TENDER DOCUMENT:

FORM OF BID
APPENDIX TO FORM OF BID
FORM OF BID SECURITY
INSTRUCTIONS TO BIDDERS
CONDITIONS OF CONTRACT
SCHEDULES OF SUPPLEMENTARY INFORMATION
FORM OF AGREEMENT
FORM OF PERFORMANCE SECURITY
SPECIAL SPECIFICATIONS
BILLS OF QUANTITIES
THE DRAWINGS

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FEBRUARY, 2020
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INTRODUCTION

1.1 Procurement for works under public-financed projects is carried out in accordance with policies and procedures laid down in The Public Procurement and Disposal Act 2005 and The Public Procurement and Disposal Regulations 2006.

1.2 This Standard Tendering Document (SBD) for procurement of works has been prepared for use by the Procuring Entities in Kenya in the procurement of Works through National Competitive Tendering (NCB) procedures.

1.3 This SBD is mandatory for use in works contracts of a value not exceeding KShs.200 million, as defined in The Public Procurement and Disposal Act 2005 and The Public Procurement and Disposal Regulations 2006.

1.4 The following guidelines should be observed when using the document:

(i). Specific details should be furnished in the Invitation for Tenders and in the Contract Data Sheet (where applicable). The Tender document issued to Tenderers should not have blank spaces or options;

(ii). The Instructions to Tenderers and the General Conditions of Contract should remain unchanged. Any necessary amendments to these parts should be made through the Tender Data Sheet and Contract Data Sheet respectively;

(iii). Information contained in the Invitation for Tenders shall conform to the data and information in the Tender documents to enable prospective Tenderers to decide whether or not to participate in the Tender and shall indicate any important Tender requirements;

(iv). The Invitation for Tenders shall be as an advertisement in accordance with the regulations or a letter of invitation addressed to Tenderers who have been prequalified following a request for prequalification.

1.5 The cover of the document shall be modified to include:

a. Tender number;
b. Tender name;
c. Name of Procuring Entity;
d. Delete name of PPOA at front and address at the back
SECTION I: INVITATION FOR TENDERS (IFT)
COUNTY GOVERNMENT OF WEST POKOT
P.O. Box 222-30600
KAPENGURIA
Email: info@westpokot.go.ke
www.westpokot.go.ke

TENDER NOTICE

IFMIS NEGOTIATION NO: 850132

TENDER NAME: IMPROVEMENT AND MAINTENANCE WORKS OF MOINOI-CHUWAI-APUKE ROAD

West Pokot County Government invites sealed bids from interested contractors for;

IMPROVEMENT AND MAINTENANCE WORKS OF MOINOI-CHUWAI-APUKE ROAD

 Tendering will be conducted through the open tender procedures specified in the and the Public Procurement and Disposal Regulations, 2006, Public Procurement and Asset Disposal Act 2015, and Public Procurement and Asset Disposal Act (Revised Edition) 2016

Funding: Kenya Roads Board (KRB) Through County Government of West Pokot.

The detailed breakdown of the requirements can be obtained in the bill of quantities stipulated in this bid document.

1.1 Interested eligible bidders MUST meet all the conditions as indicated in the tender document and can view and download the documents free of charge from the county website (www.westpokotcounty.go.ke) National Government tenders portal (http://tenders.go.ke) or at the IFMIS tender portal: (www.supplier.treasury.go.ke) using the unique IFMIS negotiation number indicated above.

1.2 Completed tender documents MUST be submitted through the IFMIS SUPPLIER PORTAL: (www.supplier.treasury.go.ke) so as to be received on or before the date and time indicated in the IFMIS PORTAL.

Note:
1. In case of discrepancy between the IFMIS bid and the submitted hardcopy, the IFMIS bid will prevail over the hard copy.
2. Please note that MANUAL SUBMISSION WILL NOT BE ACCEPTED. All tenders Must be submitted through the IFMIS Supplier Portal

1.3 Original Bid Security from a reputable bank or insurance company, must be delivered at the office of Head of supply chain Management during office working hours only on or before the closing date and Time.

1.4 Interested and eligible bidders having challenges uploading their tender documents in the integrated management system (IFMIS) Supplier portal may obtain assistance from IFMIS Desk on 0800721477/0202480180 at the National treasury.

1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (150) days from the closing date of the tender.

HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
COUNTY GOVERNMENT OF WEST POKOT
FOR: ACCOUNTING OFFICER(S)
SECTION II: INSTRUCTIONS TO TENDERERS (ITT)
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A. Introduction

1. Scope of Tender

1.1 The Procuring Entity indicated in the Tender Data Sheet (TDS) invites Tenders for the construction of works as specified in the Tender Data Sheet and Sections VI (Technical Specifications) and VII (Drawings).

1.2 The successful Tenderer will be expected to complete the works by the required completion date specified in the Tender Data Sheet.

1.3 The objectives of the works are listed in the Tender Data Sheet. These are mandatory requirements. Any subsequent detail is offered to support these objectives and must not be used to dilute their importance.

2. Source of Funds

2.1 The Government of Kenya has set aside funds for the use of the Procuring Entity named in the Tender Data Sheet during the Financial Year indicated in the Tender Data Sheet. It is intended that part of the proceeds of the funds will be applied to cover eligible payments under the contract for the works as described in the Tender Data Sheet.

Or

The Government of Kenya through Procuring Entity named in the Tender Data Sheet has applied for/received/intends to apply for a [loan/credit/grant] from the financing institution named in the Tender Data Sheet towards the cost of the Project named in the Tender Data Sheet. The Government of Kenya intends to apply a part of the proceeds of this [loan/credit/grant] to payments under the Contract described in the Tender Data Sheet.

2.2 Payments will be made directly by the Procuring Entity (or by financing institution specified in the Tender Data Sheet upon request of the Procuring Entity to so pay) and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Entity.

3. Eligible Tenderers

3.1 A Tenderer may be a natural person, private or public company, government-owned institution, subject to sub-Clause 3.4 or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, unless otherwise specified in the Tender Data Sheet, all parties shall be jointly and severally liable.

3.2 The Invitation for Tenders is open to all suppliers as defined in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2006 except as provided hereinafter.
3.3 National Tenderers shall satisfy all relevant licensing and/or registration with the appropriate statutory bodies in Kenya, such as the Ministry of Public Works or the Energy Regulatory Commission.

3.4 A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this Tendering process, if they:

a) Are associated or have been associated in the past directly or indirectly with employees or agents of the Procuring Entity or a member of a board or committee of the Procuring Entity;

b) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the works under this Invitation for Tenders;

c) Have controlling shareholders in common; or

d) Receive or have received any direct or indirect subsidy from any of them; or

e) Have the same legal representative for purposes of this Tender; or

f) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or

g) Submit more than one Tender in this Tendering process, however, this does not limit the participation of subcontractors in more than one Tender, or as Tenderer and subcontractor simultaneously.

3.5 A Tenderer will be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specification of the project and related services that are the subject of the Tender.

3.6 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Kenya in accordance with GCC sub-Clause 3.2.

3.7 Government owned enterprises in Kenya may participate only if they are legally and financially autonomous, if they operate under commercial law, are registered by the relevant registration board or authorities and if they are not a dependent agency of the Government.
3.7 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

4. One Tender per Tenderer

4.1 A firm shall submit only one Tender, in the same Tendering process, either individually as a Tenderer or as a partner in a joint venture pursuant to ITT Clause 5.

4.2 No firm can be a subcontractor while submitting a Tender individually or as a partner of a joint venture in the same Tendering process.

4.3 A firm, if acting in the capacity of subcontractor in any Tender, may participate in more than one Tender but only in that capacity.

4.4 A Tenderer who submits or participates in more than one Tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the Tenders in which the Tenderer has participated to be disqualified.

5. Alternative Tenders by Tenderers

5.1 Tenderers shall submit offers that comply with the requirements of the Tendering documents, including the basic Tenderer’s technical design as indicated in the specifications and Drawings and Bill of Quantities. Alternatives will not be considered, unless specifically allowed for in the Tender Data Sheet. If so allowed, sub-Clause 5.2 and 5.3 shall govern.

5.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the Tender Data Sheet as will the method of evaluating different times for completion.

5.3 If so, allowed in the Tender Data Sheet, Tenderers wishing to offer technical alternatives to the requirements of the Tendering documents must also submit a Tender that complies with the requirements of the Tendering documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Tender, the Tenderer shall provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Tenderer conforming to the basic technical requirements shall be considered by the Procuring Entity.

6. Cost of Tendering

6.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

7. Site Visit and Pre-Tender Meeting

7.1 The Tenderer, at the Tenderer’s own responsibility and risk, is advised to visit and examine the Site of 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.

7.2 The Procuring Entity may conduct a site visit and a pre-Tender meeting. The purpose of 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’s designated representative is invited to attend a site visit and pre-Tender meeting which, if convened, will take place at the venue and time stipulated in the Tender Data Sheet.

7.4 The Tenderer is requested as far as possible, to submit any questions in writing or by electronic means to reach the procuring Entity before the pre-Tender meeting. It may not be practicable at the meeting to answer all questions, but questions and responses will be transmitted in accordance with sub-Clause 7.5.

7.5 Minutes of the pre-Tender meeting, including the text of the questions raised and the responses given together with any responses prepared after the pre-Tender meeting will be transmitted within the time stated in the Tender Data Sheet to all purchasers of the Tendering documents. Any modification of the Tendering documents listed in sub-Clause 8.1 that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT sub Clause 10.2 and not through the minutes of the pre-Tender meeting.

7.6 Non-attendance during the site visit or pre-Tender meeting will not be a cause for disqualification of a Tenderer unless specified to the contrary in the Tender Data Sheet.

B. Tendering Documents

8. Content of Tendering Documents

8.1 The works required, Tendering procedures, and contract terms are prescribed in the Tendering Documents. In addition to the Section I Invitation for Tenders, Tendering documents which should be read in conjunction with any addenda issued in accordance with ITT sub Clause 10.2 include:

- Section II Instructions to Tenderers
- Section III Tender Data Sheet
- Section IV General Conditions of Contract
- Section V Contract Data Sheet
- Section VI Specifications
- Section VII Drawings
- Section VIII Bill of Quantities
- Section IX Forms of Tender
  - Form of Tender
  - Appendix to Tender
  - Confidential Business Questionnaire
8.2 The number of copies to be completed and returned with the Tender is specified in the Tender Data Sheet.

8.3 The Invitation for Tenders (Section I) issued by the Procuring Entity is not part of the Tendering Documents and is included for reference purposes only. In case of discrepancies between the Invitation for Tenders and the Tendering Documents listed in sub-Clause 8.1 above, the said Tendering Documents will take precedence.

8.4 The Procuring Entity is not responsible for the completeness of the Tendering Documents and their addenda, if they were not obtained directly from the authorized staff of the Procuring Entity.

8.5 The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tendering documents. Failure to furnish all information required by the Tendering Documents or to submit a Tender substantially responsive to the Tendering documents in every respect will be at the Tenderer’s risk and may result in the rejection of its Tender.

9. Clarification of Tendering Documents

9.1 A prospective Tenderer requiring any clarification of the Tendering documents may notify the Procuring Entity in writing, e-mail or facsimile at the Procuring Entity’s address indicated in the Tender Data Sheet.

9.2 The Procuring Entity will within the period stated in the Tender Data Sheet respond in writing to any request for clarification provided that such request is received no later than the period indicated in the Tender Data Sheet prior to the deadline for the submission of Tenders prescribed in sub-Clause 22.1.

9.3 Copies of the procuring entity’s response will be forwarded to all Purchasers of the Tendering documents, including a description of the inquiry, but without identifying its source.

9.4 Should the Procuring Entity deem it necessary to amend the Tendering documents as a result of a clarification, it shall do so following the procedure under ITT Clause 10.
10. Amendments of the Tendering Documents

10.1 Before the deadline for submission of Tenders, the Procuring Entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tendering documents by issuing addenda.

10.2 Any addendum issued shall be part of the Tender documents pursuant to sub-Clause 8.1 and shall be communicated in writing, by e-mail or facsimile to all who have obtained the Tendering documents directly from the Procuring Entity.

10.3 In order to allow prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity at its discretion shall extend, as necessary, the deadline for submission of Tenders, in accordance with sub-Clause 22.2

C. Preparation of Tenders

11. Language of Tender

11.1 The Tender, and all correspondence and documents related to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the Tender language stipulated in the Tender Data Sheet. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the above stated language, in which case, for purposes of interpretation of the Tender, the translation shall prevail.

12. Documents Constituting the Tender

12.1 The Tender submitted by the Tenderer shall consist of the following components:

a) The Form of Tender (in the format indicated in Section IX) completed in accordance with ITT Clause 15, 16 and 17;

b) Information requested by Instructions to Tenderers ITT sub-Clause 13.2; 13.3 and 13.4;

c) Tender Security or Tender Securing Declaration in accordance with Instructions to Tenderers ITT Clause 19;

d) Priced Bill of Quantities;

e) Qualification Information Form and Documents;

f) Alternative offers where invited in accordance with Instructions to Tenderers ITT Clause 5;

g) Written confirmation authorizing the signatory of the Tender to commit the Tenderer in accordance with Instructions to Tenderers ITT sub Clause 19.2; and
13. Documents Establishing Eligibility and Qualifications of the Tenderer

13.1 Pursuant to ITT Clause 13, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer’s eligibility to Tender and its qualifications to perform the contract if its Tender is accepted.

13.2 In the event that pre-qualification of potential Tenderers has been undertaken, only Tenders from pre-qualified Tenderers will be considered for award of contract. These qualified Tenderers should submit their Tenders with any information updating the original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission. The update or confirmation should be provided in Section IX.

13.3 If the Procuring Entity has not undertaken pre-qualification of potential Tenderers, to qualify for award of the contract, Tenderers shall meet the minimum qualifying criteria specified in the Tender Data Sheet:

13.4 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the Tender Data Sheet:

   a) The Tender shall include all the information listed in the Tender Data Sheet pursuant to sub-Clause 13.3 above for each joint venture partner;

   b) The Tender shall be signed so as to be legally binding on all partners;

   c) One of the partners will 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;

   d) The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of a joint venture and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;

   e) 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 statement to this effect shall be included in the authorization mentioned under (c) above as well as in the Tender and in the Agreement (in case of a successful Tender); and

h) And any information or other materials required to be completed and submitted by Tenderers, as specified in the Tender Data Sheet.
f) A copy of the joint venture agreement entered into by all partner shall be submitted with the Tender. Alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful Tender shall be signed by all partners and submitted with the Tender, together with a copy of the proposed Agreement.

g) The Tender Security and Tender Securing Declaration as stated in accordance with ITT Clause 19, and in case of a successful Tender, the Agreement, shall be signed so as to be legally binding on all partners.

14. Lots Package

14.1 When Tendering for more than one contract under the lots arrangements, the Tenderer must provide evidence that it meets or exceeds the sum of all the individual requirements for the lots being tendered in regard to:

a) Average annual turnover;
   b) Particular experience including key production rates;
   c) Financial means, etc;
   d) Personnel capabilities; and
   e) Equipment capabilities.

14.2 In case the Tenderer fail to fully meet any of these criteria, it may be qualified only for those lots for which the Tenderer meets the above requirement.

15. Form of Tender

15.1 The Tenderer shall fill the Form of Tender furnished in the Tendering Documents. The Form of Tender must be completed without any alterations to its format and no substitute shall be accepted.

16. Tender Prices

16.1 The Contract shall be for the whole Works, as described in sub-Clause 1.1, based on the priced Bill of Quantities submitted by the Tenderer.

16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Bill of quantities.

16.3 All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 15 days prior to the deadline for submission of Tenders, shall be included in the rates, prices and total Tender price submitted by the Tenderer.

16.4 The rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract if provided for in the Tender Data Sheet and the provisions of the Conditions of Contract. The
17. Tender Currencies

17.1 The unit rates and prices shall be quoted by the Tenderer entirely in Kenyan Shillings or the foreign currency specified in the Bid Data Sheet.

17.2 Bidders shall indicate details of their expected foreign currency requirements in the Tender, if any. The rates of exchange to be used by the Tenderers in arriving at the local currency equivalent shall be the selling rates for similar transactions established by the authority specified in the Tender Data Sheet prevailing on the date 28 days prior to the latest deadline for submission of Tenders. These exchange rates shall apply for all payments so that no exchange risk will be borne by the Tenderer. In any case, payments will be computed using the rates quoted in the Tender.

