Cabro Works</u></b>				
J	Excavate oversite and cart away from site the surplus excavation spoil	10	CM		
K	Provide, spread, water and compact neat lateric gravel for sub base and base to 95% MDD(AASHTO T99) in accordance with the specifications and as directed by the Engineer.	10	CM		

L	Provide lay and strain 80mm precast concrete paving blocks (mechanically vibrated fully cured paving slabs to walkways laid on 50mm sand bed conforming to BS 6717 Part 1 of 1986 or Kenya Bureau of. Manufacturer's certificate of compliance to specification will be demanded by the Engineer.	70	SM		
M	Excavate for, provide and place 250x125mm class 25/20 precast concrete raised kerbs haunched in 100mm thick class 15/20 concrete base bedding and mortar joined in support to carriageaways, bus bays and junctions as directed by the Engineer	30	LM		
N	Place and provide class 20/20 concrete bollards size 1.2*0.2*2 M embedded to a depth of 0.3 m at place and as directed by the engineer.	6	NO		
<b>Total External Work carried Forward to Summary Page 8</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
A	<b><u>SOAK PIT</u></b> Excavate for soak pit not exceeding 1.5m deep starting from stripped ground.	2	CM		
B	Ditto, 1.50-3.00m deep	2	CM		
C	Ditto, 3.00-4.50m deep	2	CM		
D	Ditto, 4.50-6.00m deep	2	CM		
E	Ditto, 6.00-7.50m deep	2	CM		
F	Ditto, 7.50-9.00m deep	2	CM		
G	Ditto, 9.00-10.50m deep	2	CM		
H	Ditto, 10.50-12.00m deep	2	CM		
J	Extra over excavating an any class of rock	14	CM		
K	Load and cart away surplus excavated materials as directed	122	CM		
L	150mm thick coral block walling, 1800 mm diameter bedded and jointed in cement and sand (1:3) mortar	12	SM		

M	1200mm diameter x 150mm thick concrete class 20/20 cover slab	1	NO		
	<b><u>In situ concrete class 20</u></b>				
N	150mm suspended slab	1	CM		
P	Strip foundation	1	CM		
	<b><u>Reinforcement</u></b>				
Q	10mm diameter	250	KG		
	<b><u>Formwork</u></b>				
R	Edges of suspend slab 150-225mm thick	4	LM		
S	Soffits of suspended slab	3	SM		
T	Box formwork to form opening size 600 x 450mm for manhole cover and frame (m.s) in 120mm thick cover slab including planting fillet to form rebate	1	NO		
	<b>Sub - Total carried Forward to Summary Page 9</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>Soak pit continued'</u></b>				
	<b><u>walling</u></b>				
A	200mm thick dressed stones	6	SM		
	<b><u>Finishes</u></b>				
B	35mm thick waterproof screed	4	SM		
C	600 X 450mm cast iron manhole cover and frame bedded in cement and sand (1:3) mortar	1	NO		
	<b>Total to Collection</b>				-
	<b>COLLECTION</b>				
	<b>Brought forward from page BW/1</b>				
	<b>Brought forward from above</b>				

	<b>Total Soak Pit carried Forward to Summary Page 10</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>SEPTIC TANK</u></b>				
A	Excavate for septic tank not exceeding 1.5m deep starting from stripped ground level	60	CM		
B	Ditto, 1.50-3.00m deep	16	CM		
C	Extra over excavating in any class of rock	70	CM		
D	Return fill and ram excavated material around septic tank	31	CM		
E	Grade surfaces of excavation	70	SM		
F	Allow for planking and strutting to uphold sides of excavation for keeping excavation free from all waters	1	ITEM		
	<b><u>Disposal</u></b>				
G	Load and cart away surplus excavated materials as directed	45	CM		
	<b><u>Plain concrete (1:4:8) in:-</u></b>				
H	50mm thick blinding	18	SM		