17.3 Tenderers may be required by the Procuring Entity to clarify their foreign currency requirements and to substantiate that the amounts included in the rates and prices and in the Contract Data Sheet are reasonable and responsive to sub-Clause 17.1.

18. Tender Validity Period

18.1 Tenders shall remain valid for the period specified in the Tender Data Sheet after the Tender submission deadline prescribed by the Procuring Entity, pursuant to ITT Clause 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 expiry of the original Tender validity period, the Procuring Entity may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing or by cable. A Tenderer may refuse the request without forfeiting its Tender Security or causing to be executed its Tender Securing declaration. A Tenderer agreeing to the request will not be required or permitted to otherwise modify the Tender, but will be required to extend the validity of its Tender Security or Tender Securing declaration for the period of the extension, and in compliance with ITT Clause 19 in all respects.

18.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Tender validity period, the contract price will be increased by a factor specified in the request for extension. The Tender evaluation shall be based on the Tender price without taking into consideration on the above correction.

19. Tender Security

19.1 Pursuant to ITT Clause 12, where required in the Tender Data Sheet, the Tenderer shall furnish as part of its
and Tender Securing Declaration

Tender, a Tender Security in original form and in the amount and currency specified in the Tender Data Sheet. A Tender Securing Declaration as specified in the Tender Data Sheet in the format provided in section X shall be provided as a mandatory requirement.

19.2 The Tender Security or Tender Securing Declaration is required to protect the Procuring Entity against the risk of Tenderer’s conduct which would warrant the security’s forfeiture, pursuant to ITT sub-Clause 19.9.

19.3 The Tender Security shall be denominated in the currency of the Tender and shall be in one of the following forms:

   a) Cash;

   b) A Bank Guarantee;

   c) An Insurance Bond issued by an insurance firm approved by the PPOA located in Kenya;

   d) An irrevocable letter of credit issued by a reputable bank.

19.4 The Tender Security shall be in accordance with the Form of the Tender Security included in Section X or another form approved by the Procuring Entity prior to the Tender submission.

19.5 The Tender Security shall be payable promptly upon written demand by the Procuring Entity in case any of the conditions listed in sub-Clause 19.8 are invoked.

19.6 Any Tender not accompanied by a Tender Security in accordance with sub-Clauses 19.1 or 19.3 shall be rejected by the Procuring Entity as non-responsive, pursuant to ITT Clause 28.

19.7 The Procuring Entity shall immediately release any Tender Security if:

   a) The procuring proceedings are terminated;

   b) The Procuring Entity determines that none of the submitted Tenders is responsive;

   c) A contract for the procurement is entered into.

19.8 The Tender Security shall be forfeited and the Tender Securing Declaration executed if the Tenderer:

   a) Withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which Tenders must remain valid;
b) Rejects a correction of an arithmetic error pursuant to sub-Clause 29.2;

c) Refuse to enter into a written contract in accordance with ITT Clause 40;

d) Fails to furnish the Performance Security in accordance with ITT Clause 41.

19.9 The Tender Security and Tender Securing Declaration of a joint venture must be in the name of the joint venture submitting the Tender.

19.10 A Tenderer shall be suspended from being eligible for Tendering in any contract with the Procuring Entity for the period of time indicated in the Tender Securing Declaration:

a) If the Tenderer withdraws its Tender, except as provided in ITT sub-Clauses 18.2 and 29.2; or

b) In the case of a successful Tenderer, if the Tenderer fails within the specified time limit to:

   (i) Sign the contract; or

   (ii) Furnish the required Performance Security.

20. Format and Signing of Tender

20.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT Clause 12 of these Instructions to Tenderers, with the Form of Tender, and clearly marked “ORIGINAL”. In addition, the Tenderer shall submit copies of the Tender, in the number specified in the Tender Data Sheet, and clearly marked as “COPIES”. In the event of discrepancy between them, the original shall prevail.

20.2 The original and all copies of the Tenders 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. This authorization shall consist of a written confirmation as specified in the Tender Data Sheet and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender, except for un-amended printed literature, shall be initialled by the person or persons signing the Tender.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the Tender.

20.4 The Tenderer shall furnish information as described in the Form of Tender on commissions or gratuities, if any, paid or to be paid to agents relating to this Tender and to
contract execution if the Tenderer is awarded the contract

D. Submission of Tenders

21. Sealing and Marking of Tenders

21.1 The Tenderer shall seal the original and each copy of the Tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

21.2 The inner and outer envelopes shall:

a) Be addressed to the Procuring Entity at the address given in the Tender Data Sheet; and

b) Bear the Project name indicated in the Tender Data Sheet, the Invitation for Tenders (IFB) title and number indicated in the Tender Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Tender Data Sheet, pursuant to ITT sub-Clause 22.1.

21.3 In addition to the identification required in sub-Clause 21.2, the inner envelopes shall also indicate the name and address of the Tenderer to enable the Tender be returned unopened in case it is declared late, pursuant to sub-Clause 22.1 and for matching purpose under ITT Clause 23.

21.4 If the outer envelope is not sealed and marked as required by ITT sub clause 21.2, the Procuring Entity shall assume no responsibility for misplacement or premature opening of the Tender.

22. Deadline for Submission of Tenders

22.1 Tenders shall be received by the Procuring Entity at the address specified under ITT sub-Clause 21.2 no later than the date and time specified in the Tender Data Sheet.

22.2 The Procuring Entity may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Tenders by amending the Tendering documents in accordance with ITT Clause 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline.

22.3 The extension of the deadline for submission of Tenders shall not be made later than the period specified in the Tender Data Sheet before the expiry of the original deadline.

23. Late Tenders

23.1 The Procuring Entity shall not consider for evaluation any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT Clause 22.
23.2 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. Modification, Substitution and Withdrawal of Tenders

24.1 A Tenderer may modify or substitute or withdraw its Tender after it has been submitted, provided that written notice of the modification, including substitution or withdrawal of the Tender, is received by the Procuring Entity prior to the deadline prescribed for submission of Tenders prescribed under ITT sub-Clause 22.1.

24.2 The Tenderer’s modification or substitution or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITT Clauses 20 and 21 with the outer and inner envelopes additionally marked “MODIFICATION” or SUBSTITUTION or “WITHDRAWAL” as appropriate. The notice may also be sent by electronic mail and facsimile, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Tenders.

24.3 No Tender may be withdrawn, replaced 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 Tender Form. Withdrawal of a Tender during this interval shall result in the Tenderer’s forfeiture of its Tender Security or execution of Tender Securing Declaration, pursuant to the ITT sub-Clause 19.9.

24.4 Withdrawal of a Tender between the deadline for submission of Tenders and the expiration of the period of Tender validity specified in the Tender Data Sheet or as extended pursuant to sub-Clause 22.2 shall result in the forfeiture of the Tender Security and execution of Tender Securing Declaration pursuant to ITT sub-Clause 19.9.

24.5 Tenderers may only offer discounts to, or otherwise modify the prices of their Tenders by submitting Tender modifications in accordance with this Clause, or included in the original Tender submission.

E. Opening and Evaluation of Tenders

25. Opening of Tenders

25.1 The Procuring Entity will open all Tenders including modifications, substitution or withdraw notices made pursuant to ITT Clause 24, in public, in the presence of Tenderers or their representatives who choose to attend and other parties with legitimate interest and Tender proceedings, at the place on the date and at time specified in the Tender Data Sheet. The Tenderers’ representatives who are present shall sign a register as proof of their attendance.

25.2 Envelopes marked “WITHDRAWAL” shall be opened
and read out first. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to ITT Clause 24 shall not be opened but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “Power of Attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. Subsequently, all envelopes marked "MODIFICATION" shall be opened and the submissions therein read out in appropriate detail. Thereafter all envelopes marked or "SUBSTITUTION" opened and the submissions therein read out in appropriate detail.

25.3 All other envelopes shall be opened one at a time. The Tenderers’ names, the Tender prices, the total amount of each Tender and of any alternative Tender (if alternatives have been requested or permitted), any discounts, the presence or absence of Tender security, and such other details as the appropriate tender opening committee may consider appropriate, will be announced by the Secretary of the Tender Opening Committee at the opening.

25.4 Tenders or modifications that are not opened and not read out at Tender opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Tenderer which is not read out at Tender opening shall not be considered further.

25.5 Tenderers are advised to send in a representative with the knowledge of the content of the Tender who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Tenderer’s representative shall indemnify the Procuring Entity against any claim or failure to read out the correct information contained in the Tenderer’s Tender.

25.6 No Tender will be rejected at Tender opening except for late Tenders which will be returned unopened to the Tenderer, pursuant to ITT Clause 23.

25.7 The Secretary of the appropriate tender opening committee shall prepare minutes of the Tender opening. The record of the Tender opening shall include, as a minimum: the name of the Tenderers and whether or not there is a withdrawal, substitution or modification, the Tender price per Lot if applicable, including any discounts and alternative offers and the presence or absence of a Tender Security or Tender Securing Declaration.

25.8 The Tenderers’ representatives who are present shall be requested to sign the record. The omission of a Tenderer’s signature on the record shall not invalidate the contents and affect the record.
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.9</td>
<td>A copy of the minutes of the Tender opening shall be furnished to individual Tenderers upon request.</td>
</tr>
<tr>
<td>26.1</td>
<td>Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced.</td>
</tr>
<tr>
<td>26.2</td>
<td>Any effort by a Tenderer to influence the Procuring Entity’s processing of Tenders or award decisions may result in the rejection of his Tender.</td>
</tr>
<tr>
<td>26.3</td>
<td>Notwithstanding sub-Clause 26.2, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.</td>
</tr>
<tr>
<td>27.1</td>
<td>To assist in the examination, evaluation, comparison of Tenders and post-qualification of the Tenderer, the Procuring Entity may, at its discretion, ask a Tenderer for clarification of its Tender including breakdown of prices. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered.</td>
</tr>
<tr>
<td>27.2</td>
<td>The request for clarification and the response shall be in writing. No change 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 Tenders in accordance with ITT Clause 29.</td>
</tr>
<tr>
<td>27.3</td>
<td>From the time of Tender opening to the time of Contract award if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tender it should do so in writing.</td>
</tr>
<tr>
<td>28.1</td>
<td>The evaluation and comparison of tender shall be done using the procedures and criteria set out in Bid data sheets and no other criteria shall be used.</td>
</tr>
<tr>
<td>28.2</td>
<td>In evaluation of tenders the Procuring Entity shall systematically proceed in the following stages: - a) Preliminary evaluation; b) Technical evaluation; c) Financial evaluation; and d) Post-qualification where specified in the TDS</td>
</tr>
</tbody>
</table>
| 29.1    | Prior to the detailed evaluation of Tenders, the Procuring Entity will determine whether:
a) The Tender has been submitted in the required format;

b) Any Tender Security submitted is in the required form, amount and validity period;

c) The Tender has been signed by the person lawfully authorized to do so;

d) The Tender is valid for the period required;

e) All required documents and information have been submitted; and

f) Any required samples have been submitted.

29.2 The Procuring Entity will confirm that the documents and information specified under ITT Clause 12 and ITT Clause 13 have been provided in the Tender. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Tenderers, the Tender shall be rejected.

29.3 The Procuring Entity may waive any minor informality, nonconformity, or irregularity in a Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer.

29.4 A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the Tendering documents, without material deviation or reservation. A material deviation or reservation is one that:

a) Affects in any substantial way the scope, quality, or execution of the Works;

b) Limits in any substantial way, inconsistent with the Tendering documents, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or

c) If rectified, would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

29.5 If a Tender is not substantially responsive, it will be rejected by the Procuring Entity, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

30. Correction of Errors

30.1 Tenders determined to be substantially responsive will be checked by the Procuring Entity for any arithmetic errors. Errors will be corrected by the Procuring Entity as follows:

a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price
shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

30.2 The amount stated in the Tender will be adjusted by the Procuring Entity in accordance with the above procedure for the correction of errors and, with the concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, its Tender will then be rejected, and the Tender Security may be forfeited and the Tender Securing Declaration may be executed in accordance with sub-Clause 19.9.

31. Conversion to Single Currency

31.1 To facilitate the evaluation and comparison, the Procuring Entity will convert all Tender prices expressed in the amounts in various currencies in which the Tender prices are payable to Kenya Shillings at the selling exchange rate established for similar transactions by the Central Bank of Kenya ruling on the date specified in the Tender Data Sheet.

32. Comparison of Tenders

32.1 The Procuring Entity shall evaluate and compare only the Tenders determined to be substantially responsive in accordance with ITT Clause 28.

32.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender price by adjusting the Tender price as follows:
Making any correction for errors pursuant to ITT Clause 29;
Excluding provisional sums and the provision, if any for contingencies in the Bill of Quantities, but including Day work, where priced competitively; and
Making appropriate adjustments to reflect discounts or other price modifications offered in accordance with sub-Clause 24.5.

32.3 The Procuring Entity may waive any minor informality or non-conformity, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative standing of any Tenderer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the Tendering documents or otherwise result in unsolicited benefits for the Procuring Entity will not be taken into account in
### 33. National Preference

#### 33.1 In the evaluation of Tenders, the Procuring Entity shall apply exclusive preference to citizens of Kenya where:

- a) The funding is 100% from the Government of Kenya or a Kenyan body;

- b) The amounts are below the prescribed threshold of KShs.200 million;

#### 33.2 To qualify for the preference the candidate shall provide evidence of eligibility by:

- a) Proving Kenyan citizenship by production of a Kenyan Identity Card; or

- b) Providing proof of being a “citizen contractor” in terms of section 3(1) of the Act, i.e. being a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Kenya.

#### 33.3 The Minister of Finance may prescribe additional preference and/or reservation schemes, for example for procurements above these thresholds. If such additional preference schemes apply, details will be given in the Tender Data Sheet.

### 34. Determination of the Lowest Evaluated Tender

#### 34.1 The Tender with the lowest evaluated price from among those which are eligible, compliant and substantially responsive shall be the lowest evaluated Tender.

### 35. Post-qualification of Tenderer

#### 35.1 If specified in the Tender Data Sheet, post-qualification shall be undertaken.

#### 35.2 The Procuring Entity will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive Tender is qualified to perform the contract satisfactorily, in accordance with the criteria listed in sub-Clause 13.3.

#### 35.3 The determination will take into account the Tenderer’s financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer’s qualifications submitted by the Tenderer, pursuant to sub-Clause 13.3, as well as such other information as the Procuring Entity deems necessary and appropriate. Factors not included in these Tendering documents shall not be used in the evaluation of the Tenderer’s qualifications.

#### 35.4 An affirmative determination will be a prerequisite for award of the contract to the Tenderer. A negative determination will result in rejection of the Tenderer’s
Tender, in which event the Procuring Entity will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer’s capabilities to perform satisfactorily.
36. Stage 3 – Financial Evaluation

38.1 The Financial Score (FS) will be determined by comparing tender sums from all responsive bidders using the formulae below. The financial score will be allocated a maximum of 20 points.

\[ FS = 20 \times \frac{F_{m}}{F} \]

Where FS is the Financial Score, Fm is the lowest priced responsive financial bid and F is the price of the bid under consideration.

**WEIGHTS**

The Technical scores (TS) and the Financial Score (FS) shall be weighted as follows:

- Technical 80 using the formula (TS = 80 x TE/100)
- Financial 20 using the formula (FS = 20 x Fm/F)

**COMBINED SCORE**

The total score will be the combined sums of the technical score and financial score as below:

- Technical score (TS) + Financial score (FS)

The tenderer with the highest combined scored shall be considered the lowest evaluated bidder.

37. Stage 4 – Award and Post Qualification Evaluation

39.1 Lowest evaluated bidder shall be considered for award after a successful tenderer due diligence whose essence shall be to confirm the correctness of information provided during the bidding process. If the bidder is found to have given false information, the bidder shall be automatically disqualified without further reference to the bidder and in such a case the next second lowest bidder shall be considered subject to the same verification processes.

The bidder that shall emerge successful after the due diligence process shall be awarded the assignment and thereafter contracted subject to successful negotiations whose main aim shall be to harmonise the procuring entity’s expectations with the bidder’s quoted rates, offer and total bid sum. The agenda for these discussions shall be communicated in writing.

**F. Award of Contract**

38. Criteria of Award

40.1 Subject to ITT Clause 35 and 36, the Procuring Entity will award the Contract to the Tenderer whose Tender has been determined to be substantially responsive to the Tendering documents and who has offered the lowest Evaluated Tender Price, provided that such
Tenderer has been determined to be:

a) Eligible in accordance with the provisions of ITT Clause 3;

b) Is determined to be qualified to perform the Contract satisfactorily;

c) Successful negotiations have been concluded.

40.2 If, pursuant to sub-Clause 14.1, this Contract is being awarded on a “lot and package” basis, the lowest evaluated Tender price will be determined when evaluating this Contract in conjunction with other Contracts to be awarded concurrently, taking into account any discounts offered by the Tenderer for award of more than one Contract.

39. Clarifications

41.1 Clarifications may be undertaken with the lowest evaluated Tenderer relating to the following areas:

a) A minor alteration to the technical details of the statement of requirements;

b) Reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Tendering documents;

c) A minor amendment to the Contract Data Sheet;

d) Finalizing payment arrangements;

e) Mobilization arrangements;

f) Agreeing final delivery or work schedule to accommodate any changes required by the Procuring Entity;

g) The methodology or staffing; or

h) Clarifying details that were not apparent or could not be finalized at the time of Tendering.

41.2 Clarifications shall not change the substance of the tender.

40. Procuring Entity’s Right to Accept any Tender and to Reject any or all Tenders

42.1 Notwithstanding ITT Clause 35, the Procuring Entity reserves the right to accept or reject any Tender, and to cancel the Tendering process and reject all Tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers.

42.2 Notice of the rejection of all Tenders shall be
given promptly within 14 days to all Contractors that have submitted Tenders.

42.3 The Procuring Entity shall upon request communicate to any Tenderer the grounds for its rejection of its Tenders, but is not required to justify those grounds.

41. Procuring Entities Right to Vary Quantities at the Time of Award

43.1 The Procuring Entity reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Tendering documents (schedule of requirements) provided this does not exceed by the percentage indicated in the Tender Data Sheet, without any change in unit price or other terms and conditions of the Tender and Tendering documents.

42. Notification of Award

44.1 The Tenderer whose Tender has been accepted will be notified of the award by the Procuring Entity prior to expiration of the Tender validity period by e-mail or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Procuring Entity will pay the Contractor in consideration of the provision and maintenance of the Work(s) as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”).

44.2 The notification of award will constitute the formation of the Contract, subject to the Tenderer furnishing the Performance Security in accordance with ITT Clause 41 and signing the Contract in accordance with sub-Clause 40.2

44.3 At the same time as the person submitting the successful Tender is notified, the Procuring Entity will notify each unsuccessful Tenderer, the name of the successful Tenderer and the Contract amount and will discharge the Tender Security and Tender Securing Declaration of the Tenderer pursuant to ITT sub Clause 19.7.

44.4 If, after notification of award, a Tenderer wishes to ascertain the grounds on which it’s Tender or application for pre-qualification was unsuccessful, it should address its request to the secretary of the Tender Committee that authorized the award of contract. The secretary of the Tender Committee shall, within fourteen days after a request, provide written reasons as to why the Tender, proposal or application to be pre-qualified was unsuccessful. However, failure to take this opportunity to clarify the grounds for rejection does not affect the
Tenderer’s right to seek immediate review by the Public Procurement Administrative Review Board under Clause 45.

43. Signing of Contract

45.1 Promptly, and in no case later than 14 days, after notification, Procuring Entity shall send the successful Tenderer the Agreement and Contract Data Sheet, incorporating all agreements between the parties obtained as a result of Contract negotiations.

45.2 Within the period specified in the notification or Tender Data Sheet but not earlier than fourteen (14) days since notification of award of contract, the successful Tenderer shall sign and date the contract and return it to the Procuring Entity.

44. Performance Security

46.1 Within thirty (30) days but after 14 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Procuring Entity a Performance Security in the amount and in the form stipulated in the Tender Data Sheet and the Contract Data Sheet, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

46.2 If the Performance Security is provided by the successful Tenderer in the form of a Bank Guarantee or Insurance Bond, it shall be issued either:

a) At the Tenderer’s option, by a bank or insurance firm located in Kenya, or a foreign bank or insurance firm through a correspondent bank or insurance firm located in Kenya;

b) With the consent of the Procuring entity, directly by a foreign bank acceptable to the Procuring entity.

46.3 Failure of the successful Tenderer to comply with the requirement of sub-Clause 41.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security, in which event the Procuring Entity may make the award to the next lowest evaluated Tenderer or call for new Tenders.

45. Advance Payment

47.1 The Procuring Entity will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the Tender Data Sheet.

47.2 The Advance Payment request shall be
accompanied by an Advance Payment Security (Guarantee) in the form provided in Section X. For the purpose of receiving the Advance Payment, the Tenderer shall make an estimate of, and include in its Tender, the expenses that will be incurred in order to commence work. These expenses will relate to the purchase of equipment, machinery, materials, and on the engagement of labour during the first month beginning with the date of the Procuring Entity’s “Notice to Commence” as specified in the Contract Data Sheet.

46. **Adjudicator**

48.1 The Procuring Entity proposes the person named in the Tender Data Sheet to be appointed as Adjudicator under the Contract, at an hourly fee specified in the Tender Data Sheet, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in the Tender. If, in the Letter of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Contract Data Sheet at the request of either party.

**G. Review of Procurement Decisions**

47. **Right to Review**

49.1 A Tenderer who claims to have suffered or risk suffering, loss or damage or injury as a result of breach of a duty imposed on a Procuring Entity or an Approving Authority by the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations 2006, the procurement proceedings or processes, may seek administrative review as prescribed by the Act. The following matters, however, shall not be subject to the administrative review:

a) The choice of procurement method;

b) a decision by the Procuring Entity to reject all Tenders, proposals or quotations;

c) Where a contract is signed in accordance to Section 68 of the Public Procurement and Disposal Act, 2005;

d) Where an appeal is frivolous.

48. **Time Limit on Review**

50.1 The Tenderer shall submit an application for review in the number of copies and pay fees as prescribed by the Public Procurement and Disposal Regulations 2006 within fourteen (14) days of the time the Tenderer became or should have become aware of the circumstances giving rise to the complaint or dispute.
49. Submission of Applications for Review by the Public Procurement Administrative Review Board

51.1 Any application for administrative review shall be submitted in writing to the Secretary, Public Procurement Administrative Review Board on Form RB 1 at the address shown in the Tender Data Sheet. The secretary to the review board shall immediately after filing of the request, serve a copy thereof on the Procuring Entity or Director-General as the case may be.

51.2 The application for administrative review shall be in accordance with the requirements of Regulation 73 of the Public Procurement and Disposals Regulations, 2006, including:

a) Reasons for the complaint, including any alleged breach of the Act or Regulations;

b) An explanation of how the provisions of the Act and or Regulation has been breached or omitted, including the dates and name of the responsible public officer, where known;

c) Statements or other evidence supporting the complaint where available as the applicant considers necessary in support of its request;

d) Remedies sought;

e) Any other information relevant to the complaint.

50. Decision by the Public Procurement Administrative Review Board

52.1 The Administrative Review Board shall within thirty days after receipt of an application for administrative review deliver a written decision which shall indicate:

a) Annulling anything the Procuring Entity has done in the procurement proceedings, including annulling the procurement proceedings in their entirety;

b) Giving directions to the Procuring Entity with respect to anything to be done or redone in the procurement proceedings;

c) Substituting the decision of the Review Board for any decision of the Procuring Entity in the procurement proceedings;

d) Order the payment of costs as between parties to the review.

52.2 The decision made by the Review Board shall, be final and binding on the parties unless judicial review thereof commences within fourteen (14) days from the date of the Review Board’s decision.

51. Appeal on the

52.1 Any party to the review aggrieved by the decision of the Review Board may appeal to the High Court and the
decision of the Review Board

decision of the High Court shall be final.
SECTION III: TENDER DATA SHEET
## Tender Data Sheet (TDS)

### Instructions to Tenderers Clause Reference

<table>
<thead>
<tr>
<th>TDS Reference Number</th>
<th>ITT Clause Number</th>
<th>Amendments of, and Supplements to, Clauses in the Instruction to Tenderers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A. Introduction</td>
</tr>
<tr>
<td>1.</td>
<td>1.1</td>
<td>The Procuring Entity is COUNTY GOVERNMENT OF WEST POKOT</td>
</tr>
<tr>
<td></td>
<td>1.1</td>
<td>Name of Project is IMPROVEMENT AND MANTAINANCE OF MOINOI-CHUWAI-APUKE ROAD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract Negotiation Number: 823973</td>
</tr>
<tr>
<td>1.2</td>
<td></td>
<td>The expected completion date of the works is 180 DAYS FROM DATE OF SIGNING OF CONTRACT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The works is expected to commence on December 2020</td>
</tr>
<tr>
<td>1.3</td>
<td></td>
<td>The Objectives of the Project are; TO PROVIDE PASSAGE TO MOTORISED AND NON MOTORISED TRAFFIC</td>
</tr>
<tr>
<td>2.</td>
<td>2.1</td>
<td>Name of financing institution is KENYA ROADS BOARD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name of the Procuring is COUNTY GOVERNMENT OF WEST POKOT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Year: 2019/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe works under the contracts; (a) Bush Clearing (b) Culvert and Drainage Works (c) Grading and Gravelling Works (d) Day Works</td>
</tr>
<tr>
<td>6.</td>
<td>2.2</td>
<td>The loan/credit number is N/A</td>
</tr>
<tr>
<td>7.</td>
<td>5.1</td>
<td>Alternative Tenders are N/A in this Tender.</td>
</tr>
<tr>
<td>8.</td>
<td>5.2</td>
<td>Alternative time for completion N/A</td>
</tr>
<tr>
<td>9.</td>
<td>3.1</td>
<td>Only Tenderers registered as Road Works Contractors in NCA 7 with the National Construction Authority (NCA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This Tender is: Exclusive for Special Group Resident Contractors.</td>
</tr>
<tr>
<td>10.</td>
<td>7.3</td>
<td>Pre-Tender meeting shall be held as will be specified in the advert.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td><strong>7.5</strong></td>
<td>The minutes of the pre-Tender meeting will be transmitted within 4 working days via the provided e-mail.</td>
</tr>
<tr>
<td></td>
<td><strong>7.6</strong></td>
<td>Non-attendance at the pre-tender meeting will result in disqualification.</td>
</tr>
</tbody>
</table>

### B. Tendering Documents

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12.</strong></td>
<td><strong>8.2</strong></td>
<td>The number of copies to be completed and returned with the Tender is ONE ON IFMIS SUPPLIER PORTAL</td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td><strong>8.1</strong></td>
<td>Address for clarification of Tendering Document is <strong>HEAD, SUPPLY CHAIN MANAGEMENT SERVICES COUNTY GOVERNMENT OF WEST POKOT P.O. Box 222-30600 KAPENGURIA</strong></td>
</tr>
<tr>
<td><strong>14.</strong></td>
<td><strong>8.2</strong></td>
<td>Period to Respond to request for clarification by the Procuring Entity <strong>[insert number of days]</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period Prior to deadline for submission of Tenders for Tenderers to request clarification <strong>[insert number of days]</strong></td>
</tr>
</tbody>
</table>

### C. Preparation of Tenders

| **15.** | **11.1** | Language of Tender and all correspondence shall be **[Insert language]** |
| **16.** | **13.3** | Other information or materials required to be completed and submitted by Tenderers: |
| | a) | Copies of original documents defining the constitution or legal status, place of registration, and principal, place of business; written power of attorney authorizing the signatory of the Tender to commit the Tenderer. |
| | b) | The minimum required annual volume of construction work for the successful Tenderer in any of the last 2 years shall be: **[insert figure in the currency specified]**. |
| | c) | Experience as prime contractor in the construction of at least one project of a nature and complexity equivalent to the Works the last 2 years or the period stated in a) above (to comply with this requirement, works cited should be at least 70 percent complete). |
| | d) | The essential equipment to be made available for the Contract by the successful Tenderer (proposals for timely acquisition or own, lease, hire, etc) shall be: |
| | i) | **[insert]**. |
| | ii) | **[insert]**. |
iii) ..............................................(insert).

iv) ..............................................(insert).

e) A Site Manager with a minimum of 2 years’ experience in works of an equivalent nature and volume.

f) Evidence of adequate working capital for this contract.

g) Information regarding litigation, current

17. 13.4 In the case of joint venture each partner shall submit information required under Clause ITT Clause 13.4. In addition, the Tenderer shall furnish the following,
   a) ..............................
   b) ..............................
   c) ..............................

18. 16.4 The price shall be [insert “fixed” or “adjustable”]

19. 17.1 The currency in which the prices shall be quoted shall be: Kenyan Shilling

20. 17.2 30.2 The authority for establishing the rates of exchange shall be Central Bank of Kenya.

   The applicable date for exchange rates for tendering and evaluation purposes is 28 days earlier than the final deadline for the submission of tenders.

21. 18.1 The Tender validity period shall be 180 days.

22. 19.1 The amount of Tender Security shall be 2% of the Tender amount

   OR

   Specify whether Tender Securing Declaration is acceptable in place of Tender Security.

23. 20.1 In addition to the original of the Tender, the Tenderer should submit one copy of the Tender

24. 20.2 Written confirmation of authorization is Power of Attorney
### D. Opening and Evaluation of Tenders

| 29.  | 25.1 | The Tender opening shall take place at:  
|      |      | Street address N/A  
|      |      | Building/Plot No. N/A  
|      |      | Floor/Room No. N/A  
|      |      | City/Town N/A  
|      |      | Country N/A  
|      |      | Date………..    Time………..  

| 30.  | 32.3 | Additional Preference [insert details of additional preference]  

| 31.  | 34.1 | Post- qualification will [insert “be undertaken” or “not be undertaken”]  

| 32.  | 38.1 | Percentage for quantities increase or decrease is (insert percentage)  
|      |      | [This should not exceed 15 percent]  

### F. Award of Contract

| 33.  | 41.1 | The amount of Performance Security shall be [insert amount between 0% and 15% of the contract price]  

| 34.  | 42.1 | The Advance Payment shall be Kshs. NIL  

| 35.  | 43.1 | The proposed adjudicator for the project is N/A  

### G. Review of Procurement Decisions

| 37.  | 46.1 | The address for submitting appeals to Administrative Review Board:  
|      |      | The Secretary,  
|      |      | Public Procurement Administrative Review Board,  
|      |      | The Public Procurement Oversight Authority,  
|      |      | 10th Floor, National Bank House,  
|      |      | P.O. Box 58583-00200,  
|      |      | NAIROBI, Kenya.  
|      |      | Tel : +254 (0) 20 3244000  
|      |      | Email : info@ppoa.go.ke  
|      |      | Website: www.ppoa.go.ke  

TABLE 1: PRELIMINARY - EVALUATION CHECKLIST FOR COMPLETENESS AND RESPONSIVENESS OF MANDATORY REQUIREMENTS

This will involve assessing whether bidders have complied with submission requirements and have also attached certified copies of mandatory eligibility and statutory documents. Evaluation at this stage will be conducted on Yes/No, and bidders are expected to comply with ALL required items so as to proceed to the next stage of evaluation.