	<b><u>Plain concrete (1:2:4) in: -</u></b>				
J	Benching average 200mm high to manholes size 600 x450mm	2	NO		
K	150mm thick concrete bed	9	SM		
L	Ditto, sloping not exceeding 15 degrees from horizontal	9	SM		
	<b><u>Reinforced concrete (1:2:4) in: -</u></b>				
M	120mm thick scum baffle	2	SM		
N	Ditto, wall	4	SM		
P	120mm thick suspended cover slab	20	SM		
	<b><u>Sawn formwork to: -</u></b>				
Q	Soffits of suspended slab	20	SM		
R	Sides of scum baffle and wall	12	SM		
S	Edge of bed over 150mm high but not exceeding 225mm high	18	LM		
T	Box formwork to form opening size 600 x 450mm for manhole cover and frame (m.s) in 120mm thick cover slab including planting fillet to form rebate	2	NO		
	<b>Sub - Total carried Forward to Summary Page 11</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>Septic tank continued'</u></b>				
	<b><u>Reinforcement</u></b>				
	<b><u>High tensile square twisted bars to BS4449</u></b>				
A	10 mm diameter	240	KG		
B	12mm diameter	370	KG		
C	Fabric mesh Ref. A142 as reinforcement	20	SM		
D	200mm thick coral walling bedded and jointed in cement and sand (1:3) mortar	40	SM		
	<b><u>10mm thick sulphate resisting waterproof cement and sand (1:4) screed on: -</u></b>				
E	Stone walling	40	SM		
F	- Sloping concrete bed	20	SM		

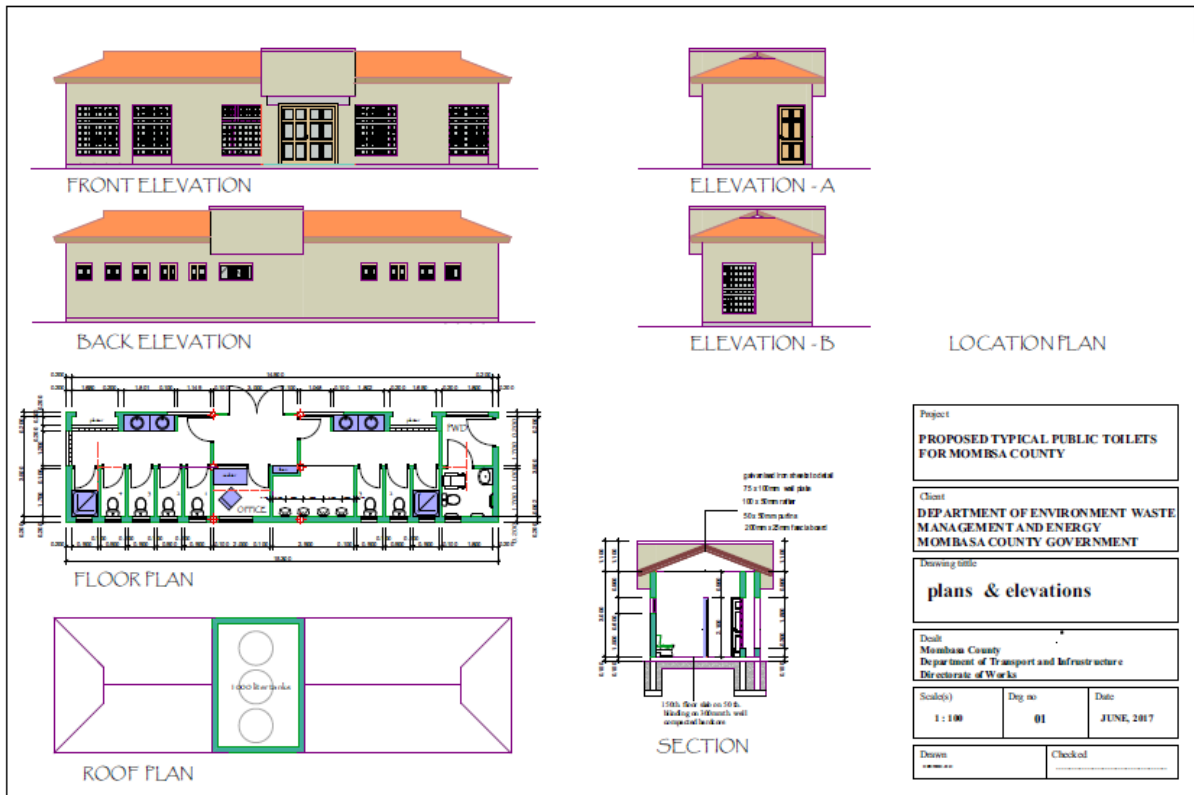
G	Ditto soffits	4	SM		
H	Top of cover slab and plinth	20	SM		
J	100mm diameter upvc pipe inlet and outlet manhole	2	LM		
K	Provide for constructing inspection chambers size 600x400mm	2	NO		
L	600 X 450mm cast iron manhole cover and frame bedded in cement and sand (1:3) mortar	4	NO		
M	Cut or leave hole in 200mm thick stone walling for 100mm pipe and make good	4	NO		
	<b>Total to Collection</b>				-
	<b>COLLECTION</b>				
	<b>Brought forward from page BW/1</b>				
	<b>Brought forward from above</b>				
	<b>Total Septic Tank carried Forward to Summary Page 12</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>BOREHOLE DRILLING</u></b>				
A	Drill a bore hole of 150mm diameter to sufficient water level (40-50) metres below ground level.	1	NO		
B	Supply and install 150mm diameter HG class D PVC casing.	50	LM		
	<b><u>BOREHOLE PUMP</u></b>				
C	Supply & fix Grundfos SP5A-12 1.5HP, 3-Phase water pump capable of discharging 7 cubic metres of water per hour against a total head of 50 metres including testing for two hours.	1	NO		
D	Supply and fix control panel type C302E complete with drop cables, electrodes, LLC relay meter board.	1	NO		
	<b><u>FITTINGS</u></b>				