<table>
<thead>
<tr>
<th>No.</th>
<th>Completeness and Responsiveness Criteria</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>a) Statutory and General Requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1.  | Form of Bid                              | - Amount must be indicated  
                              - Properly fill and sign  
                              - Tender validity period indicated |
| 2.  | Bid Security                             | - Provide a valid bid security as prescribed Kes x.00 as in the prescribed format in the tender document |
| 3.  | Confidential Business Questionnaire      | - Properly fill and sign  
                              - Provide all required information |
| 4.  | Form of Power of Attorney                | - Properly fill and sign  
                              - Provide copies of National Identification card or Passport. |
| 5.  | Valid Tax Compliance Certificate         | - Copy of Valid certificate **Certified by Commissioner of Oaths** |
| 6.  | Certificate of Incorporation             | - Copy of certificate **Certified by Commissioner of Oaths** |
| 7.  | Eligibility                              | - **Certified** copy of Form CR12 (**Certified by Commissioner of Oaths**)  
                              - Copies of National ID or passport for all directors |
| 8.  | Code of ethics form                      | - Properly fill and sign |
| 9.  | Single Business Permit                    | - Certified copy of current single business permit (**Certified by Commissioner of Oaths**) |
|     | **b) Technical Mandatory Requirements**  |             |
| 9.  | Registration with National Construction Authority | - Road Works **Category 1 – 8**  
                              - Copies of Valid certificates and Practicing Licenses **Certified by Commissioner of Oaths** |
| 10. | Litigation History                       | - Fill in information and sign  
                              Or  
                              - Provide a sworn statement |
| 11. | Schedule of Major Items of Plant         | - Properly fill and sign |
| 12. | Schedule of Key Personnel                | - Properly fill and sign |
| 13. | Road works Completed Satisfactorily      | - Properly fill and sign |
Tenders will be evaluated to ensure that they are substantially responsive to the technical specifications and contract conditions stated in the Tender Document. The determination of a tender’s technical responsiveness will be based on the contents of the tender itself, subject to any clarifications received in the preliminary examination of Tenders. Items of this evaluation will be scored.

### TABLE 2: POST- PRELIMINARY EVALUATION SCORE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>POINT SCORE SCALE</th>
<th>Evaluation Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EXPERIENCE</td>
<td>Max 40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach reference letters/contracts/purchase orders for different firms as evidences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td><strong>Value of related Road works handled in Kshs.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Four projects of equal or higher value in the last five years. OR</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Any <strong>four (4No)</strong> projects of value between 50 % and 100% of value. OR</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Any <strong>four</strong> projects less than 50% value of the tendered works.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>No submission of project record</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td><strong>Nature, scope and specificity of Road works handled in the last five years</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Four projects of similar nature as per this scope of works OR</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Any <strong>four (4No)</strong> projects of related nature but not same complexity e.g., bridge works, bush clearing OR road concreting works</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Any four unrelated construction works e.g., buildings etc.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>No submission in details works undertaken</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>KEY PERSONNEL</strong></td>
<td>Max 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical skill in terms of human resource. Attach CVs and certified copies of academic certificates detailing qualifications of at least (3) key personnel who shall be involved in this assignment. The persons must be working with the organization or sign an undertaking to work with the firm by the time of submitting this tender. Each of the 5 personnel will be evaluated on the following parameters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Site Agent (Max 10 marks)</td>
<td>Technical qualification (4)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Technical qualification (4) Experience in years (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration with relevant professional body (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Civil engineer (Max 5marks)</td>
<td>Technical qualification (2)</td>
<td>5</td>
</tr>
</tbody>
</table>

<p>| 14   | Schedule of Ongoing Projects       | - Properly fill and sign |                  |
| 15   | Bills of Quantities                | - Properly fill and sign |                  |</p>
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>POINT SCORE SCALE</th>
<th>Evaluation Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Experience in years (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration with relevant professional body (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technical qualification (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience in years (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration with relevant professional body (1)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Foreman (Max 5 marks)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevant Equipment</td>
<td>Max 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Showing evidence of ownership Owned/Leased (Max 5marks) each 0.5 Marks</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listing the required equipment (0.5 point for each equipment, maximum of five)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>WORK METHODOLOGY</td>
<td>Max 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program of works</td>
<td>0-2.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Detailed Methodology</td>
<td>0-2.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposed Equipment Scheduling/Work statement.</td>
<td>0-2.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methodology on safety during the works period.</td>
<td>0-2.5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>FINANCIAL CAPACITY</td>
<td>Max 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Audited financial statements for the last three years (2017, 2018 &amp; 2019)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Line of credit or indication of self-financing</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Positive current (Assets/Liability) ratio</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Average annual Turnover of the last 3 years, which must be above this contract amount.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>MAX 100</td>
<td></td>
</tr>
</tbody>
</table>

The technical evaluation pass mark shall be 70% of which bidders who pass will be subjected to tender price comparisons. (Procuring Entity) will verify information submitted. Any form of forgery or misinformation from the bidder shall lead to cancellation of the bid/award, institution of legal proceedings and blacklisting for all future (Procuring Entity) contracts.
Due Diligence
The Tenderer that shall have quoted the lowest price shall be considered for award after a successful tenderer due diligence whose essence shall be to confirm the correctness of information provided during the bidding process. If the bidder is found to have given false information, the bidder shall be disqualified automatically without further reference to the bidder and in such a case the next second lowest bidder shall be considered subject to the same verification processes.

This will be conducted by either visiting the supplier places where he has supplied/executed similar machinery/works. The supplier shall make necessary arrangements to ensure that the visit is smooth and all queries by the client are addressed.

1.1. Award

The County Government shall award the tender to the bidder that has passed the minimum score under technical evaluation and quoted the lowest price.

SECTION IV: GENERAL CONDITIONS OF CONTRACT
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A. General

1. Definitions

1.1 Boldface type is used to identify defined terms.

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 Clauses 27 and 28 hereunder.

**Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Tender.

**Compensation Events** are those defined in Clause 47 hereunder.

The **Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with Sub-Clause 58.1.

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 Clause 2.3 below.

The **Contractor** is a person or corporate body whose Tender to carry out the Works has been accepted by the Procuring Entity.

The **Contractor’s Tender** is the completed Tendering document submitted by the Contractor to the Procuring Entity.

The **Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

**Days** are calendar days; months are calendar months.

**Dayworks** 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.

A **Defect** is any part of the Works not completed in accordance with the Contract.

The **Defects Liability Certificate** is the certificate issued by the Project Manager upon correction of defects by the Contractor.

The **Defects Liability Period** is the period named in the **Contract Data Sheet** and calculated from the Completion Date.

**Drawings** include calculations and other information provided or approved by the Project Manager for the execution of the Contract.

The **Procuring Entity** is the party who employs the Contractor to carry out the Works.

**Equipment** is the Contractor’s machinery and vehicles brought temporarily to the Site to construct the Works.

The **Initial Contract Price** is the Contract Price listed in the Procuring Entity’s Letter of Acceptance.
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 **Contract Data Sheet**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

**Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.

**Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.

The **Project Manager** is the person named in the **Contract Data Sheet** (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 and shall be an “Architect” or a “Quantity Surveyor” registered under the Architects and Quantity Surveyors Act Cap 525 or an “Engineer” registered under Engineers Registration Act Cap 530.

The **Site** is the area defined as such in the **Contract Data Sheet**.

**Site Investigation Reports** are those that were included in the Tendering documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

**Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.

The **Start Date** is given in the **Contract Data Sheet**. 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.

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.

**Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.

A **Variation** is an instruction given by the Project Manager that varies the Works.

The **Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, as defined in the **Contract Data Sheet**.

“**Force Majeure**” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2. **Interpretation**

2.1 In interpreting these Conditions of Contract, singular also
means plural, male also means female or neuter, and the other way round. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.

2.2 If sectional completion is specified in the Contract Data Sheet, references in the Conditions of Contract 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).

2.3 The documents forming the Contract shall be interpreted in the order of priority given in the Contract Data Sheet:

(1) Agreement;
(2) Letter of Acceptance;
(3) Contract Data Sheet;
(4) Conditions of Contract;
(5) Technical Specifications;
(6) Contractor’s Tender;
(7) Drawings;
(8) Bill of Quantities; and
(9) Any other document listed in the Contract Data Sheet as forming part of the Contract.

3. Language, Law, Fraud and Corruption

3.1 The language of the Contract and the law governing the Contract are stated in the Contract Data Sheet.

3.2 The Government requires that Procuring Entities (including beneficiaries of Government funded projects) as well as Tenderers/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. It is the responsibility of the Procuring Entity to ensure that Tenderers, suppliers, and contractors and their subcontractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

For the purpose of this provision, the following definitions are provided:

(i). “Corruption” has the meaning assigned to it in the Anti Corruption and Economic Crime Act 2003 and includes the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement or disposal process or in contract execution;

(ii). “Fraudulent Practice” includes a misrepresentation
of fact in order to influence a procurement or disposal process or the execution of a contract to the detriment of the Procuring Entity and includes collusive practices amongst Tenderers prior to or after Tender submission designed to establish Tender prices at artificial non competitive levels and deprive the Procuring Entity of the benefits of free and open competition;

(iii). “Collusive Practice” means an arrangement between two or more suppliers, contractors and subcontractors designed to achieve an improper purpose, including to influence improperly the actions of the Procuring Entity prior to or after Tender submission, designed to establish Tender prices at artificial non competitive levels and to deprive the Procuring Entity of the benefit of free and open competition;

(iv). “Coercive Practice” means impairing or harming, or threatening to impair or harm, directly or indirectly a supplier, contractor or subcontractor or the property of any of them to influence improperly the actions of a Procuring Entity;

(v). “Obstructive Practice” means deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation 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.

A Procuring Entity has the right to require that Tenderers, suppliers, and contractors and their subcontractors permit persons duly appointed by KACC/PPOA/KNAO to inspect their accounts and records and other documents relating to the Tender submission and contract performance;

The Procuring Entity will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt, fraudulent practices or others stated under Clause 44.1.a in competing for the contract;

In pursuit of the policy defined in sub-Clause 44.1 the Procuring Entity will cancel the portion of the funds allocated to a contract for goods, works, or services if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the Procuring Entity or Approving Authority or of a beneficiary of the funds during the procurement or the execution of that contract;

In the event that the Procuring Entity or Approving Authority does not take timely and appropriate action satisfactory to the Government of Kenya to remedy the situation, then the
Director-General may order an investigation of procurement proceedings for the purpose of determining whether there has been a breach of the Public Procurement and Disposal Act, 2005.

3.3 The Director-General may, on the advice of the Advisory Board, debar a person from participating in procurement proceedings on the ground that the person has committed an offence under the Public Procurement and Disposal Act, 2005. A debarment shall be for a period of time of not less than five years. Before a person is so debarred, he/she will be given an opportunity to make representations to the Director-General and may request the Review Board to review the debarment.

3.4 Any communication between the Tenderers and the Procuring Entity related to matters of alleged fraud or corruption must be made in writing.

4. Confidentiality

4.1 The Service Providers, their Subcontractors, and the Personnel of either of them shall not disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity’s business or operations without the prior written consent of the Procuring Entity.

5. Project Manager’s Decisions

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

6. Delegation

6.1 The Project Manager may delegate any of his duties and responsibilities to other people except to the Adjudicator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

7. Communications

7.1 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.

8. Subcontracting

8.1 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.

9. Other Contractors

9.1 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 Contract Data Sheet. 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.

10. Personnel

10.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the Contract Data Sheet, who shall be appropriately qualified and registered with the appropriate bodies to carry out the functions stated in the
Schedule or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Schedule.

10.2 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.

11. Procuring Entity’s and Contractor’s Risks

11.1 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.

12. Procuring Entity’s Risks

12.1 From the Start Date until the Defects Correction 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:

   (i) 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.

12.2 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Procuring Entity’s risk except loss or damage due to:

   (a) A Defect which existed on the Completion Date;

   (b) An event occurring before the Completion Date, which was not itself an Procuring Entity’s risk; or

   (c) The activities of the Contractor on the Site after the Completion Date.

13. Contractor’s Risks

13.1 From the Starting Date until the Defects Correction 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.
14. **Insurance**

14.1 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 **Contract Data Sheet** 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.

14.2 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.

14.3 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.

14.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.

14.5 Both parties shall comply with any conditions of the insurance policies.

15. **Site Investigation Reports**

15.1 The Contractor, in preparing the Tender, shall rely on any Site Investigation Reports referred to in the **Contract Data Sheet**, supplemented by any information available to the Tenderers.

16. **Queries about the Contract Data Sheet**

16.1 The Project Manager will clarify queries on the **Contract Data Sheet**.

17. **Contractor to Construct the Works**

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

18. **Commencement and Completion**

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

19. **Approval by the Project Manager**

19.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, who is to approve them if they comply with the Specifications and Drawings.
19.2 The Contractor shall be responsible for the design of Temporary Works.

19.3 The Project Manager’s approval shall not alter the Contractor’s responsibility for design of the Temporary Works.

19.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

19.5 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 their use.

20. Protection of the Environment

20.1 The Contractors shall take all reasonable steps to protect the environment and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations.

20.2 The Contractors shall ensure that emissions, surface discharges and effluent from his activities shall not exceed prescribed values in the environmental laws.

21. Labour Laws

21.2 The Contractor shall comply with all the relevant labour laws applicable in the Country, including laws relating to workers employment, working hours, health, safety, welfare, and immigration, and shall allow them all their legal rights.

21.2 The Contractor shall require his employees to obey all applicable laws, including those concerning safety at work.

22. Health and Safety

22.1 The Contractor shall at all times take all reasonable precautions to maintain the health and safety of his personnel.

22.2 The Contractor shall ensure that first aid facilities are available at all times at the site and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

22.3 The Contractor shall notify the Procuring Entity details of any accident as soon as practicable after its occurrence. The Contractor shall maintain records and make reports concerning health, safety, and welfare of persons, and damage to the property, as the Procuring Entity may reasonably require.

22.4 The Contractor shall conduct an HIV-Aids awareness programme, and shall take other such measures as specified in the Contract Data Sheet to reduce the risk of transfer of HIV virus between and among Contractor personnel, the Procuring Entity’s Staff and the surrounding community.

23. Discoveries

23.1 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.
24. Possession of the Site

24.1 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 Contract Data Sheet, the Procuring Entity will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

25. Access to the Site

25.1 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.

26. Instructions, Inspections and Audits

26.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

26.2 The Contractor shall permit the Kenya Government to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Kenya Government, if so required by the Kenya Government.

27. Disputes

27.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the Project Manager’s decision.

28. Procedure for Disputes

28.1 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.

28.2 The Adjudicator shall be paid by the hour at the rate specified in the Tender Data Sheet and Contract Data Sheet, together with reimbursable expenses of the types specified in the Contract Data Sheet, and the cost shall be divided equally between the Procuring Entity and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator’s written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator’s decision will be final and binding.

28.3 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and, in the place, shown in the Contract Data Sheet.

29. Replacement of Adjudicator

29.1 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 will 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 Contract Data Sheet at the request of either party, within 14 days of receipt of such request.
B. Time Control

30. Programme

30.1 Within the time stated in the Contract Data Sheet, the Contractor shall submit to the Project Manager for approval a Programme showing the general methods, arrangements, order, and timing for all the activities in the Works.

30.2 An update of the Programme shall be a programme 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.

30.3 The Contractor shall submit to the Project Manager for approval an updated Programme at intervals no longer than the period stated in the Contract Data Sheet. If the Contractor does not submit an updated Programme within this period, the Project Manager may withhold the amount stated in the Contract Data Sheet from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Programme has been submitted.

30.4 The Project Manager’s approval of the Programme shall not alter the Contractor’s obligations. The Contractor may revise the Programme and submit it to the Project Manager again at any time. A revised Programme shall show the effect of Variations and Compensation Events.

31. Extension of the Intended Completion Date

31.1 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.

31.2 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.

32. Acceleration

32.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.

32.2 If the Contractor’s priced proposals for acceleration are accepted by the Procuring Entity, they shall be incorporated in the Contract Price and treated as a Variation.

33. Delays

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

34. Management Meetings

34.1 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.

34.2 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.

35. Early Warning

35.1 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.

35.2 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

36. Identifying Defects

36.1 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.

37. Tests

37.1 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.

38. Correction of Defects

38.1 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 Contract Data Sheet. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

38.2 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.

38.3 If the Contractor has not corrected a defect within the time specified in the Procuring Entity’s notice, a penalty for lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the defect correct, assessed as described in Clause 39.

### 39. Uncorrected Defects

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

## D. Cost Control

### 40. Bill of Quantities

40.1 The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.

40.2 The Bill of Quantities is used to calculate the Contract Price. The Contractor shall be paid for the quantity of the work done at the rate in the Bill of Quantities for each item.

### 41. Changes in the Quantities

41.1 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.

41.2 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.

41.3 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.

### 42. Variations

42.1 All Variations shall be included in the updated Programmes produced by the Contractor.

### 43. Payments for Variations

43.1 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 days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

43.2 If the work in the Variation corresponds with an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work is above the limit stated in Sub-Clause 41.1 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.

43.3 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.

43.4 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.

43.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

44. Cash Flow Forecasts

44.1 When the Programme 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.

45. Payment Certificates

45.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

45.2 The Project Manager shall check the Contractor’s monthly statement and certify the amount to be paid to the Contractor within twenty eight 28 days of receipt of the certificate from the contractor.

45.3 The value of work executed shall be determined by the Project Manager.

45.4 The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.

45.5 The value of work executed shall include the valuation of Variations and Compensation Events.

45.6 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.

45.7 The Project Manager shall not be bound to certify any payment, if the net amount, after all retentions and deductions would be less than minimum amount of Interim Payment Certificate stated in the Contract Data Sheet.

46. Payments

46.1 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 28 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 as indicated in the Contract Data Sheet.

46.2 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.

46.3 Unless otherwise stated, all payments and deductions will be paid or charged in the proportions of currencies comprising the Contract Price.

46.4 Items of the Works for which no rate or price has been entered in will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

47. Compensation Events

47.1 The following shall be Compensation Events:

(a) The Procuring Entity does not give access to a part of the Site by the Site Possession Date stated in the Contract Data Sheet.

(b) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.

(c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.

(d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.

(e) The Project Manager unreasonably does not approve a subcontract to be let.

(f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to Tenderers (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.

(g) 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.

(h) 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.

(i) The advance payment is delayed.

(j) The effects on the Contractor of any of the Procuring Entity’s Risks.

(k) The Project Manager unreasonably delays issuing a Certificate of Completion.

(l) Other Compensation Events described in the Contract or determined by the Project Manager shall apply.

47.2 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.

47.3 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 will assume that the Contractor will react competently and promptly to the event.

47.4 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.

48. Taxes

48.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 28 days before the submission of Tenders 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 Clause 50.

49. Currencies

49.1 Where payments are made in currencies other than the Kenya Shillings, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor’s Tender.

50. Price Adjustment

50.1 The amounts payable to the Contractor, in various currencies pursuant to Sub-Clause 45.1, shall be adjusted in respect of the rise or fall in the cost of labour, Contractor’s Equipment, Plant, materials, and other inputs to the Works, by applying to such amounts the formulae prescribed in this clause based on the prevailing consumer price index obtained from the Central Bureau of Statistics or the monthly inflation rate issued by the
Central Bank of Kenya.

50.2 To the extent that full compensation for any rise or fall in costs to the Contractor is not covered by the provisions of this or other clauses in the Contract, the unit rates and prices included in the Contract shall be deemed to include amounts to cover the contingency of such other rise or fall of costs.

50.3 The adjustment to be applied to amount payable to the Contractor as certified in Payment Certificates shall be determined formulae for each of the currencies in which the Contract Price is payable. No adjustment is to be applied to work valued on the basis of Cost or current prices. The formulae shall be as follows;

\[ P_n = a + b \frac{L_n - L_0}{L_0} + c \frac{M_n - M_0}{M_0} + d \frac{E_n - E_0}{E_0} + \text{etc.} \]

where;

- \( P_n \) is a price adjustment factor to be applied to the amount in each specific currency for the payment of the work carried out in the subject month, where such variations and daywork are not otherwise subject to adjustment;
- \( a \) is a constant, specified in the Appendix to Tender, representing the nonadjustable portion in contractual payments;
- \( b, c, d, \text{ etc.} \), are weightings or coefficients representing the estimated proportion of each cost element (labour, materials, equipment usage, etc.) in the Works or sections thereof, net of Provisional Sums, as specified in the Appendix to Tender; the sum of \( a, b, c, d, \text{ etc.} \), shall be one;
- \( L_n, M_n, E_n, \text{ etc.} \), are the current cost indices or reference prices of the cost elements in the specific currency of origin for month “\( n \)” determined pursuant to Sub-Clause 50.5, applicable to each cost element; and
- \( L_0, M_0, E_0, \text{ etc.} \), are the base cost indices or reference prices corresponding to the above cost elements at the date specified in Sub-Clause 50.5

The value of net work done, certified by the Project Manager, in any monthly Interim or Final Certificate as payable by the Procuring Entity to the Contractor before deduction of any retention money shall be increased or decreased by an amount of ‘\( F \).’

\[ F = P_n x P_c \]

where;

The effective value \( P_c \) of work done which is to be subjected to increase or decrease shall be the difference between:
(i) the amount which, in the opinion of the Project Manager, is due to the Contractor under Clause 45 (before deduction of retention money and before deducting sums previously paid on account) less:

- any amount for payment or repayment of any advance payment;
- any amount for materials on site (if any);
- any amounts for nominated sub-contractors (if any)
- any amounts for any other items based on actual cost or current prices; or
- any sums for increase or decreases in the Contract Price paid under this Sub-Clause

and

(ii) the amount calculated in accordance with (i) above of this Sub-clause and included in the last preceding statement.

50.4 The sources of indices shall be those listed in the Appendix to Tender, as approved by the Engineer. Indices shall be appropriate for their purpose and shall relate to the Contractor’s proposed source of supply of inputs on the basis of which his Contract Price and expected foreign currency requirements shall have been computed. As the proposed basis for price adjustment, the Contractor shall have submitted with his Tender the tabulation of Weightings and Source of Indices in the Appendix to Tender, which shall be subject to approval by the Engineer.

50.5 The base cost indices or prices shall be those prevailing on the day 28 days prior to the latest date for submission of Tenders. Current indices or prices shall be those prevailing on the day 28 days prior to the last day of the period to which a particular Interim Payment Certificate is related. If at any time the current indices are not available, provisional indices as determined by the Engineer will be used, subject to subsequent correction of the amounts paid to the Contractor when the current indices become available.

50.6 If the Contractor fails to complete the Works within the time for completion prescribed under Clause 58 adjustment of prices thereafter until the date of completion of the Works shall be made using either the indices or prices relating to the prescribed time for completion, or the current indices or prices, whichever is more favourable to the Procuring Entity, provided that if an extension of time is granted pursuant to Clause 28, the above provision shall apply only to adjustments made after the expiry of such extension of time.

50.7 The weightings for each of the factors of cost given in the Appendix to Tender shall be adjusted if, in the opinion of the Engineer, they have been rendered unreasonable, unbalanced, or inapplicable as a result of varied or additional work already executed or instructed under Clause 43 or for any other reason.

51. Retention

51.1 The Procuring Entity shall retain from each payment due to the
Contractor the proportion stated in the **Contract Data Sheet** until Completion of the whole of the Works.

51.2 On completion of the whole of the Works, half the total amount retained shall be repaid to the Contractor and the other 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.

51.3 On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee.

52. **Liquidated Damages**

52.1 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the **Contract Data Sheet** 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 **Contract Data Sheet**. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.

52.2 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 Sub-Clause 46.1.

52.3 If the Contractor has not corrected a defects within the time specified in the Procuring Entity’s notice, the Procuring Entity will assess the cost of having the defect corrected, the Contractor will pay this amount, and a penalty for lack of performance calculated as described in Clause 38.

53. **Bonus**

53.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day stated in the **Contract Data Sheet** 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.

54. **Advance Payment**

54.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the **Contract Data Sheet** by the date stated in the **Contract Data Sheet**, 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 will not be charged on the advance payment.

54.2 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.

54.3 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.

55. **Performance Securities**

55.1 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 and form and 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 days 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.

56. **Dayworks**

56.1 If applicable, the Dayworks rates in the Contractor’s Tender shall be used for small additional amounts of work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

56.2 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.

56.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

57. **Cost of Repairs**

57.1 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**

58. **Completion Certificate**

58.1 The Contractor shall request the Project Manager to issue a certificate of Completion of the Works, and the Project Manager will do so upon deciding that the work is completed.

59. **Taking Over**

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

60. **Final Account**

60.1 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.

61. Operating and Maintenance Manuals

61.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the Contract Data Sheet.

61.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the Contract Data Sheet, or they do not receive the Project Manager’s approval, the Project Manager shall withhold the amount stated in the Contract Data Sheet from payments due to the Contractor.

62. Termination

62.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

62.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

(a) The Contractor stops work for 28 days when no stoppage of work is shown on the current Programme 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 28 days;

(c) The Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

(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; and

(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 Contract Data Sheet.
(h) If the Contractor, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this paragraph:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution and includes inter alia, bribery and extortion or coercion which involves threats of injury to person, property or reputation, and.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practice among 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.

62.3 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 Sub-Clause 62.2 above, the Project Manager shall decide whether the breach is fundamental or not.

62.4 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.

62.5 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.

63. Payment upon Termination

63.1 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 indicated in the Contract Data Sheet. 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.

63.2 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.

64. Property

64.1 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.

65. Release from Performance

65.1 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 was made.

66. Suspension of Financing

66.1 In the event that the source of financing is suspended to the Procuring Entity, from which part of the payments to the Contractor are being made:

(a) The Procuring Entity is obligated to notify the Contractor of such suspension within 7 days of having received the financing agency’s suspension notice.

(b) If the Contractor has not received sums due it within the 28 days for payment provided for in Sub-Clause 46.1, the Contractor may immediately issue a 14-day termination notice.
SECTION V: CONTRACT DATA SHEET (CDS)
Contract Data Sheet

Instructions for completing the Contract Data Sheet

<table>
<thead>
<tr>
<th>CDS Clause</th>
<th>GCC Clause</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
<td>A. General</td>
</tr>
<tr>
<td>1</td>
<td>1.1</td>
<td>(Itemise Definitions to take the same numbering as per the General Conditions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Procuring Entity is;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COUNTY GOVERNMENT OF WEST POKOT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.O. Box 222-30600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KAPENGURIA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:info@westpokot.go.ke">info@westpokot.go.ke</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.westpokot.go.ke">www.westpokot.go.ke</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Adjudicator is N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Defects Liability Period is 180 days for Concrete Structures, Gabion related works and 0 Days for Dayworks and Gravelling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Project Manager is County Roads Engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The name and identification number of the Contract is NEG NO 823973</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Works consist of; As Outlined in the Bill of Quantities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The objectives of the contract are;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To maintain and improve the road to a motorable condition [functional objectives of the works] which are mandatory requirements that override any detail which may be provided below.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Start Date shall be December 2020.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Intended Completion Date for the whole of the Works shall be 180 days from the day of Contract signing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The following documents also form part of the Contract: Tender Document, Form of Agreement, Bill of quantities and all other documents mentioned above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Site is located in the County Government of West Pokot and is defined in drawings No:.........</td>
</tr>
</tbody>
</table>

2.2        | Indicate whether there is sectional completion [specified/not specified].
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>2.3(9) List other documents that form part of the contract if any:</td>
</tr>
<tr>
<td></td>
<td>a)………………………………………………………………..</td>
</tr>
<tr>
<td></td>
<td>b)………………………………………………………………..</td>
</tr>
<tr>
<td></td>
<td>c)………………………………………………………………..</td>
</tr>
<tr>
<td>4.</td>
<td>3.1 The language of the Contract documents is English language The law that applies to the Contract is the Kenyan Law.</td>
</tr>
<tr>
<td>5.</td>
<td>9.1 Include the Schedule of Other Contractors, if any. None</td>
</tr>
<tr>
<td>6.</td>
<td>10.1 Include the Schedule of Key Personnel. [Give list of key personnel]</td>
</tr>
<tr>
<td>7.</td>
<td>14.1 The minimum insurance covers shall be:</td>
</tr>
</tbody>
</table>
|   | (a) loss of or damage to the Works, Plant, and Materials [insert amount]…………………………
|   | (b) loss of or damage to Equipment [insert amount]…………………………
|   | (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract [insert amount]………………………… and
|   | (d) personal injury or death [insert amount]………………………… |
| 8. | 15.1 Site Investigation Reports available to the Tenderers are: |
|   | a)……………………………………………………………….. |
|   | b)……………………………………………………………….. |
|   | c)……………………………………………………………….. |
| 9. | 22.4 The other measures include: |
|   | a. Minimising the number of migrant workers employed on the project and household in the site camp |
|   | b. Providing access to voluntary counselling and testing (VCT) |
|   | c. Providing psychological support and health care including prevention and treatment of opportunistic infections for workers infected and affected, as well as their families |
|   | d. Providing condoms (male and female) to workers |
| 10. | 24.1 & 47.1 The Site Possession Date shall be immediately after signing of Contract. |
| 11. | 28.2 Hourly rate of Fees payable to the Adjudicator is:………………. |
Types of reimbursable expenses to be paid to the Adjudicator include: [insert types of reimbursable expenses].

a)………………………………………………………………..

b)………………………………………………………………..

c)………………………………………………………………..

Arbitration will take place at [insert the place] in accordance with rules and regulations published by …………………….. [state the institutions] and [insert rules and regulations].

Appointing Authority for the Adjudicator: [Insert the name of Authority]

B. Time Control

The Contractor shall Submit a Programme for the Works within 7 days of delivery of the Letter of Acceptance.

The period between Programme updates is 14 days.

The amount to be withheld by the Project Manager in the case the contractor does not submit an updated programme is Kshs.20,000

C. Quality Control

The Defects Liability Period is 180 days for Concrete Structures and 0 days for; Dayworks, Gravelling, Grading and Bush Clearing

D. Cost Control

Minimum Amount of Interim Payment Certificate will be Kshs. Nil

The interest rate shall be …….. % above prevailing interest rate for commercial borrowing from the contractor’s bank

The Site Possession Date shall be immediately after signing of Contract.

The contract is not subject to price adjustment in accordance with Clause 50 of the General Conditions of Contract.

The amount of retention is 10% of value of works of Interim Payment Certificate’.

Limit of retention will be [insert percent] of contract price.

The rate of liquidated damages is 0.1% of contract price per day

The maximum amount of liquidated damages is 5% of Contract Price

The bonus for early completion is Kshs. Nil.

The amount of advance payment shall be zero per cent of the contract.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>26.</strong></td>
<td><strong>55.1</strong></td>
<td>The Performance Security shall be 2% of the Contract Sum.</td>
</tr>
<tr>
<td><strong>E. Finishing the Contract</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>27.</strong></td>
<td><strong>61.1</strong></td>
<td>As built drawings shall be supplied by the contractor by [insert date if applicable]. Operating manual shall be supplied by the contractor by [insert date if applicable].</td>
</tr>
<tr>
<td><strong>28.</strong></td>
<td><strong>61.2</strong></td>
<td>The amount to be withheld by the Project Manager in the case the contractor does not submit as built drawings is: NIL. The amount to be withheld by the Project Manager in the case the contractor does not submit operating manual is: NIL.</td>
</tr>
<tr>
<td><strong>29.</strong></td>
<td><strong>63.1</strong></td>
<td>The percentage to apply to the value of the work not completed, representing the Procuring Entity's additional cost for completing the Works, is 10%</td>
</tr>
</tbody>
</table>
SECTION VI: TECHNICAL SPECIFICATIONS
6. SPECIFICATIONS

EXTENT OF WORKS
The works to be executed under this Contract comprise Road works as instructed for the section of the road.

Insurance and Bonds

Description
The Contractor shall be required to provide insurance and sureties in accordance with relevant Clauses in the Conditions of Contract.

Measurements and payments
The costs associated with this item shall be deemed to have been included in the contractor’s unit rates.

Quality Control
Quality control tests shall be carried out to ensure that the works have been carried out in accordance with the specifications. To ensure consistency of quality, various tests shall be carried out as directed by the Engineer. For some tests the minimum technical standard will be specified while for some the allowed tolerance stating the range within which the results of the tests are considered acceptable.

The Engineer has the ultimate responsibility for approving or rejecting the quality of the works. Where the works fail to meet the required specifications, the Engineer shall decide on the appropriate method of rectification. This may require removing the defective work and redoing the work. In such cases the corrections shall be at the contractor’s expense.

Measurements and payments
No separate measurement and payment shall be made for testing and contractor shall be deemed to have allowed in his rates and prices for the cost of complying with the testing requirements. Insert here sets of precise and clear Technical Specifications to respond realistically and competitively to the requirements of the Procuring Entity.

6. SECTION 04: SITE CLEARANCE

Scope
This section covers the clearance of bushes, shrubs, grasses, trees, stumps, boulders, stripping and grubbing of the topsoil, removal of anthills and other unsuitable materials for the full width of the road and quarry and borrow areas.