E	Supply and fix all necessary piping and fittings including excavations and civil works from the borehole to the overhead tank, including a standard well cap.		ITEM		
<b>Total Bore hole carried to Summary Page 13</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>PROVISIONAL SUMS</u></b>				
A	Allow a sum of Kenya shillings Two Hundred and Fifty Thousand Shilling only for contingencies				250,000.00
B	Allow 100,000/- for project management				100,000.00

	<b>TOTAL P. SUMS CARRIED TO GRAND SUMMARY page 14</b>				<b>350,000.00</b>
	<b>COLLECTION</b>				<b>AMOUNT</b>
1	Total carried to collection page 1				
2	Total carried to collection page 2				
3	Total carried to collection page 3				
4	Total Roof from page 4				
5	Total Doors and Windows from page 5				
6	Total Plumbing and sanitary fittings from page 6				
7	Total Electrical from page 7				
8	Total External Works from Page 8				
9	Total Soak Pit carried Forward to Summary Page 10				
10	Total Septic Tank carried Forward to Summary Page 12				



11	Total Bore hole from Page 13				
<b>TOTAL COLLECTION BUILDERS WORKS</b>					
	<b>DESCRIPTION</b>	<b>PAGE</b>	<b>FOR CONTRACTOR'S USE</b>	<b>FOR OFFICIAL USE ONLY</b>	
<b>GRAND SUMMARY</b>					
A	TOTAL COLLECTION BUILDERS WORKS	Above			
B	TOTAL PS CARRIED TO SUMMARY	BW/10	350,000.00		
<b>TOTAL CARRIED TO FORM OF TENDER</b>					
<p>Amount in words [Kshs].....</p> <p>Contractor's name .....</p> <p>ADDRESS .....</p> <p>DATE .....</p> <p>SIGNATURE.....</p> <p>WITNESS NAME .....</p> <p>ADDRESS .....</p> <p>DATE .....</p> <p>SIGNATURE .....</p>					



The toilets will be situated at the following sites

1. Bamburi stage
2. Likoni near ferry
3. Mwembe Tayari Market
4. Kongowea near County Health Centre
5. Tudor stage
6. Changamwe round-a-bout
7. Shimanzi near KPA Gate

**SECTION VIII - STANDARD FORMS**

**FORM OF TENDER**

**TENDER NO. CGM/PRO/T/29/2020-2021**

**PROPOSED CONSTRUCTION OF TOILETS AT MAMA NGINA DRIVE**

TO: \_\_\_\_\_ [Name of Employer] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs. \_\_\_\_\_ [Amount in figures] Kenya Shillings \_\_\_\_\_ [Amount in words]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender until \_\_\_\_\_ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of  
\_\_\_\_\_ [Name of Employer]  
of \_\_\_\_\_ [Address of Employer]

Witness; Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FORM OF TENDER SECURITY**

**PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBSA COUNTY**

BY THIS SECURITY WE. (hereinafter called “The Tenderer”) and .....