4.01: Site Clearance

Bush Clearing
Clearing of bush shall consist of cutting of all vegetation including small trees, grasses and any undergrowth to a height of not more than 100mm. The cleared material shall be collected into heaps away from the side drains and must not cause visibility obstruction to traffic.

Measurements and payment
Bush Clearing: m³
The unit of measurement shall be total area in square metres calculated as the product of the road width left hand side and right-hand side of the carriageway instructed by the Engineer and the length of road cleared.

The unit rate shall include labour, tools, and any other incidental costs item required complete the work.

SECTION 08: CULVERT AND DRAINAGE WORKS

Scope

This section covers all excavation of cuttings, haulage, placing and compaction of material to form embankments. The activities included in this section include road formation, excavation of fill material, placing, watering and compaction.

8.01: Excavation of foundation for drainage structures

This Item consists of excavating trenches for culverts, foundations for head and wing walls. The dimension of excavation shall be specified in the Drawings or shall be as directed by the Engineer. The Engineer shall approve all excavation work before the contractor is allowed to proceed with other works.

The Contractor shall take all necessary precautions to safeguard the stability and safety of the excavations.

Work method

The contractor shall apply labour and equipment methods to carry out this item work.

Quality Control

The dimensions of the trench shall be checked using tape measure and shall have a tolerance of +/- 50mm

The invert level shall be checked using line and level and shall have a tolerance of +/- 50mm

The trench bottom shall be checked using straight edge, spirit level and shall have a tolerance of +/- 10mm

Measurement; m³

The unit of measurement shall be total volume in cubic metres of material excavated

Payment

The unit rate shall be the full compensation for labour tools, and any incidental costs required for carrying out the work.

8.02: Supply and installation of concrete pipes

i. 600mm dia; ii. – 900mm dia. iii. – 1200mm

This activity consists of supplying the concrete pipe rings, laying and joining the rings, backfilling the trench and, if required, constructing a ramp over the culvert. The pipe rings shall be of Class 20 concrete, at least 28 days cured and, manufactured on site or procured from a supplier approved by the Engineer.

The culvert gradient including the outlet shall be minimum 2%.

Sealing of joints shall be done by mortar 1:4. Backfilling shall be done with approved material and compacted layers not exceeding 150 mm loose.
Ramps shall be shaped to achieve a minimum overfill of 3/4 of the pipe diameter. Where instructed by the Engineer, pipe culverts shall be haunched using 150mm concrete Class 15/20 surround.

**Work method**
The contractor shall use both labour and equipment to carry out this item work.

**Quality Control**
Culvert quality shall be checked visually for cracks, honey combing etc. The length of each pipe shall be checked using tape measure and shall have a tolerance of +/ -10mm.

Before the pipes are laid, the gradient of the culvert trench shall be checked using boning rods and line levels and shall have a tolerance of +/ - 1%.
The joint shall be visually checked to have been properly made properly made.

**Measurement: M**
The unit of measurement shall be in linear metres of installed size of culvert specified.

**Payment**
The unit rate shall be the full compensation for labour, material, equipment and any other incidentals that may be required in carrying out the work as prescribed.
The levels shall be checked using line and level, straight edge and spirit level and shall have a tolerance of +/ - 10mm.
The quality of the mortar joints shall be checked visually.

**Measurement m³**
The unit of measurement shall be the total area in square metres of wall constructed.

**Payment**
The unit rate shall be the full compensation for labour, material, equipment and any other incidentals that may be required in carrying out the work as prescribed.

**Measurement: No.**
The unit rate of measurement shall be the number of scour checks constructed.
The unit rate shall be full compensation, for labour, materials, equipment, haulage and any incidental costs required for carrying out the prescribed works.

**8. SECTION 10: GRADING AND GRAVELLING**

**Scope**
Grading covers the works involved in the reinstatement of the road carriageway to the camber by removing the high points and filling up gullies corrugations and wheel ruts to restore smooth running surface.

Gravelling consists of excavation, loading hauling and spreading of gravel wearing course material on the formation of road carriageway. Gravel shall include lateritic gravel, quartzitic gravel, calcaconous gravel, decomposed rock, soft stone coral rag, clayey sand and crushed rock.

The material may be obtained from borrow pits or excavation in cuttings. Gravel material shall conform to the requirement given in Table 10.1
Table 10.1: Requirement for Gravel Wearing Course

<table>
<thead>
<tr>
<th>Sieve</th>
<th>% by Weight Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>100</td>
</tr>
<tr>
<td>28</td>
<td>95 - 100</td>
</tr>
<tr>
<td>20</td>
<td>85 - 100</td>
</tr>
<tr>
<td>14</td>
<td>65 - 100</td>
</tr>
<tr>
<td>10</td>
<td>55 - 100</td>
</tr>
<tr>
<td>5</td>
<td>35 - 92</td>
</tr>
<tr>
<td>2</td>
<td>23 - 77</td>
</tr>
<tr>
<td>1</td>
<td>18 - 62</td>
</tr>
<tr>
<td>0.425</td>
<td>14 - 50</td>
</tr>
<tr>
<td>0.075</td>
<td>10 - 40</td>
</tr>
</tbody>
</table>

PLASTICITY INDEX REQUIREMENTS PI

<table>
<thead>
<tr>
<th>Zone</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BEARING STRENGTH REQUIREMENTS

<table>
<thead>
<tr>
<th>Traffic Commercial VPD</th>
<th>CBR</th>
<th>DCP Equivalent mm/Blow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 15</td>
<td>20</td>
<td>11</td>
</tr>
<tr>
<td>Less than 15</td>
<td>15</td>
<td>14</td>
</tr>
</tbody>
</table>

CBR at 95% at MDD, Modified AASHTO and 4 days soak
Lower quality material (CBR 15) may be accepted if no better material can be found

Wet Zone - mean annual rainfall greater than 500mm
Dry zone - mean annual rainfall less than 500 mm.

The Engineer shall approve quarries and their extent of exploitation. The quarries shall be shown to the Contractor prior to commencement of the Works. The Contractor shall be responsible for the acquisition of the quarry rights and shall therefore conduct respective negotiations with landowners and affected communities.

Alternative sources of gravel material whose quality can be shown to be in compliance with the specification requirements may be used, with the proviso that the Employer is not to incur additional expenses in connection with its winning and haulage. Contractor is deemed to have included in his rates for the provision of the gravel material to have included the cost of complying with the testing requirements.

**Work Method**
The Contractor shall use a combination of both Labour and equipment to carry out this Item work.

**Quality control**
No haulage equipment shall be used unless its capacity has been ascertained the Engineer. The quality of gravel dumped on the road shall be visually checked daily. The quantity of material delivered in each load shall be checked before dumping is allowed. The distance between the stacks shall be checked using tape measure.
**Measurement:** $m^3$

‘Free haul’ distance shall be 1.5km ‘Overhaul distance shall be distances greater than ‘free haul’ distance and shall apply for distance from the end of 1.5 km. free haul distance to centre of processed material measured along the shortest route as determined by the Engineer.

Haulage of fill or gravel material shall be measured by the unit $m^3$ calculated as the product of ‘overhaul quantity in cubic metres and overhaul distance in kilometres measured as indicated above.

**payment**

The unit rate shall include full compensation for labour, material equipment, and any incidental item costs necessary to carry out the works as prescribed.

The rate for haulage of gravel shall include cost for the free haul distance of 1.5 km measured from the centre of volume of the source of material.

10.04: spreading of gravel

i. Labour methods

ii. Equipment methods

This activity involves spreading gravel material, shaping to ensure uniform thickness of the layer across the full width of the road and the two specified camber. Spreading also includes, removing any oversized stones or boulders which cannot be broken down to required size, spoil dump.

Where water needs to be added, it shall be applied in an even manner and the rate of application shall be such that no transverse or longitudinal flows occur. Unless otherwise instructed by the Engineer, the moisture content shall be within the range of +/- 2% of the optimum moisture content.

**Payment**

The unit rate shall be the full compensation for labour equipment and any incidental costs required for carrying out the work.

10.06: carriageway grading

**Light Grading**

This activity shall consist of trimming of the carriageway to control roughness and corrugations using either a towed grader or a motorized grader. The width of the carriageway shall be as specified in table 10.2. Pegs 200 to 300mm shall be placed at 10 to 20 m intervals to mark edge of the carriageway.

The material shall be bladed toward the centre of the road starting from both edges to the specified camber

**Work method**

The contractor shall use equipment to carry out this item work.

**Quality Control**

The width of the carriageway (see table 10.2) shall be checked using tape measure at every 100m with tolerance of +50mm or -20mm.

The camber shall be checked using camber board at every 50m with and shall have a tolerance of +/- 1%

**Measurement**

The unit of measurement shall be square metres of carriageway graded.
Payment
The unit rate shall be the full compensation for labour, equipment and any incidental costs required for carrying out the work.

ii) Heavy grading
This activity shall consist of scarifying of the existing carriageway surface, cutting high spots and moving materials to fill potholes, corrugations and wheel ruts and reshaping of the surface to the specified camber, using a motorized grader. All loose rocks, roots grasses shall be removed and disposed well clear of the drains.

Pegs 300 to 400mm shall be placed at 10 to 20 m intervals to mark edge of the carriageway. The material shall be bladed toward the centre of the road starting from both edges until the specified camber is achieved.

Work method
The contractor shall use equipment to carry out this item work.

Quality Control
The width of the carriageway (see table 10.2) shall be checked using tape measure at every 100m with tolerance of + 50mm or -20mm.

The camber shall be checked using camber board at every 50m with and shall have a tolerance of +/- 1%

Measurement
The unit of measurement shall be square metres of carriageway graded.

Payment
The unit rate shall be the full compensation for labour equipment and any incidental costs required for carrying out the work.

10.07: Restoration of Quarries and Borrow Pits
The ground shall be levelled, topsoil hauled back and uniformly spread over the entire exposed/excavation area. Adequate drainage provisions shall be made to protect excavation areas. Where necessary appropriate protection measures may be taken to avoid erosion of the spread topsoil layer. Grass and trees may be replanted as directed by the Engineer

Work method
The Contractor may choose Labour, Equipment or a combination of both to carry out this Item depending on the degree of difficulty of the work.

Quality and control
The Engineer shall check that the required measures have been satisfactorily taken. Measurement and Payment: Dayworks Payment shall be made on a daywork basis for the labour and equipment as directed by the Engineer
SECTION VII: DRAWINGS
Figure C.1: Cross Section A (Minor Standard Cross-Section)

Notes:
1. All dimensions in metres
2. Traffic levels of > 200 vpd may justify a carriageway width of 6.0m
3. Gravel thickness may be increased as directed by the Engineer

Gravel Layer 0.12 compacted
0.15 on special sections.

Road platform level

8% (Compacted)

Backslope
Min. 3:2
Max. 3:1
FIGURE C2- CROSS SECTION B (REDUCED CROSS-SECTION)

Notes:
1. All dimensions in metres
2. Gravel thickness may be increased as directed by the Engineer
FIGURE C5 - STANDARD CROSS-SECTION (SUPERELEVATION)

Note:
Discontinuities in metres, Transitions from camber section to superelevation to be illustrated in accordance with the EC1000.

OGL - Original Ground Level.

Gravel Layer 0.12
compacted thickness

Existing Ground

Material from slope and backfill to build up superelevation

Road platform level

Crossfall - 1%
FIGURE C.7 SCOUR CHECKS

Scour checks made of stones

Scour checks made of wooden stakes
FIGURE C8-DIMENSIONS OF SCOUR CHECKS FOR STANDARD DRAIN

STONE WEIGHT: MIN. 10KG
STAKE DIAMETER: MIN. 0.10m

NOTE:
1. Dimensions in meters

C-8
Labour Based Rehabilitation and Spot Improvement Works- Level 2

Drawings & Bills of Quantities

Figure C9a-Masonry Scour Checks

SECTION OF MASONRY SCOUR CHECK

PLAN OF DRAIN WITH SCOUR CHECK

<table>
<thead>
<tr>
<th>Cross-Section</th>
<th>Site in mm</th>
<th>Excess Erosion (m³)</th>
<th>Erosion (m³)</th>
<th>Apron stone pitching (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2000 x 300 x 550</td>
<td>0.22</td>
<td>0.25</td>
<td>0.18</td>
</tr>
<tr>
<td>B</td>
<td>2000 x 300 x 500</td>
<td>0.18</td>
<td>0.2</td>
<td>0.14</td>
</tr>
</tbody>
</table>
FIGURE C9b- CONCRETE SCOUR CHECKS

SECTION OF CONCRETE SCOUR CHECK

NOTE
1. Dimensions in mm

PLAN OF DRAIN WITH SCOUR CHECK

<table>
<thead>
<tr>
<th>Cross-Section</th>
<th>Sizes in mm</th>
<th>Excav (m3)</th>
<th>Concrete (m3)</th>
<th>Apron stone pitching (m3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Length</td>
<td>Width</td>
<td>Depth</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>2400</td>
<td>100</td>
<td>550</td>
<td>0.13</td>
</tr>
<tr>
<td>B</td>
<td>2000</td>
<td>100</td>
<td>500</td>
<td>0.10</td>
</tr>
</tbody>
</table>
FIGURE C10- CULVERT ENTRY/EXIT STRUCTURE TYPES

TYPE 1 (ENTRY AND EXIT)

TYPE 3 (ENTRY AND EXIT)

TYPE 2 (ENTRY ONLY)

TYPE 4 (ENTRY AND EXIT ON ACCESS)

NOTE
1. The code numbers specify the shape and function and the code letter denotes the material;
A = Concrete block
B = Stone masonry
C = Concrete
### Figures C12 - Headwall: Type 2 (Drop Inlet)

#### Dimensions and Material Requirements

<table>
<thead>
<tr>
<th>Pipe Diameter</th>
<th>Type A Concrete Blocks</th>
<th>Type B (Stone Masonry)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>0.30 0.30 0.30 0.40 0.49 0.49</td>
<td>0.30 0.30 0.30 0.30 0.30 0.30</td>
</tr>
<tr>
<td>600</td>
<td>0.30 0.30 0.30 0.40 0.49 0.49</td>
<td>0.30 0.30 0.30 0.30 0.30 0.30</td>
</tr>
<tr>
<td>900</td>
<td>0.30 0.30 0.30 0.40 0.49 0.49</td>
<td>0.30 0.30 0.30 0.30 0.30 0.30</td>
</tr>
</tbody>
</table>

#### Dimension (UNIT)

| a  | Foundation | b  | Foundation | c  | Foundation | d  | Apron | e  | Apron | f  | Drop Inlet | g  | Drop Inlet | h  | Drop Inlet | i  | Drop Inlet | j  | Drop Inlet | k  | Drop Inlet | l  | Drop Inlet | m  | Drop Inlet |
|----|------------|----|------------|----|------------|----|--------|----|--------|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|
| m  | 0.30       | 0.30 | 0.30       | 0.40 | 0.49       | 0.49 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       | 0.30 | 0.30       |

#### Material Requirement

<table>
<thead>
<tr>
<th>Foundation (Concrete)</th>
<th>0.67</th>
<th>0.47</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
<th>0.53</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head/Wingwalls (Concrete/Masonry)</td>
<td>0.56</td>
<td>0.72</td>
<td>1.15</td>
<td>1.27</td>
<td>1.60</td>
<td>2.65</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
<td>1.60</td>
</tr>
<tr>
<td>Apron (Concrete)</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
<td>0.24</td>
</tr>
</tbody>
</table>
FIGURE C14-HEADWALL TYPE 3B (STONE MASONRY HEADWALLS)