(Bank) whose registered office is at .....(hereinafter called “the Surety”) are held and firmly bound unto County Government of Mombasa (hereinafter called “the Employer”) in the sum of Kenya Shillings one Hundred Thousand (KShs 100,000.00) for the payment of which sum the Tenderer and Surety bind themselves, their successors and assigns jointly and severally by these presents.

Sealed with our respective seals and dated this .....day of 2016

**WHEREAS**

The county has invited the Tenderer and other persons to complete Tenders in similar terms for **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBSA COUNTY**

1. (hereinafter called “the Works”) and submit the same for consideration by the county.
2. The Tenderer proposes to submit to the county a Tender (hereinafter called “the Tender”) in accordance with such invitation and by the above written Security, to provide security for the due performance by him of the undertakings and obligations in the Tender on his part contained.

NOW THE CONDITIONS of the above-written Security are such that:

- (a) If the Tenderer withdraws his Tender during the period of validity specified in the Form of Tender; or,
- (b) If the Tenderer refuses to accept the correction of errors in his Tender; or,
- (c) If the Tenderer having been notified of the acceptance of his Tender by the county during the period of Tender validity;
  - i) Fails to execute the Contract Agreement
  - ii) Fails to furnish the Performance Security or Guarantee, in accordance with the Contract, within the time limits set in the Instructions to Tenderers,

We undertake to pay the county an amount not exceeding the sum stated above on receipt of its first written demand, without the county having to substantiate its demand.

This guarantee will remain in force up to and including thirty (30) calendar days after the period of Tender validity including any extensions thereof, and any demand in respect thereof should reach the Surety not later than the above stated date.

The common seal of .....(the Tenderer) was hereunto affixed in the presence of:

Signature.....

Name.....

In the capacity of.....

The common seal of .....(the Surety) was hereunto affixed in the presence of:

Signature.....

Name.....

In the capacity of.....

**FORM OF PERFORMANCE SECURITY**  
**(To be filled by successful Tenderer Only)**

**PRO PROPOSED CONSTRUCTION OF TOILETS AT MAMA NGINA DRIVE**

**TENDER NO. CGM/PRO/T/29/2020-2021**

TO: County Government of Mombasa

Dear Sir(s)

With reference to your Agreement with

---

For the **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBSA COUNTY**

(**TENDER NO.** \_\_\_\_\_) dated..... and at their request we hereby undertake to hold at your disposal the sum of up to KShs

.....  
.....(in words) Only, which we shall pay to you without any reference to, and in spite of any contestation by the said Messrs.....

immediately on your demand being made to us in writing by ordinary or registered post or by hand at our offices, stating that Messrs .....have not fulfilled the terms and conditions of their above mentioned contract and you claim payment under this Security. Any claim under this Security should be received by us on or before the .....after which date our aforesaid Security shall cease and be of no effect and must be returned to us Signed Sealed and Delivered by the said \_\_\_\_\_

In the presence of: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM OF CONTRACT AGREEMENT**

**PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBASA COUNTY**

**TENDER NO. CGM/PRO/T/29/2020-2021**

**THIS AGREEMENT**, made on this.....day of.....2016 between the **COUNTY GOVERNMENT OF MOMBASA** , a body corporate established under the County Government of Mombasa Act (Cap. 391) Laws of Kenya, P. O. Box , Mombasa, hereinafter called the “Employer” of the one part and \_\_\_\_\_, a limited liability company incorporated under the Companies Act (Cap.486) Laws of Kenya, P. O. Box \_\_\_\_\_, hereinafter called the “Contractor” of the other part.

WHEREAS, Tenders have been received by the Employer for the **PROPOSED CONSTRUCTION OF TYPICAL PUBLIC TOILETS FOR MOMBASA COUNTY**

Tender No. \_\_\_\_\_ at the Mombasa County , including allied structures and remedying of any defects therein and the Tender of the Contractor for the said contract has been accepted by the Employer.