<table>
<thead>
<tr>
<th>Dimensions and Material Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Masonry</strong></td>
</tr>
<tr>
<td>E200</td>
</tr>
<tr>
<td><strong>Pipe Diameter</strong></td>
</tr>
<tr>
<td>400m</td>
</tr>
<tr>
<td><strong>Foundation</strong></td>
</tr>
<tr>
<td>a. Foundation (m)</td>
</tr>
<tr>
<td>0.40</td>
</tr>
<tr>
<td>b. Foundation (m)</td>
</tr>
<tr>
<td>0.30</td>
</tr>
<tr>
<td>c. Foundation (m)</td>
</tr>
<tr>
<td>1.58</td>
</tr>
<tr>
<td>d. Foundation (m)</td>
</tr>
<tr>
<td>0.90</td>
</tr>
<tr>
<td>e. Foundation (m)</td>
</tr>
<tr>
<td>0.20</td>
</tr>
<tr>
<td>f. Foundation (m)</td>
</tr>
<tr>
<td>0.30</td>
</tr>
<tr>
<td>g. Foundation (m)</td>
</tr>
<tr>
<td>0.20</td>
</tr>
<tr>
<td>h. Foundation (m)</td>
</tr>
<tr>
<td>0.40</td>
</tr>
<tr>
<td>i. Foundation (m)</td>
</tr>
<tr>
<td>0.60</td>
</tr>
<tr>
<td>j. Foundation (m)</td>
</tr>
<tr>
<td>0.28</td>
</tr>
<tr>
<td>k. Foundation (m)</td>
</tr>
<tr>
<td>0.75</td>
</tr>
<tr>
<td>l. Foundation (m)</td>
</tr>
<tr>
<td>0.88</td>
</tr>
<tr>
<td><strong>Material Requirement</strong></td>
</tr>
<tr>
<td>0.06</td>
</tr>
<tr>
<td><strong>Headwall</strong></td>
</tr>
<tr>
<td>c. Headwall (m)</td>
</tr>
<tr>
<td>0.20</td>
</tr>
<tr>
<td>d. Headwall (m)</td>
</tr>
<tr>
<td>0.80</td>
</tr>
<tr>
<td>e. Headwall (m)</td>
</tr>
<tr>
<td>0.60</td>
</tr>
<tr>
<td>f. Headwall (m)</td>
</tr>
<tr>
<td>0.06</td>
</tr>
<tr>
<td>g. Headwall (m)</td>
</tr>
<tr>
<td>0.22</td>
</tr>
</tbody>
</table>

SECTION E-E

SECTION A-A

PLAN

C14
### Figure C16 - Bedding and Haunch Profile Types I & II

#### Table

<table>
<thead>
<tr>
<th>Diameter (D)</th>
<th>450 (mm)</th>
<th>600 (mm)</th>
<th>900 (mm)</th>
<th>450 (mm)</th>
<th>600 (mm)</th>
<th>900 (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>0.15</td>
<td>0.20</td>
<td>0.20</td>
<td>0.15</td>
<td>0.20</td>
<td>0.20</td>
</tr>
<tr>
<td>b</td>
<td>0.10</td>
<td>0.15</td>
<td>0.15</td>
<td>0.10</td>
<td>0.15</td>
<td>0.15</td>
</tr>
<tr>
<td>c</td>
<td>0.86</td>
<td>1.12</td>
<td>1.48</td>
<td>0.86</td>
<td>1.12</td>
<td>1.48</td>
</tr>
<tr>
<td>d</td>
<td>0.56</td>
<td>0.72</td>
<td>1.08</td>
<td>0.56</td>
<td>0.72</td>
<td>1.08</td>
</tr>
<tr>
<td>e</td>
<td>0.14</td>
<td>0.18</td>
<td>0.27</td>
<td>0.28</td>
<td>0.36</td>
<td>0.54</td>
</tr>
<tr>
<td>f (m/min)</td>
<td>0.34</td>
<td>0.45</td>
<td>0.68</td>
<td>0.34</td>
<td>0.45</td>
<td>0.68</td>
</tr>
<tr>
<td>g</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>h</td>
<td>0.24</td>
<td>0.33</td>
<td>0.42</td>
<td>0.38</td>
<td>0.51</td>
<td>0.69</td>
</tr>
</tbody>
</table>

**Concrete Volume (m³/m):**

| Class 15/20 | 0.24 | 0.24 | 0.24 | 0.24 | 0.27 | 0.56 |

**Application:**
- Fair to poor subgrade condition
- Overfill > 75% of the pipe diameter
- Seasonal water flow only

**Remarks:**
Material for back/overfill shall be approved by the Engineer
### PROFILE III (CONCRETE)

<table>
<thead>
<tr>
<th>Diameter (D)</th>
<th>450 (mm)</th>
<th>600 (mm)</th>
<th>900 (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>0.15</td>
<td>0.20</td>
<td>0.20</td>
</tr>
<tr>
<td>b</td>
<td>0.10</td>
<td>0.15</td>
<td>0.15</td>
</tr>
<tr>
<td>c</td>
<td>0.86</td>
<td>1.12</td>
<td>1.48</td>
</tr>
<tr>
<td>d</td>
<td>0.56</td>
<td>0.72</td>
<td>1.08</td>
</tr>
<tr>
<td>e</td>
<td>0.42</td>
<td>0.54</td>
<td>0.81</td>
</tr>
<tr>
<td>f (min)</td>
<td>0.23</td>
<td>0.3</td>
<td>0.45</td>
</tr>
<tr>
<td>g</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>h</td>
<td>0.52</td>
<td>0.69</td>
<td>0.96</td>
</tr>
<tr>
<td>i</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concrete Class</th>
<th>Volume in (m³/m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/20</td>
<td>0.26</td>
</tr>
<tr>
<td></td>
<td>0.47</td>
</tr>
<tr>
<td></td>
<td>0.71</td>
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</table>

**Application**
- Fair subgrade condition
- Overfill > 75% of the pipe diameter
- Seasonal water flow only

**Remarks**
Material for back/overfill shall be approved by the Engineer

---

### PROFILE IV (CONCRETE)

<table>
<thead>
<tr>
<th>Diameter (D)</th>
<th>450 (mm)</th>
<th>600 (mm)</th>
<th>900 (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>0.15</td>
<td>0.20</td>
<td>0.20</td>
</tr>
<tr>
<td>b</td>
<td>0.10</td>
<td>0.15</td>
<td>0.15</td>
</tr>
<tr>
<td>c</td>
<td>0.86</td>
<td>1.12</td>
<td>1.48</td>
</tr>
<tr>
<td>d</td>
<td>0.56</td>
<td>0.72</td>
<td>1.08</td>
</tr>
<tr>
<td>e</td>
<td>0.46</td>
<td>0.52</td>
<td>0.78</td>
</tr>
<tr>
<td>f (min)</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
</tr>
<tr>
<td>g</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>h</td>
<td>0.81</td>
<td>1.02</td>
<td>1.38</td>
</tr>
<tr>
<td>i</td>
<td>0.28</td>
<td>0.35</td>
<td>0.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concrete Class</th>
<th>Volume in (m³/m)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.37</td>
</tr>
<tr>
<td></td>
<td>0.61</td>
</tr>
<tr>
<td></td>
<td>0.92</td>
</tr>
</tbody>
</table>

**Application**
- Fair to poor subgrade condition
- Overfill > 75% of the pipe diameter
- Seasonal water flow only

**Remarks**
Material for back/overfill shall be approved by the Engineer

---

C-17
**FIGURE C18-ACCESS DRIFT**

**PLAN**

Carriageway

Stones to be laid in interlocking pattern

150mm Grouted Stone Pitching
(Cement mortar 1:4)

**SECTION X-X**

Stone masonry toes on four sides of structure (300°-300mm)

---

**QUANTITIES TABLE**

<table>
<thead>
<tr>
<th>Cross section</th>
<th>Dimensions</th>
<th>Excavation (m³)</th>
<th>Stone masonry (m³)</th>
<th>150mm Grouted stone pitching (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4000 1800 600 1800 4200</td>
<td>7.5</td>
<td>1.30</td>
<td>21.75</td>
</tr>
<tr>
<td></td>
<td>6000 1800 600 1800 4200</td>
<td>10.90</td>
<td>1.60</td>
<td>30.15</td>
</tr>
<tr>
<td>B</td>
<td>4000 1400 400 1800 3600</td>
<td>7.80</td>
<td>1.20</td>
<td>18.30</td>
</tr>
<tr>
<td></td>
<td>6000 1400 400 1800 3600</td>
<td>9.90</td>
<td>1.50</td>
<td>25.50</td>
</tr>
</tbody>
</table>
1. SHAPED AND COMPACTED EARTH ROAD PROFILE

2. EDGE BEAM OF LARGE STONES

3. EDGE BEAM SECURED AND LARGE STONES LAID ON EDGE

4. LARGE STONES WEDGED WITH SMALLER ONES THEN BLINDED
1. The type of sign required and their location shall be as shown on the Road Plan or as directed by the Engineer.
2. Sign plate to be 2mm thick mild steel plate
3. Sign post to be 50mm fixing clamps/brackets.
4. Sign plate to be fixed to steel tube by 3 Nos M10 bolts and 50mm fixing clamps/brackets.
5. Sign paints shall be reflective.
6. The sign plate and post shall be treated by applying two coats of lead red oxide paint before applying a priming and two finish coats of approved paints. Paints used shall have a hard, durable and glossy finish.
SECTION VIII: BILL OF QUANTITIES
TENDER NO: 823973  
ROAD NAME: MOINOI-CHUWAI-APUKE  
BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Bid Rate (Ksh)</th>
<th>Amount (Ksh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-80-036</td>
<td>Erect one publicity sign board</td>
<td>PC SUM</td>
<td>1</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
</tbody>
</table>

**GENERAL OFFICE ADMINISTRATION AND OVERHEADS / PRELIMINARIES**

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Bid Rate (Ksh)</th>
<th>Amount (Ksh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-80-036</td>
<td>Erect one publicity sign board</td>
<td>PC SUM</td>
<td>1</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
</tbody>
</table>

**Total Carried Forward to Summary**  
25,000.00
TENDER NO: 823973
ROAD NAME: MOINOI-CHUWAI-APUKE
BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Bid Rate(Ksh)</th>
<th>Amount (Ksh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-50-003</td>
<td>Heavy bush clearing</td>
<td>SM</td>
<td>30000</td>
<td></td>
<td>294000</td>
</tr>
</tbody>
</table>

Total carried forward to summary
TENDER NO: 823973
ROAD NAME: MOINOI-CHUWAI-APUKE
BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Bid Rate(Ksh)</th>
<th>Amount (Ksh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-50-008a</td>
<td>Cut to spoil in soft (mechanical)</td>
<td>M³</td>
<td>17273.1</td>
<td>260.00</td>
<td>4,491,008.60</td>
</tr>
</tbody>
</table>

EARTHWORKS

Total carried forward to summary
TENDER NO: 823973
ROAD NAME: MOINOI-CHUWAI-APUKE
BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Item code</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Unit Bid Rate(Ksh)</th>
<th>Amount (Ksh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50-003</td>
<td>Light grading with watering and compaction</td>
<td>SM</td>
<td>39000</td>
<td>12.30</td>
<td>479,700.00</td>
</tr>
<tr>
<td>07.70.004</td>
<td>Gabion Installation</td>
<td>SM</td>
<td>1390</td>
<td>759.00</td>
<td>1,055,010.00</td>
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<tr>
<td>07.70.005</td>
<td>Rock fill to Gabions</td>
<td>M³</td>
<td>278</td>
<td>1,985.00</td>
<td>551,830.00</td>
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</table>

GRADING AND GRAVELLING WORKS

Total carried forward to summary
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<thead>
<tr>
<th>BILL NO</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tr>
<td>01</td>
<td>GENERAL OFFICE ADMINISTRATION AND OVERHEADS/ PRELIMINARIES</td>
<td>25,000.00</td>
</tr>
<tr>
<td>04</td>
<td>SITE CLEARANCE</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>EARTHWORKS</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>GRADING AND GRAVELLING WORKS</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total

VAT @ 16%

TOTAL COST FOR THE WORKS
SECTION IX: TENDER FORMS
Form of Bid

(NAME: The Appendix forms part of the Bid. Bidders are required to fill all the blank spaces in this form of Bid and Appendix)

NAME OF TENDER:

| PROPOSED ROUTINE IMPROVEMENT AND MAINTENANCE OF MOINOI – CHUWAI – APUKE ROAD |

TO: Chief Officer – Transport and Infrastructure,
County Government of West
P. O. Box 349 - 30600,
KAPENGURIA

Sir,

1. Having examined the Conditions of Contract, Specifications, Bill of Quantities, and Drawings for the execution of the above-named works we, the undersigned, offer to construct and install such works and remedy any defects therein in conformity with the said Bill of Quantities, Conditions of Contract, Specifications and Drawings for the sum of

(Insert amount in words)

(Insert amount in figures)……………………………………………………………………………

as specified in the Appendix to Bid or such other sums as may be ascertained in accordance with the said Conditions.

2. We undertake, if our bid is accepted, to commence the works within fourteen (14) days of receipt of the Engineer’s order to commence, and to complete and deliver the whole of the works comprised in the contract within the time stated in the Appendix to Bid.

3. If our bid is accepted we will, when required, obtain the guarantee of a Bank or other sureties (to be approved by you) to be jointly and severally bound with us in a sum not exceeding 10% of the above named sum for the due performance of the contract under the terms of a Bond to be approved by you.

4. We agree to abide by this bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be extended at any time before the
expiration of that period.

5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. On the basis of our previous experience we are fully experienced and competent in the type of work included in this tender and we have adequate financial resources to carry out the works described within the period for completion. We are in a position to fulfil the contract for which we have tendered.

Dated this .............................. Day of .............................. 20 ......................

Signature...................................... in the capacity of .................................

Duly authorized to sign bids on behalf of (Name of Tenderer) ..............................

......................................................................................................................

(Address of Tenderer)......................................................................................

(Name of Witness)............................................................................................

(Signature of Witness).......................................................................................

(Address of Witness)....................................................................................... 

(Occupation of Witness)....................................................................................
APPENDIX TO FORM OF BID
### Appendix to Form of Bid
(This appendix forms part of the bid)

<table>
<thead>
<tr>
<th>CONDITIONS OF CONTRACT</th>
<th>CLAUSE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Security</td>
<td>17</td>
<td><strong>Kshs. 160,000.00</strong> (Unconditional bank guarantee or from)</td>
</tr>
<tr>
<td>Amount of Performance Security (Unconditional Bank Guarantee)</td>
<td>10.1</td>
<td>10% Tender Sum in the form of Unconditional Bank Guarantee</td>
</tr>
<tr>
<td>Program to be submitted</td>
<td>14.1</td>
<td>Not later than 21 (twenty-one) days after issuance of Order to Commence</td>
</tr>
<tr>
<td>Cash flow estimate to be submitted</td>
<td>14.3</td>
<td>Not later than 21 (twenty-one) days after issuance of Order to Commence</td>
</tr>
<tr>
<td>Minimum amount of Third-Party Insurance</td>
<td>23.2</td>
<td>1% of the Contract Sum</td>
</tr>
<tr>
<td>Period for commencement, from Engineer’s order to commence</td>
<td>41.1</td>
<td>21 days</td>
</tr>
<tr>
<td>Time for completion</td>
<td>43.1</td>
<td>3 months</td>
</tr>
<tr>
<td>Amount of liquidated damages</td>
<td>47.1</td>
<td>0.05% of Contract Sum per day</td>
</tr>
<tr>
<td>Limit of liquidated damages</td>
<td>47.1</td>
<td>5% of Contract Sum</td>
</tr>
<tr>
<td>Defects Liability period</td>
<td>60.3</td>
<td>3 months</td>
</tr>
<tr>
<td>Percentage of Retention</td>
<td>60.3</td>
<td>5% of Interim Payment Certificate</td>
</tr>
<tr>
<td>Limit of Retention Money</td>
<td>60.3</td>
<td>5% of Contract Sum</td>
</tr>
<tr>
<td>Minimum amount of interim certificates</td>
<td>60.2</td>
<td>Kshs 1,500,000.00</td>
</tr>
<tr>
<td>Time within which payment to be made after Interim Payment Certificate signed by Engineer</td>
<td>60.10</td>
<td>28 days</td>
</tr>
<tr>
<td>Time within which payment to be made after Final Payment Certificate signed by Engineer</td>
<td>60.10</td>
<td>28 days</td>
</tr>
<tr>
<td>Appointer of Adjudicator</td>
<td>67.3</td>
<td>The Chartered Institute of Arbitrators (Kenya)</td>
</tr>
<tr>
<td>Notice to Employer and Engineer</td>
<td>68.2</td>
<td>The Employers address is: The Chief Officer – Transport and Infrastructure, County Government of West Pokot, P.O. Box 349 - 30600 KAPENGURIA The Engineer’s address is: County Roads Engineer, County Government of West Pokot, P.O. Box 349 - 30600 Kapenguria</td>
</tr>
</tbody>
</table>

Signature of Tenderer……………………………………..……. Date …………………….
Form of Bid Security
TENDER BANK GUARANTEE

Note: The bidder shall provide Bank Guarantee in the official Bank letterhead and in the format stated below. No other Form of Bid Bond or any other forms of security will be accepted. Bidders who fail to comply with this requirement will be disqualified.