**THEREFORE**, for and in consideration of the promises, covenants, and agreements hereinafter contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

1. In consideration of the covenants and agreements to be kept and performed by the Contractor and completion of the Works according to the Specifications and Conditions herein contained, the Employer shall pay and the Contractor shall receive and accept as full compensation for everything furnished and done by the Contractor under this Agreement, the Contract Price, (State Currency) \_\_\_\_\_, stipulated in the Letter of Acceptance, at the times and in the manner prescribed by the Conditions of Contract.
2. Said Works shall be started on the Commencement Date and the Contractor shall fully complete the Works within \_\_\_\_\_ weeks.
3. In this Agreement, the words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
4. The following documents shall be deemed to form, and be read and construed, as part of this Agreement:
  - a) This Contract Agreement,
  - b) The Letter of Acceptance,
  - c) Form of Tender,
  - d) Appendix to Tender,
  - e) Performance Security,
  - f) FIDIC Conditions of Contract For Construction First Edition 1999,



- g) Conditions of Particular Application
- h) Works Programme
- i) Bill of Quantities,
- j) Specifications,
- k) The Confidential Business Questionnaire,
- l) The Tender Questionnaire,
- m) The Declaration Form.

**IN WITNESS WHEREOF**, the Parties have hereto have executed this contract in four (4) counterparts, as of the day and year herein above set forth.

Signed By: \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 For and on behalf of \_\_\_\_\_ )  
**COUNTY GOVERNMENT OF MOMBASA** )  
 \_\_\_\_\_ )

In the presence of: - \_\_\_\_\_ )  
 Name ..... )  
 Designation ..... )  
 Signature ..... )

\_\_\_\_\_ )  
 Signed By: ..... )  
 For and on behalf of \_\_\_\_\_ )  
 \_\_\_\_\_ ) **COUNTY SECRETARY**  
**Contractor** )

In the presence of: - \_\_\_\_\_ )  
 Name ..... )  
 Designation ..... )  
 Signature ..... )

**CONFIDENTIAL BUSINESS QUESTIONNAIRE - MANDATORY**  
**TENDER NO. CGM/PRO/T/29/2020-2021**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 2 (d) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name .....

Location of business premises; Country/Town.....

Plot No..... Street/Road .....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time: (State Currency)  
.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

\*Citizenship details .....

Part 2 (b) – Partnership

Give details of partners as follows:

	Name in full	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

**Part 2(c) – Registered Company:**

Private or public.....

State the nominal and issued capital of the Company-

Nominal (State Currency) .....

Issued (State Currency) .....

Give details of all directors as follows:

Name in full . Nationality. Citizenship Details\*. Shares.

1.  
.....

2.  
.....

3.  
.....

4.  
.....

**Part 2(d) – Interest in the Firm:**

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

I certify that the information given above is correct.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

**DECLARATION FORM ON PARTICIPATION IN PUBLIC PROCUREMENT  
(MANDATORY)**

**TENDER NO. CGM/PRO/T/29/2020-2021**

Date \_\_\_\_\_

To County Government of Mombasa

The tenderer i.e. (name and address) \_\_\_\_\_

declare the following:

1. Has not been debarred from participating in public procurement.
2. Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

---

Title

Signature

Date

## **UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

1. Each Tenderer must submit a statement, as part of the Tender documents, in the given format which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in the Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.
2. Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners; the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.
3.
  - a) Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.
  - b) Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tender and, if successful, the implementation of the contract.
  - c) The successful Tenderer will also make full disclosure [quarterly or semi- annually] of all payments to agents and other third parties during the execution of the contract.
  - d) Upon completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.
  - e) Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer.
4. Tenders which do not conform to these requirements shall not be considered.
5. If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:
  - a) Cancellation of the contract;
  - b) Liability for damages to the procuring entity and/or the unsuccessful competitors in the tendering process.
6. Tenderers shall make available, as part of their Tender, copies of their anti-Bribery Policy/Code of Conduct, if any, and of their general or project-specific Compliance Program.
7. The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited civil society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract, and to which in turn all Tenderers and other parties involved or affected by the project shall have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public).

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

*(Sections 39, 40, 41, 42, 43 & of the PPD Act, 2005)*

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

**DETAILS OF SUB-CONTRACTORS**

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet:  
.....

[i] Full name of Sub-contractor  
and address of head office: .....

.....

(ii) Sub-contractor’s experience  
of similar works carried out  
in the last 3 years with  
Contract value: .....

.....

.....

(2) Portion of Works to sublet: .....

(i) Full name of sub-contractor  
and address of head office: .....

.....

(ii) Sub-contractor’s experience  
of similar works carried out  
in the last 3 years with  
contract value: .....

.....

\_\_\_\_\_  
[Signature of Tenderer)

\_\_\_\_\_  
Date

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER



**REPUBLIC OF KENYA**  
**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 .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....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.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- Etc

SIGNED ..... (Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED  
Board Secretary