“Format of Bank Tender Guarantee (Bid Security)"

WHEREAS [Name of bidder].
(herein after called “the Bidder”) has submitted his bid dated …………………
for the

, hereinafter called “the bid”

KNOW ALL MEN by these presents that we [Name of Bank]

of [Name of Country]

having our registered offices at

(herinafter called the Bank) are bound unto the Chief Officer – Transport and Infrastructure, (herinafter called “the Employer”) in the sum of

(in words Kshs)………………………………………………………………………………

(In figures Kshs)………………………………………………………………………………

for which payment will be well and truly made to the said Employer the Bank binds itself, its successors and assigns by these presents.

SEALED with the common Seal of the said Bank this …………………. day of 20………

THE CONDITIONS of this obligation are:

1. If the bidder withdraws his Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity
   (i) Fails or refuses to execute the Form of Agreement in accordance with the
Instructions to Tenderers when required or

(ii) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty days after the date of expiration of the bid validity, as stated in the Instructions to Bidders.

At the request of the Employer the Bid validity period may be extended by mutual agreement between the Employer and the Bidder and we undertake to extend the validity of this surety accordingly without you having to inform us of such an extension of the Bid validity period if within this period the Bidder has been notified of the acceptance of his Bid. This Surety shall remain valid up to the time the Contract Agreement has been executed.

SIGNATURE AND SEAL OF THE BANK .................................................................

NAME OF SIGNATORY .......................................................... DATE ............... 

NAME OF THE WITNESS .............................................................................

SIGNATURE OF THE WITNESS ............................... DATE ............................

ADDRESS OF THE WITNESS .................................................................
SECTION XI: SCHEDULES OF SUPPLEMENTARY INFORMATION
SCHEDULE 1: CONFIDENTIAL BUSINESS QUESTIONNAIRE ........................................ 136
SCHEDULE 2: FORM OF WRITTEN POWER OF ATTORNEY .................................. 139
SCHEDULE 3: CERTIFICATE OF BIDDER’S VISIT TO SITE .................................. 140
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SCHEDULE 6: SCHEDULE OF ROADWORKS CARRIED OUT BY THE BIDER IN THE LAST THREE YEARS ........................................................................ 143
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SCHEDULE 8: FINANCIAL STANDING ..................................................................... 147
SCHEDULE 9: OTHER SUPPLEMENTARY INFORMATION .................................. 148
SCHEDULE 10: LITIGATION HISTORY FORM .................................................... 149
SCHEDULE 12: ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM 151
SCHEDULE 1: CONFIDENTIAL BUSINESS QUESTIONNAIRE

This Confidential Business Questionnaire of the Government of Kenya shall be completed by the Bidder.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

F. Part 1 - General:

Business name
..................................................................................................................................................

Location of business premises
..................................................................................................................................................

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

Postal Address................................... Tel No. .......................... Email address ...............

Nature of business.........................................................................................................................

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

Maximum value of business which you can handle at any one time:
Kshs...........................................................

Name of your bankers ..............................................................................

Branch.................................................................................................

Part 2(a) - Sole Proprietor:

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

Age........................................................................................................................................

137
Nationality ..................................Country of origin ..................................

*Citizenship details .................................................................
Part 2(b) - Partnership:

Give details of partners as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Part 2(c) - Registered Company:

Private or Public: .................................................................

State the nominal and issued capital of the company:

Nominal Kshs.: ...........................................................................

Issued Kshs.: ..............................................................................

Give details of all directors as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Г. Attach proof of citizenship (Compulsory)

- Attach certified copy of Form CR12 (Compulsory)
Part 3: Interest in the Firm:

Is there any person / persons in the County Government of West Pokot who has interest in this firm? Yes /No**……………………………

I certify that the information given above is correct.

..........................................................
Date ....................................................

Signature of Bidder

** Delete as necessary
SCHEDULE 2: FORM OF WRITTEN POWER OF ATTORNEY

The Bidder shall state here below the name(s) and address of his representative(s) who is/are authorized to receive on his behalf correspondence in connection with the Bid.

.................................................................
(Name of Bidder’s Representative in block letters)

.................................................................
(Address of Bidder’s Representative)

.................................................................
(Signature of Bidder’s Representative)

Alternate:

.................................................................
(Name of Bidder’s Representative in block letters)

.................................................................
(Address of Bidder’s Representative)

.................................................................
(Signature of Bidder’s Representative)

*To be filled by all Bidders.

*Both representative and alternate must attach copy of National Identification card or Passport.
SCHEDULE 3: CERTIFICATE OF BIDDER’S VISIT TO SITE

This is to certify that

[Name/s]…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Being the authorized representative/Agent of [Name of bidder]

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Voluntary visited the site of the works for the:

………………………… day of…………………………20…………………………

Signature of Tenderer………………………………………………..
SCHEDULE 4: MAJOR ITEMS OF CONSTRUCTION PLANT AND EQUIPMENT

The Bidder shall enter in this schedule all major items of plant and equipment which he proposes to bring to site. Only reliable plant in good working order and suitable for the work required of it shall be shown on this Schedule. Summary of the same shall be entered in Section 5: Qualification Criteria, Part 7.

<table>
<thead>
<tr>
<th>Date of Arrival on Project (Days after commence)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Rating</td>
<td></td>
</tr>
<tr>
<td>Owned/Leased/Imported</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
</tr>
<tr>
<td>Estimated CIF Mombasa Value (If to be imported)</td>
<td></td>
</tr>
<tr>
<td>Capacity (ton or m³)</td>
<td></td>
</tr>
<tr>
<td>New or Used</td>
<td></td>
</tr>
<tr>
<td>Year of Manufacture of each</td>
<td></td>
</tr>
<tr>
<td>Description Type, Model, Make</td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above information is correct.

.............................................  .............................................
(Signature of Bidder)  (Date)
### SCHEDULE 5: KEY PERSONNEL

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>NAME</th>
<th>NATIONALITY</th>
<th>SUMMARY OF QUALIFICATIONS AND EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Qualifications</td>
</tr>
<tr>
<td>Headquarters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner/Director or other key staff (give designation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Site Agent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Site Surveyor</td>
<td></td>
<td></td>
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<tr>
<td>3. Foreman</td>
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</tbody>
</table>

Note: The Bidder shall list in this schedule the key personnel he will employ from the Contractor’s headquarters and from the Contractor’s site office to direct and execute the work together with their qualifications, experience, position held and nationality in accordance with Clause 15.2 and 16.3 of the Conditions of Contract Part II (where required, use separate sheets to add extra data for column 4). Bidders shall attach certified copies of academic certificates, and CVs of all key staff.

I certify that the above information is correct.


(Signature of Bidder)  (Date)
SCHEDULE 6: SCHEDULE OF ROADWORKS CARRIED OUT BY THE BIDER IN THE LAST THREE YEARS

SCHEDULE 6A: COMPLETED WORKS

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS</th>
<th>NAME OF CLIENT</th>
<th>VALUE OF WORKS (KSHS) *</th>
<th>YEAR COMPLETED/ REMARKS</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Note: Bidders shall attach certified copies of letters of award (for each listed project), certified copies of completion certificates.

I certify that the above works were successfully carried out by this Bidder.

..............................................  ..............................................
(Signature of Bidder)                        (Date)

* Value in KShs using Central Bank of Kenya mean exchange rate at a reference date 7 days before date of BID opening
SCHEDULE 6B: NON-COMPLETED WORKS BEYOND COMPLETION DATE

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS</th>
<th>NAME OF CLIENT</th>
<th>VALUE OF WORKS (KSHS) *</th>
<th>YEAR COMPLETED/ REMARKS</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Note: Bidders shall attach certified copies of letters of award (for each listed project), certified evidence for executed works for non-completed projects e.g copy of recent payment certificate.

I certify that the above works were successfully carried out by this Bidder.

…………………………
(Signature of Bidder)  …………………
(Date)

* Value in KShs using Central Bank of Kenya mean exchange rate at a reference date 7 days before date of BID opening.
# 67. SCHEDULE 6C: SPECIFIC EXPERIENCE

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS</th>
<th>NAME OF CLIENT</th>
<th>VALUE OF WORKS (KSHS) *</th>
<th>YEAR COMPLETED/ REMARKS</th>
</tr>
</thead>
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</tbody>
</table>

Note: Bidders shall attach certified copies of letters of award (for each listed project), certified evidence for executed works for non-completed projects e.g copy of recent payment certificate.

I certify that the above works were successfully carried out by this Bidder.

…………………………
(Signature of Bidder)  ……………………………
(Date)

* Value in KShs using Central Bank of Kenya mean exchange rate at a reference date 7 days before date of BID opening
## SCHEDULE 7: SCHEDULE OF ONGOING PROJECTS

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS</th>
<th>NAME OF CLIENT</th>
<th>DATE OF COMMENCEMENT</th>
<th>DATE OF COMPLETION</th>
<th>VALUE OF WORKS (KSHS)</th>
<th>VALUE COMPLETED UP TO DATE %</th>
<th>PHYSICALLY COMPLETED UP TO DATE %</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Note: 1. Bidders shall attach certified copies of letters of award (for each listed project) and any certified evidence for executed works e.g. copy of recent payment certificate.

2. Bidders must indicate all their on-going works as at the time of bidding. Any non-disclosure shall constitute non-responsiveness

I certify that the above works are being carried out by me and that the above information is correct.

```
…………………………
  (Signature of Bidder)
```

```
…………………………
  (Date)
```

146
SCHEDULE 8: FINANCIAL STANDING

1. Submit copies of audited profit and loss statements and balance sheet for the last five calendar years and estimated projection for the next two years with certified English translation where appropriate.

2. Give turnover figures for each of the last two (2) financial years. Quote in millions and decimal thereof.

<table>
<thead>
<tr>
<th></th>
<th>Year 1 (............)</th>
<th>Year 2 (..........)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ksh.</td>
<td>Ksh.</td>
</tr>
<tr>
<td>Road works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other civil Engineering works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY OF ASSETS AND LIABILITIES OF THE AUDITED FINANCIAL STATEMENTS OF THE LAST TWO (2) FINANCIAL YEARS.

<table>
<thead>
<tr>
<th></th>
<th>Year 1 (............)</th>
<th>Year 2 (..........)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KShs.</td>
<td>KShs.</td>
</tr>
<tr>
<td>1. Total Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Bank Credit Line Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Total Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Net Worth (1-4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Working capital (2+3-4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(a) Name/Address of Commercial Bank providing credit line

................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

(b) Total amount of credit line KShs.................................................................

    Attach a certified copy of Undertaking of the Bank to provide the credit.

(c) Attach bank statements for the last six (6) months
SCHEDULE 9: OTHER SUPPLEMENTARY INFORMATION

Financial reports for the last three years, balance sheets, profit and loss statements, auditors’ reports etc. List them below and attach copies.

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

Evidence of access to financial resources to meet the qualification requirements. Cash in hand, lines of credit etc. List below and attach copies of supporting documents

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

Name, address, telephone, telex, fax numbers and email of the Bidders Bankers who may provide reference if contacted by the Contracting Authority.

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

I certify that the above information is correct.

……………………………  ………………………………………
Date  Signature of Bidder

(To be signed by authorized representative and officially stamped)
SCHEDULE 10: LITIGATION HISTORY FORM

Information on current litigation in which the Bidder is involved.

<table>
<thead>
<tr>
<th>OTHER PARTY (IES)</th>
<th>CAUSE OF DISPUTE</th>
<th>AMOUNT INVOLVED (KSHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above information is correct.

…………………………….
……………………………………..
Date
Signature of Bidder

(To be signed by authorized representative and officially stamped)
SCHEDULE 11: DECLARATION FORM FOR BANKRUPT OR INSOLVENT AND DEBARMENT

Date
To
County Government of West Pokot
P.O Box 349 - 30600,
KAPENGURIA

Ladies and Gentlemen,
The Tenderer i.e. (full name and complete physical and postal address)
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
………………………… declare the following: -
a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
c) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
d) That I/We are not under any ongoing investigation by the Ethics and Anti-Corruption Commission (EACC) for any corrupt and/or economic crimes or practices.
e) That I/ We are not associated with any other Tenderer participating in this Tender.
f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,
……………………………………………………
Name of Tenderer
…………………………………………………………………………..
Signature of duly authorised person signing the Tender
…………………………………………………………………………..
Name and Capacity of duly authorised person signing the Tender
Stamp or Seal of Tenderer)
SCHEDULE 12: ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM

I/We …………………………………………………………………………………… of Post Office
Box……………………………………………………………………………. declare that I/ We recognize that
Public Procurement is based on a free, fair and 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 No.
……………………………… for or in the subsequent performance of the contract if I/We
am/are successful.

Signed by ……………………………………… C.E.O. or Authorized Representative.

Name ………………………………………

Designation………………………………

Signature……………………………………

Date……………………………………

In case of sub-contracting

Signed by ……………………………………… CEO of the firm to be subcontracted

Name…………………………………………

Designation………………………………

Signature……………………………………

Date……………………………………
SECTION XII: FORM OF AGREEMENT
FORM OF AGREEMENT

THIS AGREEMENT is made on the ........ day of .................... 20 ........ between the County Government of West Pokot of P. O. Box 349 - 30600, Kapenguria hereinafter called “the Employer” of the one part and ............................................................... hereinafter called “the Contractor” of the other part.

WHEREAS the Employer is desirous that certain works should be executed, viz.

and has a Contract with the Contractor for the execution completion and maintenance of such works in the region NOW THIS AGREEMENT WITNESSETH as follows:

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following document shall be deemed to form and be read and construed as part of this Agreement, viz.:

- The form of bid dated ..............................................
- The Conditions of Contract (FIDIC IV) Part 2
- The Conditions of Contract (FIDIC IV) Part 1
- The Special Specification
- The Standard Specifications
- The Priced Bill of Quantities
- The Letter of Award and Acceptance
- Schedules of Supplementary Information
- The Drawings
- Other documents as may be agreed and listed

All aforesaid documents are hereinafter referred to as "The Contract".

In consideration of the payment to be made by the Employer to the Contractor, the Contractor hereby covenants with the Employer to execute, complete and maintain the works in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and maintenance of the works the Contract Price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties have hereunto set their respective hands on the day and year first above written.
SIGNED SEALED AND DELIVERED

By the said Employer: .................................................. Date.....................

(CHief Officer - Transport and Infrastructure,
County Government of West Pokot) For and on behalf of the said Employer

In the presence of: .................................................................

(Name and Designation of Witness)

.................................................. Date.....................

(Signature of Witness)

.................................................................

(Address Of witness)

By the said Contractor: .................................................. Date.....................

(Signature)

.................................................................

(Name of the Director)

In the presence of: .................................................................

(Name and Designation of Witness)

.................................................................

(Signature of Witness)

.................................................................

(Address Of witness)
SECTION XIII: FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)
FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

To
The Chief Officer – Transport and Infrastructure,
County
Governme
nt of West
Pokot,
P.O. Box
349 -
30600
KAPENGURIA

WHEREAS

........................................................................................................(hereinafter called
“the Contractor”) has undertaken in pursuance of Contract No. .................Dated .........................to execute the

PROPOSED IMPROVEMENT AND MAINTENANCE OF MOINOI-
CHUWAI-APUKE ROAD

, (hereinafter called the “Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified in the Appendix to Form of Bid as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of

Kshs
.............................................................................................................(amount in figures)
Kshs.
.............................................................................................................

.............................................................................................................(amount in words)

and we undertake to payment to you, upon your first written demand and without cavil or argument, any sum or sums within and
up to the limits as aforesaid without your needing to prove or show grounds or reasons for the sum specified therein.

We hereby waive the necessity of you demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract Documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days after issuing of the Defects Liability Certificate. AUTHORIZED SIGNATURE OF

THE BANK……………………………………………………………

Name of Signatory……………………………………………………………

……

Name of bank……………………………………………………………………

……

Address………………………………………………………………Date

…………………………